GUIDELINES FOR MANAGING THE HIRING AND SELECTION PROCESS

JOB ID: _____   **POSITION TITLE:** _____

FACULY SEARCH COMMITTEE CHECKLIST

This information is provided guidance to Academic Chairperson(s) and search committees on faculty searches. Please refer to the CUNY Search Committee Guide at
http://www.cuny.edu/about/administration/offices/ohrm/diversity/Recruitment/CUNYSearchCommitteeGuide1.2_04072014.pdf, and the College's Office of Affirmative Action, Compliance and Diversity (OAACD) webpage, under the section named CAMPUS SEARCHES at http://www.bcc.cuny.edu/Affirmative-Action/?p=AA-Campus-Searches, for *detailed* instructions about how to navigate the search process.

☑	STEP	DESCRIPTION
☐	1	File your Recruitment Plan, including the CUNYFirst job vacancy notice/position announcement. Obtain approval/signature from the Vice President, Office of Academic Affairs. Once completed, file the Recruitment with the Office of Affirmative Action, Compliance and Diversity. Upon approval and processing by the Chief Diversity Officer, your Recruitment Plan is sent to Human Resources to process the advertisement/posting. The search is officially approved.
☐	2*	During the filing of the Recruitment Plan, the Academic Chairperson can (voluntarily) elect a Chairperson for the Search Committee.
☐	3*	During the filing of the Recruitment Plan, the Academic Chairperson will select and designate the members of the Search Committee.

Following approval, the CUNYFirst job vacancy notice is published in the CUNYFirst system and the search process begins.

☑	STEP	DESCRIPTION
☐	4*	Job advertisements are placed (and posted) on various websites and publications. If applicable, personal contacts are made with departments, individuals, at conferences, etc.
☐	5	Applications are submitted through the CUNYFirst online-recruitment system.
☐	6	The applicant pool is reviewed by the search committee to ensure that recruitment is broad and inclusive based on the credential review. The Chief Diversity Officer will certify that the search is in compliance, and that the Applicant pool is broad and inclusive via approval of the Applicant Pool Certification Form. If the applicant pool does not reflect the availability data, an expanded search may continue.
☐	7	Search committee begins selection process. Applicants are selected for campus visit, held or not selected. The Applicant Pool Certification Form must be approved by the Chief Diversity Officer, before any candidate is invited for an initial interview.
☐	8	Communication begins with applicants selected for campus visit. Accommodations with travel, scheduling, etc. must be arranged and approved with OAA.
☐	9	Candidates make campus visits and first scheduled interviews are held.
☐	10	Candidates participate in a teaching demonstration and the demonstrations are held.
☐	11	Search Committee recommends the faculty candidate(s) for review by the Vice President/OAA.
☐	12	Search Committee complies search records for submission to the Chief Diversity Officer.
☐	13	Vice President (along with the President, if applicable) approves faculty candidate selection(s).
☐	14	Chief Diversity Officer reviews and approves the faculty candidate selection(s).
☐	15	OAA will perform/check candidate references are checked and rejection letters.
☐	16	Offer is made. Multiple offers may be made until an offer is accepted by OAA.
☐	17	The Chief Diversity Officer closes the recruitment and finalizes the faculty data form.

* Steps may not occur simultaneously.