

SEARCH CHECKLIST

Faculty and Department Administrative Positions

Approval for a search needs to be confirmed by Department Chair, School Dean, and Provost. Once a search has been approved you need to prepare the Search Authorization form for Budget and fill out the requested information. Submit signed form to the Provost Office.

Once the **Budget Authorization** has been approved the Budget Office will send a copy to the Diversity and Compliance Office. Once this is received the Diversity and Compliance Office will reach out to the Department and request the Search Plan documents.

The **Search Plan documents** include a PVN in Word format, an Ad Plan, a list of Search Committee Members, and if you are an underutilized Department you must submit Department specific affirmative action plan.

Once the search plan is received by the Diversity and Compliance Office it will be reviewed and approved by Dean Rose, with a corresponding email to the Department and HR.

Alexandra Poulin, Department Coordinator, should be copied on all search-related correspondence.

Once the **Search Plan approval** email is sent HR will begin the upload to CUNYFirst. The Chair of the Department or Hiring Manager will receive an email from CUNYfirst to approve the posting.

Once the job is posted in CUNYfirst applicants can begin to apply. Please allow 30 days before the review of applicants.

Review applicants based on criteria generated by the Department e.g. minimum and preferred qualifications.

Once the Search Committee has selected applicants that meet the criteria and that they wish to interview a **Short List** needs to be sent to the Diversity and Compliance Office. The **Short List** needs to include what criteria was used in reviewing applicants, why other applicants were not selected, list all applicants that the Search Committee would like to interview.

Dean Rose needs to review and **approve the Short List** before the Search Committee can interview candidates. In addition, the applicant pool needs to be certified as diverse by Dean Rose. An email with approval will be sent to the Search Committee at which point interviews can be set up with applicants.

The Search Committee needs to input who was **interviewed in CUNYfirst**.

If the Search Committee chooses to conduct a second round of interviewees a Second Round Short List needs to be submitted, explaining why certain candidates were chosen to move forward to a second round and why others were not, as well as, what the second round of interviewees consist of e.g. presentations, interview with Deans, etc.

Once all candidates have been interviewed by the Search Committee the Committee must submit a **Final Selection Rationale** to the Diversity and Compliance Office. This rationale needs to include who was interviewed, who is selected as the candidate to offer the position, why the other candidates were not selected, and if there is a numerical order of choice (e.g. second or alternate choice if the first candidate declines).

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The City University of New York

Office for Diversity and Compliance

- ☐ The Final Selection Rationale will be reviewed by the Diversity and Compliance Office and needs to be approved by Dean Rose. An email will be sent out once the Final Selection Rationale has been approved.
- ☐ Once the Final Selection is approved the Search Committee Chair can discuss the terms of hire with the Provost Office and HR and begin the negotiation process with the candidates. The Provost Office will assist in creating an offer letter which needs to be signed by the designated parties. If this is **not a faculty search** then “**Green Forms**” need to be submitted to the Provost Office who will submit them to the Diversity and Compliance Office for Dean Rose’s approval.

Important Documents and Links:

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

Green/Appointment Forms: http://www.hunter.cuny.edu/hr/repository/forms/nonteachinstaction_greenform.pdf

CUNY Search Guide: <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/recruitment-diversity/recruitment-retention/CUNY-Search-Committee-Guide-1.2-1.pdf>

Organizations for Ad Plan: <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/recruitment-diversity/recruitment-retention/Professional-Organizations-for-Women-and-Minorities-1.pdf>

<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/recruitment-diversity/recruitment-retention/Organizations-by-Profession-1.pdf>

Diversity and Compliance Office: <http://www.hunter.cuny.edu/diversityandcompliance/searches-and-recruitment>

Human Resources: <http://www.hunter.cuny.edu/hr>

Important Contact Information

Name and Title	Email
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