

(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.

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 and the chart field to which advertisements should be charged. For visa purposes, the regulations for Labor Certification require documentation that the recruitment process included at least one advertisement for the job opportunity in a **national professional journal**. The ad for the job must be posted for at least 30 calendar days on the journal's website. The Chronicle of Higher Education would be an example of a national professional journal.

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 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 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 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