FACULTY SEARCH GUIDELINES

I. Getting Started

1. Submit recommendations for committee members to the Office of Faculty Affairs. The Department Chair should write to the Office of Faculty Affairs making recommendations for members of each search committee in the department. The Committee should consist of five faculty members representing more than one program in the department. It is recommended that one graduate student be invited to serve on the committee. The department chair should also recommend faculty from outside the department who might be appropriate to serve. The Office of Faculty Affairs will work with the Dean to review the recommendations and develop the final search committee. Departments should not begin the search activities until the committee is approved.

2. Submit a draft of the advertisement to the Office of Faculty Affairs. The advertisement should be based upon the request for permission to recruit and the position that has been approved. The advertisement should be developed by the department chair and search committee chair and submitted to the Office of Faculty Affairs. Please refer to the attached advertisements for some ideas about structure and format. Five references letters should be requested in the ad, especially for senior positions. All ads will be posted on the Steinhart website. A Steinhart School ad will be placed in the New York Times in September directing people to the website to view open position ads. The search committee, in consultation with the department chair, should also develop a longer position description that will be posted with all of the positions on The Steinhart School website. The Office of Faculty Affairs will work with the department chair and search committee chair regarding edits to the advertisement and will then seek approval from the Dean so that the advertisement can be placed.

3. Schedule the first and second meeting of the search committee. The following activities should take place at those meetings:
   a. Develop a Recruitment Plan and submit it to the Office of Faculty Affairs
      The recruitment plan should provide a comprehensive plan for developing a high quality and diverse pool of candidates. The Recruitment Plan should be submitted to the Office of Faculty Affairs, where additional recruitment suggestions will be made. All advertisements will automatically be placed in the Chronicle of Higher Education, Black Issues in Higher Education, Hispanic Outlook, and the Affirmative Action Register. Advertisements are not generally placed in the New York Times because of the exorbitant cost associated with advertising there. Exceptions may be made for senior searches or for extenuating circumstances. In addition, the Office of Faculty Affairs will provide a listing of all junior positions in a mailing to members of the Minority Doctoral Directory.

A good search plan should include the following:
Where should the search ad be placed? Please list all relevant publications in the field and provide contact information.

Are there list serves that could be used to disseminate the advertisement?

List the top 10 programs for the field and designate someone on the search committee who will be able to make contact with someone from the program for recruitment.

List the top 10 people in the field and designate someone on the search committee who will make contact with them.

List professional conferences that will take place during the year where recruitment efforts might yield additional candidates. Plan to have your advertisement displayed at the conference or designate someone from the committee or department who can attend to network and distribute position announcements.

Develop plans for mailings to the field.

b. Make assignments for carrying out the recruitment plan – who will contact top programs and faculty, etc.

c. Establish a timeline for the Search

Although the schedule can be modified during the year, you may find it helpful to set a timeline that designates the following:

- The week that the committee members should begin reviewing applications. While it is best not to set a deadline for accepting applications, the search committee should set a date by which applications will be reviewed and an initial short-list can be developed. Every attempt will be made to place ads as early in the fall term as possible so that the review of applications can begin in early November. Generally, search committee members should be prepared to begin reviewing applications approximately 5 to 6 weeks after the majority of advertisements have been placed (that includes advertisements in publications from the field).

- The date that the committee will meet to develop an initial shortlist of applicants. Committees should plan on bringing in only three faculty for interviews. It may be possible, given extenuating circumstances, to bring in up to five candidates. It is useful to set up a search committee meeting for one of those weeks to discuss this review of applications. (See below for more information about developing the short-list)

- The two-week period in which interviews will take place. Interviews will be for two days. During those two days, the candidates will meet with the committee, the department, students, do a colloquium, and meet with the Dean or a designate of the Dean. The search committee should keep those dates available. It is more expedient and generally better for the committee to block out dates within a two week period, rather than hold the interviews over the course of 4 to 6 weeks.
d. Develop a plan for reviewing the applications
   It is helpful to determine a basic plan for developing the short list. You may wish
   to initially narrow down the applicant pool to more than five people and then do
   further work to develop a list of candidates to be interviewed. It is often the case,
   where the pool is large, that a number of applications can be immediately
   considered unqualified. To expedite the process, the committee might wish to
   develop a rating form for reviewing applications in order to facilitate the
   discussion and development of the short list. (provide example rating forms) If
   you have difficulty narrowing the pool to under five candidates for final
   consideration based solely on the application materials, you may wish to schedule
   conference calls with some of the candidates to find out more. Please note that
   you should never call colleagues in other institutions to ask about candidates
   unless you have permission to do so or are able to do it in a manner that does not
   breach confidentiality. There are people who do not wish their candidacy to be
   known until the point that they are short-listed.

e. Select dates for subsequent committee meetings
II. Developing the Candidate Pool

1. Set up a system for Search Committee members to review applications. Materials should be organized in folders and kept in a locked office.
2. Send letter to all applicants confirming receipt of application (attach sample letters.)
3. Determine an initial short-list of candidates for further review
4. Send a letter to each candidate that has been clearly eliminated (attach sample letters.)
5. Prepare an interim report on search progress to the Office of Faculty Affairs. This report should provide information about recruitment strategies that have already taken place, those that will take place in the future, the total number of candidates in the pool and information about ethnicity and gender to the extent it can be determined, and the number of candidates currently active. Although dates might change, it is also helpful to provide information about the planned dates for candidate interviews.
III. The Short List and Inviting Candidates to Visit NYU for the Interview

1. Request permission from the Dean to bring three candidates for campus interviews. The search committee should submit a request to interview candidates that includes a detailed recommendation for each candidate. It is helpful to include information about candidates who are not in the top 3, but may still be viable. This report should include a discussion of each candidate’s research, potential for future research, fit with the job description, and with the department. The request to bring in candidates should also include a CV for each candidate and letters of reference.

2. Receive approval to invite candidates for interviews

3. Establish possible interview dates with the Committee and the Dean or her designee. You will get the best candidates by scheduling these interview dates as early in the Spring term as possible. It is also best to schedule interview dates within a short time frame – it is more difficult to make comparisons between candidates when weeks lapse between interviews.

4. *Verify the availability of the Dean or her designee before inviting candidates.*

5. Invite candidates to interview. *The search committee chair must contact the finalists first to notify them that they are candidates before someone calls to set up interviews.*

6. Arranging interviews
   a. Inform the Office of Faculty Affairs of the candidates’ intention to visit NYU. Provide established interview dates, contact numbers, a general schedule for the visit, and particular circumstances that the Office of Faculty Affairs will need to know in order to accommodate the candidate. The Office of Faculty Affairs need to be informed three weeks in advance of each visit to allow sufficient time for planning. Ideally, the Office of Faculty Affairs would like to contact candidates in December for January/February visits. The Office of Faculty Affairs will make hotel arrangements. Candidates will be expected to make travel arrangements, which will be reimbursed. The Office of Faculty Affairs will send an information packet about the Steinhardt School to the candidate. If the department wishes something to be sent to the candidate they should forward it to the Office of Faculty Affairs, particularly the interview schedule.
   b. Notify members of the department of dates that the candidates will visit and the time and place that each candidate will discuss their research.
IV. Recommending finalists for the position

1. The Search Committee should prepare a report regarding those people who are recommended for the position. The report should provide a detailed recommendation for each candidate, including feedback from the interviews, etc.

2. The Department Chair should write a separate report.

3. For senior positions, the final report should discuss whether the candidate is tenurable and provide support for that recommendation. There should be five letters from prominent people in the field addressing the tenure issue. These letters are usually not the same letters that asked for in the ad, as they normally do not address the tenure issue. The tenure review process is separate, but should be considered before the offer is made.