

SEARCH PROCEDURES

OVERVIEW

All full time positions (faculty, non-teaching instructional staff, and classified staff-- regardless of whether the position is funded through the State or through the Research Foundation and where the annual salary is \$20,000 or more) must be filled following an affirmative action search.

This search (or recruitment process) is designed to provide an adequate number of viable applicants from which candidates can be selected for interview. The process is also designed to inform the Affirmative Action Officer of the steps the search committee expects to follow in conducting the search.

THE PROCESS STEPS

The search process begins once a department head (director or chairperson) has received notification from the president through his or her divisional vice-president that permission to fill a vacancy has been approved, and the Budget Authorization form is completed. In addition to obtaining materials from the CPLA office, you may refer to the CPLA website at <http://www.york.cuny.edu/~cla/>. The menu links on the website provide information related to the formation of your search committee; the preparation of the Personnel Vacancy Notice; the development of the Recruitment Plan; the selection of candidates for interview (Form 1); the interview process; the selection of candidates and hiring of a finalist (Form 2).

Preparing for Your Search

1. Decide on the qualifications desired for the position.
2. Have the Division Head prepare the Budget Authorization Form and have it approved by the Budget Director.
3. Decide on the timetable for the search. Allow time for:
 - Posting the CUNY Personnel Vacancy Form (PVN) (30 days);
 - Advertising (lead times for the publications vary);
 - Submitting applications; and
 - Conducting interviews.

Keep in mind (where applicable) applicants' timetable (e.g. for Fall faculty appointments, candidates may start searching during the previous Fall).

4. Write text for the PVN.

The PVN must include the titles (payroll, and functional if applicable), a listing of the duties and responsibilities, and the salary range. Salary ranges are subject to the College's financial ability to pay and must be approved by the divisional vice-president in consultation with the College's Budget Manager. The PVN must be approved and posted for 30 days before the job can be advertised. Submit copies of the PVN to the Dean of Faculty and Staff Relations, Yvette Urquhart, AC-2H07 Ext, 2870, and the Executive Director, CPLA, Olga Dais, AC-2H01D Ext. 2140.

WARNING: Be clear about the requirements of the position, for if the candidate does not meet the minimum qualifications, he or she cannot be selected. Hence:

- A. If the PVN says the position requires a PhD, a candidate who is ABD does not qualify.
- B. If the PVN requires a PhD in Math, candidates with related degrees such as Physics or Computer Science or a PhD in Math. Ed. may not be considered. I
- C. f the position is for a professorial rank, an applicant cannot be hired as an Instructor or Lecturer.
- D. If you are uncertain about qualifications, contact the Executive Director, CPLA, for clarification.

NOTE: For staff positions, write a Position Job Description. This description should include information regarding the payroll title; functional title; position duties, responsibilities, and qualifications (required and preferred); and the functional title to which this position reports (i.e., Assistant to the Dean, Budget Director, etc.).

5. Select the Search Committee.

The committee should consist of five members, including the chairperson. Every effort should be made to select a committee that is ethnically and gender balanced, that can objectively weigh the qualifications and merits of all applicants, and that understands the qualifications and duties of the position. The Affirmative Action Committee may be utilized as a diversity resource. When conducting a search which may continue into the summer months, make sure that any faculty on the committee will be available for summer interviews.

6. Prepare the Recruitment Plan and have it approved.

7. Verify the wording of the advertisements with the Executive Director, CPLA as well as with Human Resources to make sure the content of the PVN is accurately reflected by the ads.