SCHOOL OF ENGINEERING FULL TIME FACULTY SEARCH PROCESS 2015-16

(1) PREPARING FOR A SEARCH
Department Chair: Discusses recruiting plan with Dean; appoints search committee (three or more members) and search committee chair with Dean’s approval. Attend search training workshop along with search committee members.
Dean: Approves one or more full time positions to be recruited, approves search committee.

(2) ADVERTISING AND ACTIVE SEARCHING
Search committee: Writes ad and position description in consultation with department; actively searches for diverse candidates, including women and underrepresented minorities. Contacts networks, reviews web sites, and attends conferences to recruit qualified, diverse candidates.
Department Chair: Sends draft ad to Academic Administration, including department email address where applications should be sent; sends HR the list of places where ad should be posted.
Academic Administration, Dean: Academic Administration, Dean approve ad, send to HR.
HR: Adds EO/AA language to ad; gets cost for postings and gets approval for postings from Academic Administration; posts ad on approved locations and on School of Engineering/NYU web site; posts all ads to sites for diverse candidates.

(3) IDENTIFYING INTERVIEW CANDIDATES
Search committee: Requires all candidates to apply on line. Reviews applications, which are sent automatically to department email address (may also request weekly reports of applications received from HR); develops list of all candidates and monitors diversity of applicants; requests reference letters that are recommended by candidate for all short list candidates, identifies and invites candidates for interviews after reviewing letters (in consultation with department).
Candidates: Apply for position on line.
Academic Administration: Monitors search process to ensure that diverse candidates are being recruited and considered.
HR: Sends automatic acknowledgement to all candidates that apply on line.

(4) INTERVIEWS
Search committee: Plans interviews; coordinates interviews (process varies by dept.). It is a good policy to conduct phone or Skype interviews with candidates to minimize the number of candidates invited for interviews.
Academic Administration: Can help coordinate meetings with NYU colleagues outside of School of Engineering if dept. requests.
Candidates: Participate in interviews.

(5) SELECTING A CANDIDATE
Search committee: Makes preliminary recommendation to department after interviews done; with Dept. Chair, discusses with recommendation with Dean. FOR ASSOCIATE AND FULL PROFESSOR CANDIDATES AND CANDIDATES WITH 3 OR MORE YEARS EXPERIENCE: requests permission from recommended candidate to contact letter writers not recommended by candidate; sends list of potential external letter writers to Academic Administration for Dean’s approval (7+ letters for those seeking tenure; 3+ letters for others); writes letter to letter writers and submits draft letter to Academic Administration for approval; sends approved letter to letter writers not approved by candidate; reviews letters. Makes formal recommendation for hiring to department.
Academic Administration: Provides draft of template for letters to external letter writers to search committee; approves draft letter to letter writers not recommended by candidate.
Department: Reviews and weighs in on preliminary recommendation from search committee; votes to approve formal recommendation of candidate once letters not recommended by candidate are reviewed.
Dean: Approves recommended candidate, authorizes request for letters; approves letter writers not recommended by candidate.

(6) HIRING A CANDIDATE
Department Chair: Requests permission from Dean to hire candidate after department formal vote (provide CV, letters, vote and recommendation); gets approval for salary range and general package from Dean; notifies HR and Academic Administration that contingent verbal offer will be made; makes contingent verbal offer to candidate; oversees negotiations between candidate and Dean; informs Academic Administration of acceptance of contingent verbal offer; notifies HR to send rejection letter to other interviewees after the position has been filled.
Dean: Authorizes Dept. Chair to make offer to candidate; makes contingent written offer to candidate.
Academic Administration: Prepares written offer letter, sends to Department Chair and Dean for approval; sends offer letter to candidate with copies to Provost Office, HR, Dept. Chair, Dept. administrative assistant; sends copies of signed offer letter to Provost, HR, and Department Chair; files letter.
HR: Sends rejection letter to other interviewees after the position is filled.
Candidate: Accepts contingent verbal offer; signs offer letter and returns to Academic Administration.

REGULAR TIME LINE
Before fall semester: Ads approved and posted; active searching
Fall semester: Applications received and reviewed; active searching
April: Interviews completed, preferred candidates identified
May: Offers made and accepted