

Who	<u>ADJUNCT</u> Search Checklist
Begin with Approval for Position	
Dept Chair	Discuss need for adjunct search with the Dean; if no objection, move forward
Dept Chair & Dean	Determine who will be the search chair and committee members (if applicable)
Search Chair/ Dept Chair	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 - search committee training (EEO/TitleIX) - strategy for review and evaluation of applications (rubrik), and - selection process for those who will be interviewed.
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.
Get the Search Process Underway	
Dept Chair	Notify AVPAA Laurie Fay (fay@siena.edu) when ready to start search. Ad copy will be needed before posting the search.
AVPAA	Create Interview Exchange position search requisition. This will automatically be sent on to the department chair for approval.
Dept Chair	Review requisition and add information re: search committee members, where to advertise & ad copy. (NOTE - HR handles all of the postings) 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.
AVPAA	Interview Exchange (IE) search requisition will automatically be forwarded to Dean, Provost, 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.

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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
Review of Applicants	
Search Chair	Be sure all committee members have access to the applications in IE "Manage Jobs" and notify Maureen Motler if not.
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 Chair	As applicants "fall-out" of consideration, apply the Interview Exchange 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 take 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 <u>prior</u> 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 Committee	Follow the pre-planned interview agenda to ensure same interview opportunity for each candidate. Move interviewed candidate's to "interviewed folder" in IE.
Selection of Candidate and Hiring Process	

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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 must 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.
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 the contract.
Making an Offer	
Dept Chair	An email outlining the adjunct teaching assignments and requesting a response of acceptance or non-acceptance should be sent by the dept chair to the new hire. Make note to candidate that a background screening will be required, and that adjunct faculty are represented by the Service Employees' International Union Local 200 United. Any questions about the union should be referred to SEIU directly. <i>Albany Office</i> <i>1659 Central Avenue, Suite #205</i> <i>Albany, NY 12205</i> <i>Phone: (518) 250-4064</i> <i>Fax: (518) 250-4154</i>
Dept Chair	Upon candidate's acceptance, <u>inform the School Office Coordinator for contract request action to begin</u> . Process Maker is used to create an adjunct contract request.

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Dept Chair	Upon candidate's acceptance, notify Kara James in the Registrar's Office for scheduling the adjunct's course(s).
Search Chair/Dept Chair	Inform HR to take down the posting so you will not receive additional applications. Upon your request , HR will send out "position has been filled" letters.
School Office Coordinator, Asst to VPAA, and Human Resources	Contract request will be completed and sent to HR for processing. HR will send draft contract and letter to Academic Affairs for approval. HR mails the contract, receives back signed contract, sends a copy of signed contract to Liz Ives, Asst to VPAA.
Search Chair/Dept Chair	Letters to candidates - Upon your request, HR will send letters to inform applicants that the position has been filled.

Notes / Done

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