



ROLES DURING THE FACULTY SEARCH PROCESS

Search Chair:

- Form search committee (should include members of the department and at least one member of the faculty from outside of the department)
- Work with school administrative assistant on posting details in PeopleAdmin
- Draft advertisement using the sample ad template for faculty postings
- Attend all four training sessions during the search process
- Include diversity advocate as a member of the committee
- Reach out to candidates when scheduling all interviews.
- Checks references on the final candidate before making recommendations
- Makes recommendation for hire to the Dean and Provost
- Completes search report when search is concluded
- Contact candidates that were invited to campus for interview but were unsuccessful

School Administrative Assistant:

- Enter posting in PeopleAdmin once position is approved for search with a signed PPW
- Prepare itinerary for the on-campus interviews
- Book arrangements (meeting rooms, hotel, refreshments)
- Follow the Search Expense Procedure
<http://www.utica.edu/hr/procedures.cfm>
- Hold a time for the community liaison meeting on the schedule
- Assist with completion and signature of the personnel action form after verbal acceptance of offer

School Dean:

- Approves posting in PeopleAdmin as a “functional supervisor” in the applicant tracking system
- Approves long-short list and short list before invitations are sent for interview
- The Provost and the Dean will consult with the Office of Human Resources to verify that the selected candidates are a fair representation of the pool’s total demographics.
- Makes verbal offer to the identified candidate

Provost:

- Approves long-short list and short list before invitation are made for interview
- The Provost may call a meeting with the committee and school dean to discuss revisiting the pool and considering additional candidate before moving forward with the search.

- If at any time during the search process the school dean or the Provost finds that the search committee is not implementing inclusive hiring practices, the search will be closed. See search best practices: <https://www.utica.edu/hr/search/>
- Approves verbal offer before Dean extends to the final candidate

Human Resources:

- Coordinate candidate meeting with a community liaison
- Post and advertise open faculty position
- Provide training sessions and assistance during the search
- Contacts candidate after accepted offer to initiate criminal background screening
- Prepares offer letter
- Sends email communication to unsuccessful candidates that were not interviewed on-campus.
- Initiates end of search report

Diversity Advocate

- Serve as a member of the search committee
- Attend all four training sessions during the search process
- Maintain contact with the Dean or the Provost to inform about the progress of the search and consulting on any questions, issues, or concerns raised during the search process.
- Review the position description or posting to consider whether a broader or different description of subject matter, including diversity commitments and experiences as preferred qualifications, etc., may enhance diversity of curricular offerings and diversity of applicants
- Raise awareness about unconscious assumptions and bias throughout the selection process
- Help develop interview questions that will shed light on a candidate's experience with diversity
- Proactively insure that diversity and commitment to values of inclusiveness are both considered as positive qualifications in the consideration of candidates.
- See Diversity Advocate Guide for more information:
https://www.utica.edu/hr/search/diversity%20advocate%20guide_FINAL.pdf

Community Liaison:

- Meets with candidates invited to campus for interview (not part of the interview process)
- Answer questions about the college and surrounding community.
- Contact candidate prior to the scheduled visit to inquire about any special interests or areas of the community they may want to tour.
- Contact the candidate a week or so after their on-campus interview to see if they have additional questions.
- The community liaison that met with the successful candidate while they were on campus for interview will reach out and offer further assistance as well as schedule time to meet with the candidate once he or she arrives on campus.
- See Community Liaison Guide for more information:
<https://www.utica.edu/hr/search/Community%20Liaison%20Guide.pdf>