

## College of Engineering Faculty Hire Process Outline

\*bolded text refer to support from Director and Chairs' Assistants

Hiring Stage	Department	College Administration
Hiring need is identified consistent with department's 5-10 year faculty hiring plan.	Department identifies need for position due to vacancy/ expected retirement	(OR Dean identifies need for growth of faculty in strategic areas)
Initial agreement between the Department and College	Director or chair requests permission from Dean to fill position either verbally or in writing.	Dean notifies Associate Dean of Administration that he would like to grant the position with discussion details
	<i>Discussions are typically about: area of search, anticipated level of position, position being refilled or created, department's approach to increasing diversity in hiring, start up funding requests, start up funding available through external sources (e.g. Provost, WISE committee)</i>	
College HR and Finance input into the process	Department completes the <b>Faculty Search and Start Up spreadsheet</b>	<p>HR/Finance confirms salary dollars available, rank of previous incumbent if applicable, start up funding to be provided by College, and confirms funding availability (Faculty Search and Start Up spreadsheet)</p> <p>Associate Dean of Administration returns approved spreadsheet including approval to search and <i>tentative</i> financial commitment details to the department on behalf of the Dean.</p>
Search plan is created	<p><b>Department submits academic search plan proposal via Cornell Box folder. Includes department's 5 year faculty search/hiring summary and list of women and URM faculty at up to 30 peer institution.</b></p> <p><b>*note - Position should not be advertised on department website or any other location until Cornell posting is approved through TALEO</b></p>	<p>Strategic Oversight Committee chaired by Assoc. Dean of Diversity reviews the information on secure Cornell Box folder.</p> <p>HR enters the details of the search plan proposal in TALEO (online recruiting system) including search committee membership, ad language, advertising locations/mechanisms, etc. This is the official search record for Cornell.</p>

Updated 3/18/15

Faculty Hiring Continued, introduction of Strategic Oversight Committee involvement

Hiring Stage	Department	College	Strategic Oversight Committee (SOC)
SOC approval			SOC reviews the search plan materials and provides feedback to department director/chair and/or search committee chair
Approval for faculty hire	With a positive recommendation from the SOC on the search plan, the Dean grants final approval for search <i>*Position should not be advertised on department website or any other location until Cornell posting is approved through TALEO as this is the college/university level approval</i>	College HR approves the posting in TALEO	
Search committee begins to recruit	<p>Department begins advertising/recruiting efforts (<b>working with Graystone</b>)</p> <p><b>Applicant tracking mechanism is set up in Academic Jobs Online to share materials with the search committee.</b></p> <p>Applicants voluntarily submit their demographic information in Academic Jobs Online.</p>		Associate Dean on behalf of the SOC meets with search committee and works with search committee/department to ensure recruitment efforts proactively target diverse populations; ensure candidate pool sufficiently diverse
Interviews	<p>The search committee sends a <b>search summary spreadsheet update to the SOC via Cornell Box prior to inviting candidates to campus.</b></p> <p><b>Candidates are invited to on-campus interviews. Prospective minority and women candidates meet with Dean and/or Associate Deans and women faculty.</b></p>		The SOC provides feedback to the search committee on the search process (not the qualifications of the applicants).

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Hiring Stage	Department	College	Strategic Oversight Committee (SOC)
Selection	<p>Department/Search Committee makes determination to offer candidate(s) a position</p> <p><b>The search committee sends a <u>final</u> search summary spreadsheet to the SOC via Cornell Box.</b></p>		<p>SOC provides feedback to Search Committee Chair, Director/Chair and Dean on the diversity efforts for the search process</p>
Offer	<p>Director/Chair discusses proposed offer(s) with Dean and any offers must be approved by Dean after input from the SOC</p> <p>If applicable, additional start up commitments identified and sought</p> <p><i>Dean/Department may solicit commitments from Provost, other fields with connections to candidate's research area, WISE funding, etc.</i></p> <p>Department startup funding confirmed (<b>original search spreadsheet is updated by department admin director and shared with Dir of HR and Dir of Finance.</b>)</p>	<p>Dean review and approval of the offer.</p> <p>Dean and Dir of HR consults Department on salary offer</p> <p>College startup funding confirmed</p>	<p>SOC review and approval of offer.</p> <p>Associate Dean for Diversity reviews and signs as Affirmative Action Unit Representative for academic positions in the college</p>
Offer Letter	<p>Offer letter is drafted (offer letter template is suggested).</p> <p>Signed copy is shared with HR.</p>	<p>On behalf of Dean, Dir of HR reviews offer letter prior to sending it to candidate.</p>	
Closure	<p>Dir/Chairs' assistant submits the Academic Search Summary (must be completed whether a hire is successfully made or not), C.V., and account information to the HR Representative</p> <p>Retain all search related records for 3 years. In cases where permanent residency is processed, retain records for 5 years</p>	<p>HR Representative will initiate HR and visa process (as needed)</p>	