

FACULTY Search Process Check List

While the checklist is sequential, one or more items could take place at the same time. In addition, unconscious bias training should be completed prior to the creation of the SCRF and any advertisements

APPROVAL Required From	Assigned Role	Task	Date Completed
	DC/CL	1. Appoint and initiate a diverse search committee a. Set search timeline and committee rules/roles, including a records custodian and diversity advocate	_____
	DC/SC	2. Create Faculty Posting Form and send to CL for review and approval	_____
	DO/DC	3. Create requisition in Career Zone a. If new position control (PC) number is required send request to Position Control using New PC Setup Form b. <i>For replacement positions, please note that all non-administrative faculty positions have the title "Instructional Faculty", regardless of rank. The only time you would request a change on a faculty position is to change the funding code or organization. Questions can be directed to position_control@rit.edu.</i> c. Add Search Committee members to recruitment team on the requisition: If you do not have the search committee in place when the requisition is started, email the list of names and BR# to staffrec@rit.edu . d. Provide Search Committee with national availability figures e. Position is posted to Career Zone site by HR Recruitment once fully approved and automatically scraped to contracted advertising sites .	_____
	SC	4. Develop Selection Criteria Rating Form SCRF to record results of applicant assessments against all qualifications listed on the posted position (use career zone to export applicants on SCRF). a. Develop a Definition of Ratings to accompany the SCRF to assign values for each level of achievement /satisfaction of each rated qualification to ensure consistency in applicant ratings among search committee members. b. Prepare telephone and onsite interview questions and evaluation tools prior to applicant review to avoid bias. The Office of Faculty Diversity & Recruitment website can provide you with a bank of sample questions to choose from as well as the Interviewing Legal Do's and Don'ts, and diversity questions.	_____
Dean	DC/SC	5. Develop Faculty Recruitment Plan-Use <i>FORM</i> in <i>Career Zone</i> OR previous form . a. Include Search Committee composition; referral list from OFDR; advertising (review item "b" below) and outreach b. Review list of external advertising sites . Search Chair will be contacted by Job Elephant (Michael Ang 1-800-311-0563/1-619-795-0837) to determine interest in discipline specific advertisements. c. Social Media advertising: link back to Career Zone site for full description. Make sure to include AA language from Faculty Posting Form for all social media posts. d. OFDR will post to diverse listservs and websites for your discipline. e. Retain a copy of ANY correspondence for records retention	_____
	CL/	6. Train Search Committee a. Unconscious Bias Training	_____

	OFDR HR (CZ)	b. Career Zone-Candidate Review Training	
	OFDR	c. OFDR reaches out to diverse scholars using internal and external sources to provide to the search a list of referrals with CVs of potential candidates for the SC committee to contact	
	SC	8. Candidate review: a. Update all candidates HR status to "05-Screening Materials" b. NEW: During candidate review, disposition(Update HR Status) any candidates who do not meet the minimum qualifications of the position to "65-Application no longer being considered" c. Conduct initial assessment of applicant pool composition using SCRF(Export TOTAL candidates to Excel from Career Zone) d. Compare EEO data available in Career Zone with national availability for AALANA and women – from applicant pool EEO summary in Career Zone to determine and reassess outreach/advertising efforts if needed. e. Record data on Mid-Search Review and Certification Form.	
	SC	9. Prepare the following materials for mid-search review with College Liaison, Dean, Search Committee Chair and Department Chair: a. SCRF results b. Proposed interview questions c. Interview evaluation forms or method for recording feedback d. Mid-search review certification form	
Dean	CL	10. Conduct mid-search review. a. NEW! Notify Dean's Office and Lori Sykes, Compliance & Ethics Manager, with the names of any Foreign Nationals candidates advancing to the phone interview phase. b. If approved move on to step 11; if not revisit appropriate prior steps to better prepare for next mid-search review meeting.	
	SC	11. If satisfied with candidate pool, send email to staffrec@rit.edu and to remove posting from Career Zone (see step 14b if Foreign National in pool) a. After contacting the candidates who will be advancing to the next round, go into Career Zone and update their HR Status to "25-Phone Interview"	
	SC	12. Conduct telephone interviews using agreed upon questions. a. Notify all candidates the outcome of telephone interviews either by phone or communication template in Career Zone. b. Update status of all candidates in Career Zone to either "35-Final Interview" OR 65-Application no longer being considered"	
Dean/CL/ DC	SC/DO DC	13. Obtain approval from Dean/CL/DC for candidates that will move to on campus interviews. a. Schedule Zoom/On campus interviews. b. Provide information on Rochester area to candidates - https://www.rit.edu/careers c. Be sure to provide Dual Career information to candidates - https://www.rit.edu/nsfadvance/dual-career-program d. Provide opportunity for all on-campus interviewees to meet with diverse group of faculty. e. Distribute and collect faculty evaluations of candidates.	
	SC/CL	14. Provide finalist and alternate candidates to DC/Dean a. Department Chair/Dean's Office conducts reference/education verification checks (this could be a phone call, documentation is not required until offer is	

		<p>sent/accepted).</p> <p>b. Foreign nationals – if you have not done so already, alert the Dean’s Office and HR Compliance Manager (L. Sykes) if any final candidates are foreign nationals- refer to: https://www.rit.edu/fa/humanresources/content/employment-foreign-nationals</p>	
	Dean's Office (or delegate)	<p>15. Dean to begin dialogue (not offer) with top candidate to determine needs/requirements (lab space, start-up funds, salary range, etc.).</p> <p>a. Dean reviews HR provided benchmark data, based upon the skills and applicable job experience of the candidate. Refer to HR Compensation page for detailed information as needed</p> <p>b. Contact HRM for guidance on salary offer prior to pre-offer</p> <p>c. Update candidate’s HR status to 35-Reference & Credentials process</p>	_____
	DO/CL	<p>16. Prepare Pre-Offer Approval form in Career Zone-update HR Status to “45-Pre-offer Process” and form will pop up. Include budget justification if offer exceeds approved budget and print for approvals. (Note: Provost Office will accept pre-offer with only one candidate.)</p> <p>a. Submit hard copy pre-offer form/packet to Provost’s office for approval.</p> <p>b. If multiple hires are being conducted from one posting, send list of final candidates to staffrec@rit.edu whose profiles need to be moved and the BR# they are to be moved to.</p> <p><i>*Temporary backfill positions (those with PC# funding code type ending in 0U) do not need to have a pre-offer submitted to the Provost office for approval. All other faculty positions, regardless of rank, will need a pre-offer. However, the intended hire (if external to RIT) will require a background check so it is important to advance the HR status’ to trigger the online process”</i></p>	_____
	DO	<p>17. Upon Provost’s approval extend written offer to top candidate. (Note: Foreign National offer letter template is different than standard contract/offer letter.)</p> <p>a. Update HR Status to “45- Offer extended”</p> <p>b. Disposition/Update HR Status of remaining candidates not moving forward to “65-Application no longer being considered after Materials Review” in Career Zone</p> <p>c. Contact those candidates who were interviewed but not selected via career zone email or by phone.</p>	_____
	DO/DC	<p>18. Upon receipt of signed offer letter and degree documents, update HR status to “55-Candidate accepted written offer”</p>	_____
	HR	<p>19. Updates HR status to “55-Background Screening” (not visible to hiring manager) to launch email to candidate to do online background check *NOTE: Background checks are conducted on foreign nationals. There is a box that is checked if they do not have a social security #.</p>	_____
	DO/DC	<p>20. Submit the new hire online EAF through Career Zone for processing.</p> <p>a. Update HR Status to “55-Prepare New Hire EAF”. Form will pop up</p> <p>b. Be sure to include any additional approved terms and conditions in the comments section of the EAF</p> <p>c. Send copy of signed offer letter to HR at hreif@rit.edu</p>	_____
	SC	<p>21. Disposition/Update HR Status all remaining candidates in Career Zone.</p> <p>a. Upload the completed SCRF as an attachment to requisition in Career Zone.</p>	_____
	All	<p>22. Gather all search documents, electronic and paper and forward</p>	_____

	Parties Involved in search	to: (hard copy) Office of Talent Acquisition-1132 Eastman Hall; Electronic to careers@rit.edu reference the BR# in the subject line	
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Reference:

CL College Liaison
CZ Career Zone ATS
DC Department Chair
DO Dean's Office
HR Human Resources
OFDR Office of Faculty Diversity and Recruitment
SC Search Chair

Assistance:

- For assistance at **any time** throughout the process, contact your College Liaison.
- For assistance regarding **candidate sourcing**, contact the Office of Faculty Diversity and Recruitment: Lorraine Stinebiser x5-5775.
- For assistance with **Career Zone/operations** contact Human Resources: Lizanne Zamites x56261.
- For assistance regarding construction of an **offer package**, contact your area's Human Resources Manager (HRM). Information regarding search procedures and processes may be found at: <https://www.rit.edu/fa/humanresources/content/processing-faculty-hires-and-offers>