

# 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	Assigned	Task	Date Completed
	DC/CL	1. Appoint and initiate diverse Search Committee <ol style="list-style-type: none"> <li>a. Set Search timeline and committee rules/roles including a records custodian and diversity advocate</li> <li>b. Review <a href="#">EFSPG Part 1</a> (Effective Faculty Search Procedure Guidelines)</li> </ol>	_____
	DC/SC	2. Create <a href="#">Faculty Posting Form</a> – send to CL and OFRR	_____
	DO/DC	3. Create requisition in Career Zone <ol style="list-style-type: none"> <li>a. If new position control (PC) number is required send request to Position Control using <a href="#">New PC Setup Form</a></li> <li>b. 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 <a href="mailto:staffrec@rit.edu">staffrec@rit.edu</a>.</li> <li>c. Provide Search Committee with national availability figures</li> </ol> <p>Position is posted to Career Zone site by HR Recruitment once fully approved.</p>	_____ _____ _____ _____
	SC	4. Develop Selection Criteria Rating Form <a href="#">SCRF</a> to record results of applicant assessments against all qualifications listed on the posted position (all applicants on Career Zone must be included on SCRF). <ol style="list-style-type: none"> <li>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</li> <li>b. Prepare telephone and onsite interview questions and evaluation tools prior to applicant review to avoid bias. The OFRR site 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. <a href="https://www.rit.edu/academicaffairs/facultyrecruitment/faculty_search.php">https://www.rit.edu/academicaffairs/facultyrecruitment/faculty_search.php</a></li> </ol>	_____ _____ _____
Dean	DC/SC	5. Develop faculty recruitment plan ( <a href="#">Form</a> ). <ol style="list-style-type: none"> <li>a. Include Search Committee composition; referral list from OFRR; advertising (review item “b” below) and outreach</li> <li>b. Review list of external advertising <a href="#">SITES</a> where positions are automatically posted to. Search Chair will be contacted by Job Elephant (Michael Ang 1-800-311-0563/1-619-795-0837) do determine interest in discipline specific advertisements</li> <li>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.</li> <li>d. OFRR will post to diverse list servs and websites for your discipline</li> <li>e. Retain a copy of ANY correspondence for records retention</li> </ol>	_____ _____ _____ _____ _____

	CL/OFRR HR	6. Train Search Committee a. Unconscious Bias Training b. Career Zone Training	_____
	OFRR	7. OFRR reaches out to diverse candidates using internal and external sources to provide to the search committee for outreach.	_____
	SC	8. Conduct initial assessment of applicant pool composition using SCRF a. Compare EEO data available in Career Zone with national availability for AALANA and women – by exporting applicant pool EEO summary from Career Zone to determine and reassess outreach/advertising efforts if needed. b. 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 – <b>if approved</b> move on to step 10; <b>if not</b> revisit appropriate prior steps to better prepare for next mid-search review meeting	_____
	SC	11. Go in Career Zone and disposition those applicants that will not be moving forward in the process as well as those that will be moving forward. a. If satisfied with candidate pool, send email to <a href="mailto:staffrec@rit.edu">staffrec@rit.edu</a> and to remove posting from Career Zone	_____
	SC	12. Conduct telephone interviews using agreed upon questions. a. Update candidate status to phone interview for those candidates in this phase b. Complete SCRF evaluations and determine which candidates will move to on-campus interviews c. Notify all candidates the outcome of telephone interviews either by phone or communication template in Career Zone. d. Update status of all candidates in Career Zone	_____
	SC/DO	13. Obtain approval from Dean/CL/DC for candidates that will move to on campus interviews a. Schedule on campus interviews b. Request relocation/interview packets from OFRR c. Provide opportunity for all on-campus interviewees to meet with diverse group of faculty d. 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 sent/accepted) b. Foreign nationals-alert HR Compliance Manager (L. Sykes) if any final candidates are foreign nationals-refer to: <a href="https://www.rit.edu/fa/humanresources/content/employment-foreign-nationals">https://www.rit.edu/fa/humanresources/content/employment-foreign-nationals</a>	_____

	Dean's Office (or delegate)	15. Dean to begin dialogue (not offer) with top candidate to determine needs/requirements (lab space, start-up funds, salary range, etc.) a. Contact HRSM if potential offer will be outside initial budget predictions	_____
	DO CL	16. Prepare Pre-Offer Approval form from Career Zone include budget justification if offer exceeds approved budget and print for approvals (Note: Provost office will accept pre-offer with only one candidate) a. Submit paperwork to Provost's office for approval b. If multiple hires are being conducted from one posting, send list of final candidates to <a href="mailto:staffrec@rit.edu">staffrec@rit.edu</a> whose profiles need to be moved and the BR# they are to be moved to.	_____
	DO	17. Upon Provost's approval extend written offer to top candidate (Note-Foreign National offer letter template is different than standard contract/offer letter).	_____
	DO/DC	18. Upon receipt of signed offer letter and degree documents, submit an online EAF through Career Zone for processing a. Send copy of signed offer letter to HR at <a href="mailto:hr@rit.edu">hr@rit.edu</a>	_____
	SC	19. Complete dispositioning of all candidates in Career Zone a. Attach completed SCRF to requisition in Career Zone	_____
	All Parties Involved in search	20. Gather all search documents, electronic and paper and forward to HR Compliance Manager (L. Sykes)	_____

**Reference:**

CL = College Liaison

CZ = Career Zone System

DC = Department Chair

DO = Dean's Office

HR = Human Resources

OFRR = Office of Faculty Recruitment

SC = Search Committee

**Assistance:**

For assistance at any time throughout the process, contact your College Liaison

For assistance regarding candidate pool sourcing, contact the Office of Faculty Recruitment & Retention x57169 (Renee Baker), Lorraine Stienbiser x5-5775, or Dan Downie at 5-2967.

For assistance with Career Zone contact Human Resources x56261 (Lizanne Zamites)

For assistance regarding construction of an offer package, contact your area's Human Resources Services Manager

Information regarding search procedures and processes may be found at

<https://www.rit.edu/fa/humanresources/content/processing-faculty-hires-and-offers>