

College of Arts and Sciences

Faculty Recruitment Procedures

Effective Fall 2021 (Last updated: Dec 2021)

Reminder: All documentation related to a faculty search must be maintained in the department/program for three years.

Acronyms used in this document:

CAS=College of Arts and Sciences

OEA=Office of Equity and Access

PCR=Position/Compensation Request

AA/EEO=Affirmative Action/Equal Employment Opportunity

VPC= Vice Provost Coordinator

IAL=Informal Acknowledgement Letter

Faculty Searches have three stages, each with different types of approvals and processes:

- 1) Open-Search—reviewed and approved by CAS and the CAS AA/EEO
- 2) Mid-Search—simultaneously reviewed and approved by CAS AA/EEO and OEA
- 3) Pre-Hire/Close-Search—two sequential stages, reviewed by and approved by CAS AA/EEO and CAS Dean

1) Open-Search Procedures: approvals required before position is advertised.

After receiving permission from the Dean and the Provost to begin a search and obtaining a Position/Compensation Request (PCR) approval, you will submit a) an Open-Search Package for the CAS AA/EEO review and b) a faculty search in Interfolio (see Interfolio Procedures for Faculty Search).

a) Document to be submitted for CAS AA/EEO Review

The Open-Search package should be submitted to the CAS AA/EEO:
cas_aaeo@stonybrook.edu.

Items to be submitted for Open-Search approval:

- Memo detailing recruitment plan should include:

- List of Search Committee members (Department chair should not typically be a member of the search committee).
- List of all advertising outreach, i.e., web site listings/electronic bulletin boards, mailings to target groups, professional journals/organizations, recruitment at conference events, etc.
- Listing of and rationale for required and preferred qualifications.
- Description of interview process.
- HRFS0137 Advertising Request Form and Ad Copy.
- Resume Screening Instrument (should align with required and preferred qualifications and have a rating scale).
- Interview Questions and Interview Evaluation Instrument (should have a rating scale).
- Copy of approved PCR form.

[NB: The SUSB Form 68 is no longer used.]

b) Procedures for Interfolio for Faculty Search – Open-Search

Open a faculty search by creating a new position. See the information at the following link about creating a new position in Interfolio:

<https://product-help.interfolio.com/m/27443/l/606254-create-a-position?preview=true>

Include all the documents submitted to the CAS AA/EEO review in Interfolio faculty search position:

Memo detailing recruitment plan should include:

- List of Search Committee members (Department chair should not typically be a member of the search committee).
- List of all advertising outreach, i.e., web site listings/electronic bulletin boards, mailings to target groups, professional journals/organizations, recruitment at conference events, etc.
- Listing of and rationale for required and preferred qualifications.
- HRFS0137 Advertising Request Form and Ad Copy.
- Resume Screening Instrument (should align with required and preferred qualifications and have a rating scale).
- Interview Questions and Interview Evaluation Instrument (should have a rating scale).

For more information see: [Administrator Checklist for the Faculty Search Module](#) in Interfolio (Gives department administrators guidelines to create, manage, and monitor searches).

Once AA/EEO has approved the open search, the position in Interfolio will be submitted to the Provost's Office for review and transmission to HR for CJO (Campus Job Opportunities) posting. Note that all positions must be posted on CJO in addition to ads placed in other media.

2) MID-SEARCH APPROVALS: CAS AA/EEO and OEA approval processes occur simultaneously

Reminder: **The posting should be closed before a mid-search is submitted** and you may not arrange interviews with candidates until both CAS AA/EEO and OEA have approved the Mid-Search Documents. Search Committee members must rate all applicants in Interfolio

a) Procedures for CAS AA/EEO Mid-Search Review

Submit the mid-search package to: cas_aaeo@stonybrook.edu

Items to be submitted to the CAS AA/EEO for Mid-Search approval:

- Memo with a narrative summary and rationale for the people to be interviewed. Also indicate if there will be two rounds of interviews (semi-finalists and finalists). The narrative summary and rationale should provide brief information about the candidate's research and teaching profile and how it fits into the research and pedagogical mission of the department/program and the University. If conducting semi-finalist interviews, please indicate the length of the interviews and if the same interview rating instrument will be used.
- A spreadsheet (generated by the report function in Interfolio) of all applicants with numerical ratings by each search committee member. The spreadsheet should be organized to show: candidates to be interviewed, candidates qualified but not to be interviewed, and candidates not qualified. (For information on generating Interfolio reports see: [Run an Applications Report](#).)
- Copies of all ads or notifications at listserves placed for the position. Copies of any other communications alerting faculty at other universities of the position.

b) OEA Mid-search review

To prepare the search for OEA review the Department Administrator or Search Committee Manager should:

- Assign "disposition codes" and "applicant status" for all candidates not moving to the next step in the hiring process.
- Change "Applicant status" for all applicants to be considered for the next step to "Mid Search Review."
- Change the "position status" for position to Mid-search Review in progress.
- Send an email to: CAS_aaeo@stonybrook.edu requesting mid-search review and approval.
- CAS will notify OEA via email that the position is ready for mid search review process.
- OEA performs a mid-search review upon communication from CAS and may contact the VPC for clarification or if issues are identified.
- Once approved, OEA will change the "position status" to Mid-search Review Approved and Notify the VPC that the mid-search review has been approved.
- VPC will notify the department that the mid-search has been approved and that interviewees may be contacted. [Reminder that an Associate Dean from CAS should meet with all finalists of tenure track searches.]

3) CLOSE-SEARCH APPROVAL: Approvals from the CAS AA/EEO and the Dean are required before contacting the candidate(s). The two stages below are sequential.

a) CAS AA/EEO. Close-Search Review and Approval

The following Items should be submitted to the CAS AA/EEO: cas_aaeoo@stonybrook.edu

- Memo from the department chair with a narrative rationale for the proposed candidate and with information about why the other candidates interviewed are not chosen. Be sure to indicate how the proposed candidate's research and teaching profile fits into the research and pedagogical mission of the department/program and the University.
- Spreadsheet showing numerical rankings for each interviewed candidate based on the Interview Rating Instrument from each search committee member.

b) Dean's Approval and Close Search Procedures in Interfolio

- The department administrator or manager makes the following changes in Interfolio:
 - Change the status of approved final candidate to "Offer."
 - For those interviewed but not chosen, change the applicant status to reflect their final interview status (ie: Interview 1 – phone/video screen, Interview 1 – in person, Interview 2 – in person, etc.). Please do not assign the status "No longer under consideration" to these applicants. Assign a disposition code.

After CAS AA/EEO Approval:

- CAS notifies the department chair and requests them to draft the informal acknowledgment letter (IAL) on the department letterhead.
- The department chair sends the draft IAL and RSR (if applicable) to the Dean for approval and signature.
- CAS Dean's Office shares IAL and RSR (if applicable) with Provost's Office for approval.
- After the Provost has approved the IAL (and RSR), the Department Chair shares it with the selected candidate.
- If the candidate accepts the IAL, the Department chair notifies the VPC, who adds the IAL and RSR to the Interfolio file.
- CAS proceeds submit the position through Interfolio for the Provostial-level approval.
- Provost's VP Coordinator Team informs CAS to initiate the Provost's Offer Letter request process.
- Upon receipt of the signed official offer letter from the Provost, the Dean's Office will contact the selected candidate via email with the offer letter and hiring documents for signature and completion, copying the chair and the department administrator.
- Once the signed offer letter and the completed hiring forms are received back from the candidate, the Dean's Office will contact the Department Administrator to enter the Pre-employment record into PeopleSoft and to initiate the background check.
- Department Administrator will send the SBU ID# and the background clearance to the Dean's Office so that the onboarding process can begin.

Congratulations! Hire Complete!