

Who	FULL-TIME FACULTY Search and Hire Procedure and Checklist	Notes / Done
New Position Approval		
Dept Chair	Prepare justification for your request for a new FT position and discuss with the dean	
Dean	Discuss request with Provost	
Provost	Provost notifies Dean and AVPAA (Fay) about decision on search request	
Dean	Notifies Department Head that search is approved (or not approved)	
Dept Chair & Dean	Determine who will be the search chair and committee members	
Search Chair/ Dept Chair & Dean	Determine position requirements, qualifications, and write ad copy. Decide where the ad will be posted. (See additional information on posting below.)	
Search Chair and members	Develop a Recruitment Plan including: <ul style="list-style-type: none"> - timeline of search - diversity plan - EEO/TitleIX training available for search cmte - contact Lois Goland - strategy for review and evaluation of applications, and - selection process for those who will be interviewed. 	
Search Chair and members	Develop a simple Recruitment Budget (costs include advertising, candidate travel & lodging, on-campus lunch/dinner meetings with candidates) All is charged to AA recruitment budget	
Search Chair and members	Develop an agenda that will drive the same interview approach for each candidate that will be interviewed. Develop a series of questions that will be asked of each candidate.	

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Get the Search Underway		
Dept or Search Chair	Notify AVPAA Laurie Fay (fay@siena.edu) when ready to start search. Send ad copy to Laurie for review.	
AVPAA	Create Interview Exchange (IE) position search requisition. This will automatically be sent on to the department chair.	
Dept Chair	<p>Review Interview Exchange requisition and add information re: search committee members, where to advertertise. (NOTE - HR handles all of the postings even with associations.)</p> <p>The department or search chair may send the HR finalized ad copy to free venues, i.e, list serves, discussion groups, etc.; candidates <u>must</u> be directed to apply via Interview Exchange.</p>	
AVPAA	Interview Exchange search requisition will automatically be forwarded to Dean, VPAA, AVPAA and HR for approval. AVPAA monitors.	
Interview Exchange	Email from Interview Exchange will notify Dept Chair when the search requisition has been signed-off by all approvers.	
Dept Chair	Inform Search Chair when the search approval process via IE has been completed.	
Search Chair	Contact Maureen Motler in HR to discuss the HR timeline for posting of ad and any other particulars of the search, i.e., Interview Exchange how-to and process guidelines	
Human Resources	Post position advertisement	

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Review of Applicants		
Search Chair	Be sure all committee members have access to the applications in IE "Manage Jobs" and notify Maureen Motler if any names need to be added.	
Search Committee	For each candidate, be sure to review the <i>Faculty Employment Application</i> and all documents submitted as part of the application.	
Search Committee	As applicants "fall-out" of consideration, apply the IE disposition code; toward bottom of applicant's page see "Candidate Report Fields," click on "Disposition Code" and select appropriate option. Do the same under "Justification." Then, move candidate to the appropriate folder on the left side of the page. It is easier to take this step as decisions are made vs. waiting until the end of the search. This step must be completed prior to making an offer.	
Search Chair	As candidate selection is narrowed down, be sure that information and dates on each candidate's CV and faculty employment application form match up, that the application form is signed, and notice if the candidate discloses conviction of crime. If a conviction is disclosed, discuss with your dean prior to moving forward with that candidate.	
Ready for On-Campus Interviews		
Search Chair	Degree verification is required prior to inviting a candidate to campus for an interview. Ask your school office coordinator to process degree verification for the candidate's highest degree and send that information to the search chair.	
Search Chair or designee	Dean will meet with full-time faculty candidates. Contact school office to schedule an appointment.	
Search Chair or designee	Provost will meet with tenure-track candidates. Contact Kathy Roberts in Academic Affairs (X 2307) to schedule an appointment	

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Search Chair or designee	Lodging arrangement for candidate(s) - contact Kathy Roberts in Academic Affairs (x2307)	
Search Chair or designee	On-Campus meal arrangements - contact Kathy Roberts (x 2307)	
Search Chair or designee	If necessary, arrange transportation for the candidate while in town (for example, if the candidate flew and does not have a car).	
Search Committee	Follow the pre-planned interview agenda to ensure same interview opportunity for each candidate.	
Selection of Candidate and Hiring Process		
Search Committee	Determine who are the top candidate(s) and discuss choices with the department chair and, if applicable, members of the department who are not on the search committee.	
Search Chair	Search Chair discusses selected candidate(s) with the dean and makes hire recommendation. If dean is in agreement, check references of top candidate (see next line).	
Search Chair	Reference checks - Telephone contact should be made with at least two employers (current and previous) listed on the <i>faculty employment application</i> form. If candidate has indicated, "may not contact" on the application, tell candidate you wish to check references and get permission to do so. If permission is not given, this is a red flag!	
Search Chair	Inform dean and department chair if references are satisfactory and that you want to make an offer of employment. If Dean is in agreement, dean will discuss the prospective hire with the Provost.	
Search Chair (also noted above under <i>Review of Applicants</i>)	If not previously completed, prior to making an offer IE Disposition Codes should be assigned and all candidates should be moved to appropriate folders. This needs to be completed before HR will issue a contract.	

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Dean and VPAA	Dean presents the offer to the VPAA including conditions, i.e., ABD; PhD to be conferred by certain date, and, terms of appointment , i.e., external years towards tenure, start-up funding, etc. VPAA gives go or no-go.	
Dean	With Provost's approval, Dean contacts the candidate to make an offer.	
Dean	Upon candidate's acceptance, inform AVPAA of the offer terms for the official offer of employment letter to be prepared and issued.	
AVPAA	Send official offer letter and accompanying materials to the canddiate.	
AVPAA	Notify dean, dept head and search chair when signed acceptance of the offer letter is received.	
Dean	Ask School Office staff to prepare the contract request form and send to AVPAA.	
AVPAA and HR	Contract request is approved by AVPAA and forwarded to HR for processing. HR send draft contract and letter to AVPAA for final review. HR mails the contract, receives back signed contract, sends a copy of signed contract to AVPAA. AVPAA notifies dept head and dean when the contract is received.	
Search Chair/Dept Head	Once new hire has accepted the position, notify Human Resources to close the search and take down the posting.	
Search Chair/Dept Head	Letters to candidates - Upon your request, HR will send letters to inform applicants that the position has been filled.	