

**(1) PREPARING FOR A SEARCH**

**Department Chair:** Submits hiring plan to Dean; appoints search committee (three or more members).

**Dean:** Identifies priorities for new hires with assistance from ad hoc faculty committee, requests approval from Provost for new hires.

**(2) ADVERTISING AND ACTIVE SEARCHING**

**Search committee:** Writes ad in consultation with department faculty using the template for faculty job ads; 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 (Kris Day); sends HR (Melissa Carhuayo) the list of places where ad should be posted and the chart field to which advertisements should be charged and including department email address where applications should be sent. HR will post ad in these locations, and also in the locations that have been identified to attract diverse applicants in each field. 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 reviews ad, Dean approves ad, Academic Administration sends approved ad to HR.

**HR:** Adds EO/AA language to ad; gets cost for postings and confirms approval to post ad from Academic Administration; posts ad on locations identified by departments and on School of Engineering/NYU web site; posts ads to sites for diverse candidates.

**(3) IDENTIFYING INTERVIEW CANDIDATES**

**Search committee:** Requires all candidates to apply on line at Interfolio site. Reviews applications; develops list of all candidates and monitor diversity of applicants; requests reference letters that are recommended by candidate for all short list candidates (if not requested as part of applications process), 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. HR analyst; 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

Early spring: Interviews completed, preferred candidates identified

May: Offers made and accepted