

## SEARCH AND RECRUITMENT FAQ

### **Where do I get a Budget/Search Authorization form?**

<http://hr.hunter.cuny.edu/forms/Authorization%20for%20Search.pdf>

### **What documents make up a Search Plan?**

A search plan is requested from the Department once Budget Authorization is approved and emailed with signature. The Diversity and Compliance Office will reach out to the Department requesting the following documents:

- PVN/Job Description in Word format – needs to comply with template. Please contact Marice Rivera in HR for a template ([Marice.Rivera@hunter.cuny.edu](mailto:Marice.Rivera@hunter.cuny.edu))
- Ad Plan
- If a Faculty position and it is within an underutilized reporting unit you must also submit a department specific affirmative action plan
- List of Search Committee Members

**A search cannot be posted until a Budget Authorization form is approved by Budget and the Office for Diversity & Compliance approves the Search Plan and sends an approval email.**

### **How many people need to be a Search Committee?**

Where Departmental By-laws do not require the P&B to be the search committee, we ask that the committee consist of 3 to 5 member, that it include people with subject matter expertise for the search to be conducted and that it be diverse from a gender and race/ethnicity perspective. While it is not customary to have non-Hunter people on the search, if you feel there is a dimension they will add to the search please provide written justification to John Rose.

### **Do all members of a Search Committee need to agree to be on the Committee?**

Yes, all of those employees who serve on a Search Committee need to be informed of their obligations and affirmatively agree to be a Member of that Committee.

### **Do all Search Committee members need to be available for the interviews?**

Yes, in order to prevent any unfair or non-uniform process all members must be present. Where emergencies prevent a Search Committee member from attending an interview, it should be noted in the Final Selection Rationale, submitted to the Office for Diversity and Compliance. If there needs to be a change made to the Committee please submit a rationale to Diversity and Compliance prior to interviews.

### **Can a Committee conduct interviews via the Phone or Skype?**

Yes, however, a candidate cannot be extended an offer unless they have met with the Committee in person. A Committee is allowed to conduct first round interviews via Skype or telephone, but then the second round of interviews should be in person. In very limited situations such as geographic burdens the Committee should consult with Dean Rose regarding the use of Skype or other technology for interviews.

### **Can a job be reposted to get a new applicant pool?**

If there is an insufficient applicant pool a Committee can request to have the job reposted. A memo of justification needs to be submitted to the Diversity and Compliance Office and Dean Rose needs to approve that HR repost the job.

**What if a candidate need a Visa or sponsorship?**

Please notify Dean Rose and the Provost Office if this is the case. They will notify Malka Schwartz in Legal Affairs who will initiate the process with outside immigration counsel.

**Can an Offer Letter be signed before a Final Selection Rationale is approved?**

No, a Final Selection Rationale needs to be submitted to the Diversity and Compliance Office and receive approval before negotiations and/or offer letter is signed.

**Why do I not see the job posted in CUNYfirst?**

If for some reason you do not see the job posted and have approved the posting in CUNYFirst please contact Marice Rivera in HR ([Marice.Rivera@hunter.cuny.edu](mailto:Marice.Rivera@hunter.cuny.edu)) or Alexandra Poulin in Diversity and Compliance ([ap3668@hunter.cuny.edu](mailto:ap3668@hunter.cuny.edu)). Questions about Ads should be directed to HR.

**How do I appoint a substitute?**

In order to appoint an employee as a substitute for a specific position there must be a search plan submitted and approved by the Office for Diversity and Compliance. Only when there is an operational reason to temporarily put an employee on a sub line can a candidate be appointed as a sub without a search, however, this needs a justification letter submitted to the Diversity and Compliance Office. If you receive approval on a Search Plan and to continue with conducting a search, you can fill out substitute appointment paperwork and designate a sub for that position. Please note that Clinical Professor and Distinguished Lecturer titles require a memo from Dean Rose to the CUNY Central Office. Therefore, if you want to appoint an individual in a sub capacity you must inform the Provost Office and the Office for Diversity and Compliance of who that is, the start date, the salary approved by Budget and resume.

**How long is a substitute appointment?**

A substitute appointment is for a 6 month period. The appointment can be renewed for an additional 6 months but cannot exceed 1 year.

**After a Final Selection is approved what happens?**

Once a Final Selection is approved by Dean Rose negotiations can begin. This means that if it a faculty position you must speak with the Provost Office to generate an Offer Letter. If this is a HEO series position you must submit green/appointment forms which need to be signed by the Department, the Provost if it is within a faculty department, and approved by Dean Rose.

**Important Contact Information**

<b>Name and Title</b>	<b>Email</b>
John Rose, <i>Dean for Diversity and Compliance</i>	<a href="mailto:John.Rose@Hunter.Cuny.Edu">John.Rose@Hunter.Cuny.Edu</a>
Alexandra Poulin, <i>Admin. Coord. Diversity &amp; Compliance</i>	<a href="mailto:ap3668@Hunter.Cuny.Edu">ap3668@Hunter.Cuny.Edu</a>
Marice Rivera, <i>Recruitment Manager</i>	<a href="mailto:Marice.Rivera@Hunter.Cuny.Edu">Marice.Rivera@Hunter.Cuny.Edu</a>
Geralyn Lederman, <i>Provost Office</i>	<a href="mailto:Geralyn.Lederman@Hunter.Cuny.Edu">Geralyn.Lederman@Hunter.Cuny.Edu</a>

**\*\*For ALL emails to the Diversity and Compliance Office please send them to John Rose and Alexandra Poulin.**