

Expedited Search for One-Year Backfill Positions
This Process May Only Be Used for an (OU) Visiting Lecturer/Professor Position

When to use the Expedited Search Process:

- There is a shortened time period available for a temporary (OU) hire and the full faculty are not available for review of the hire; generally the opening occurs at or near the end of an academic year. The hire should be designated as “visiting”.

Examples of When to Use an Expedited Search:

- When a faculty member has received approval for a full year Professional Development Leave and you have approval to back-fill with a one-year (OU funded) Visiting Lecturer/Professor.
- When you have a failed search and you have approval to fill with a (OU funded) Visiting Lecturer/Professor.
- When you have received a resignation and you have approval to fill with a (OU funded) Visiting Lecturer/Professor.
- The college received an incremental position during the annual budget allocations and has approval to hire a (OU funded) Visiting Lecturer/Professor to backfill while a search for a permanent hire is conducted

Temporarily funded (OU) positions:

- Anyone in an OU position cannot be “transferred” into a permanently funded position. The permanently funded position must be posted and a **Full Search** conducted.

Steps for an Expedited Search

1. Create a requisition in Career Zone with job posting information and request an “OU” position using the PC number of the permanent position you are backfilling.
2. Update the Selection Criteria Rating Form (SCRF) column headings to correspond to the job qualifications that are included in the job posting.
3. Post the position for a minimum of two weeks (this could be longer if time allows).
4. As applications are received, the department chair and/or his/her designees will review and complete the SCRF for each candidate.
5. In lieu of phone AND on-campus interviews, the department chair and/or his/her designees may video conference (Skype, Blue Jeans) with the candidates. If candidates are local, departments may opt for on-campus interviews. Department chairs and/or his/her designees should participate in these interviews.
6. Send copies of finalists’ application materials to the departmental faculty for input. According to RIT’s policy (E4.1b): Information regarding the final list of candidates for the rank of lecturer shall be shared with the home department faculty for feedback at least two weeks prior to the initial offer. (This step can be done before OR after the interviews).
7. Complete SCRF.
8. Discuss candidates with the Dean and agree on whom to make an offer to, identify alternates, and determine the parameters of the offer. Contact HR Compliance Manager (Lori Sykes) if any final candidates are foreign nationals. Contact the HRSM if the proposed salary is outside of the range that was provided on the requisition.
9. Send completed SCRF with a list of strengths and weaknesses for the recommended candidates and alternates to the College Liaison.
10. Department Chair contacts the candidate and comes to agreement on the offer terms.
11. Terms submitted to the Dean’s Office to prepare offer letter.
12. Once the signed offer is received, the College completes the online EAF form (in Career Zone) to complete the hire.
13. The hiring manager completes the dispositioning of all candidates in Career Zone.*
14. The Hiring manager sends all notes/paperwork from the recruitment process to Lori Sykes, HR Compliance Manager.

***It is recommended that the hiring manager disposition candidates as they move through the process, rather than waiting until the end of the process. Accurate dispositioning is critical to the data collection needs of RIT.**