



Rochester Institute of Technology

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MEMORANDUM

To: Deans, Department Heads and Chairs
From: Jeremy Haefner, Provost and Senior Vice President
Subject: Update – Faculty Recruitment Process
Date: 2 January 2014
Cc: Judy Bender, Renee Baker

In an effort to support our faculty recruitment and retention initiatives, Kevin McDonald and I asked Human Resources (HR) to work with the Office of Faculty Recruitment and Retention (OFR) to explore the possibility of moving some of the more typical “HR-related processes” from OFR to HR. This shift would allow OFR to fortify their efforts on increasing the diversity of faculty candidate pools and increase their participation in retention related initiatives; it will also provide HR the opportunity leverage existing processes and to potentially streamline those processes.

On January 6, 2014, HR and OFR will implement the redesigned recruitment process. A process flow map reflecting the redesign is attached for your information. Each key stakeholder within the process has their own “swim lane” in the map which outlines their responsibilities. Additional collaborators on this activity included the College Liaisons, Sue Provenzano and Jen Mastrangelo.

Subsequently, we also initiated the Faculty Recruitment Task Force, led by Dr. Harvey Palmer and Dr. Twyla Cummings. This team will focus on improving the search and selection processes for faculty recruitment. HR and OFR will continue to look for process improvements in connection with the Task Force and we anticipate further refinements to all elements of faculty recruitment in the future.

Finally, it is likely that both the OFR and the Office of Staff Recruitment within HR will update their organizational names to better represent the work of each area.

Please distribute this note to current and future search committee chairs for their information. Please contact Judy Bender (jebpsn@rit.edu) or Renee Baker (mrbpsn@rit.edu) if you have any questions.

Thank you,

Jeremy Haefner
Provost and Senior Vice President for Academic Affairs

[New Faculty Recruitment Process Flowchart:](#)

<https://www.rit.edu/fa/humanresources/sites/rit.edu/fa/humanresources/files/docs/FacultyRecruitmentProcessFlowchart010614.pdf>