Search Process
Instructional Faculty (Full Time)

The request to hire is a conversation between the Dean/Division Head and Provost as part of the area's Three Year Hiring Plan. Once approved:

1. The BRC is prepared by the Department Chair and/or Dean.

2. Dean forwards their combined area's BRC template to the Provost's Office.

3. Provost's Office assigns a BRC #.

4. Provost's Office forwards combined Academics BRC template to the Budget Office.

5. Budget Review Committee will review all actions presented by the Budget Office.

6. Dispositions on Academic requests are communicated by the Provost's Office to the Dean/Division Head.

7. Budget Office advises OCDP and HR of all approved requests.

8. Budget Office will assign the appropriate HCM #.

9. Hiring Department selects the Search Chair and the Search Committee. The Search Chair may elect to have staff support assist with the administrative wok associated with the search: appointment scheduling, letter preparation, search grid preparation, etc.

10. Search Chair schedules with HR Recruiter a Recruitment Advisory Session (RAS) to review and select the position description template, specifics on advertising, and collection of all resumes and applications. Search Chair should have a brief description of the position duties ready to discuss at the RAS.

11. Search Chair completes the job vacancy notice (JVN) and includes the campus specific duties and preferred qualifications, and submits to HR Recruiter for corrections and approval.

12. Search Chair contacts OCDP for the Search Plan Approval Form.

13. The Provost will support search-related expenses which include advertising and candidate travel to campus for in-person interviews. The maximum is $2,700 *per search.*

14. When the Search Plan is completed and approved by OCDP, OCDP will advise Search Chair, HR, Legal, etc. and a Briefing Meeting will be scheduled. All Search Committee members are required to attend a Briefing Meeting.

15. HR Recruiter will upload the JVN into the CUNYFirst approval path for review by the Hiring Manager, Search Chair, OCDP, HR, and Central Office.

16. Once the approval path is complete, the position is posted.

17. Search Chair forwards copies of advertisements to OCDP and keep copies in file.

18. Job posting closes on specified date on the Search Plan.

19. HR Recruiter provides Search Committee access to review applicant files.

20. Search Chair reviews applications with Search Committee and prepares the grid.

21. Search Chair sends completed grid to OCDP for certification/approval.

22. Once approved, the Search Committee schedules the first round of interviews (usually virtual).

23. HR will send "no thank you" letters to applicants not selected for Tier One or Tier Two.

24. When the appropriate number of candidates is selected, the second round of interviews is scheduled (usually on campus/in person).

25. Arrangements for the candidate's lodging will be made by the Dean's office on the divisional NET (non-employee travel) card. The candidate's expenses will be processed by the Dean's office after the candidate has provided the required original documents.

26. The Search Chair may schedule lunch or dinner interviews with the candidate and the Search Committee and will be reimbursed to a maximum of $300 *per search*. **_Alcohol is not a reimbursable expense item_**. Search Chair will affix original, itemized receipts to the QCF payment request, include all attendees' names, BRC #, and search posting number (JVN), and forward to Provost Office for processing.

27. Search Committee selects candidate and obtains Department P&B agreement.

28. Chair obtains written approval to hire from both Dean and Provost.

29. Department Chair prepares the offer and start up letters using the templates provided on the Provost's website.

30. Search Chair advises OHR Recruiter that search is over and the candidate has been selected.

31. Department forwards copies of the signed offer letter to Dean's Office, the Office of the Provost, and OHR.

32. Search Chair or Department Chair contacts OHR with the candidate's contact information (telephone and email). OHR will contact the candidate for the onboarding process.

33. Department obtains the information necessary to prepare and submit the ePAF using the HCM number obtained at the onset of the search process, and includes the BRC # in the ePAF comments.

34. Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.

35. Search Chair will send turndown letters to candidates interviewed but not selected.

36. Search Chair will box, label, seal and forward to OCDP all search-related material.

37. OCDP closes the search.

PLEASE NOTE

- ❖ Unless there is a vacancy caused by separation out of cycle (e.g. retirement, resignation, etc.), or evidence of a fully justified urgent need is submitted, a request to begin a search should be included in the annual Three Year Hiring Plan presented every Spring.

- ❖ All search requests require an approved BRC; the BRC # must be included on all correspondence, including the ePAF.