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|  |  | **PHASE 1 – First Round Interviews** |  |  |
|  | **August/September** | **October** | **November** | **December** |
|  | **Step 1** | **Step 2** | **Step 3** | **Step 4** |
| **Dean’s Office/****Support Staff**  | 1. **•** Department Head recommends Search Committee slate to the Dean’s Office for subsequent vetting and approval by the Executive Committee. Department Head will consider diversity in the composition of the Search Committee and include at least one person as an external member.
2. **•** The Department and Search Committee reviews position posting as submitted in “Request to conduct a Faculty Search” and modifies as appropriate.

**□ Completed** | 1. Schedule Search Committee **Phase 1** meeting.
2. Search Committee members receive and sign confidentiality agreement.
3. Staff support person assigned to the Search Committee by the Dean’s Office supports the Search Committee chair in the management and review of applications., Dean’s office obtains AA data from HR, and shares with Search Committee Chair and Dean.

**□ Completed**  | 1. Schedule Phase 1 interviews **by December 1.**

**□ Completed** |  |
| **Faculty Search Committee**  | 1. The Search Committee Chair consults with the Department Head as appropriate & finalizes the posting and returns the posting to the Dean’s Office along with a recruitment strategy to obtain a diverse applicant pool.
2. All applicants are required to submit a letter of interest; CV; 3 letters of reference; and teaching, research, and diversity statements and evidence of effective teaching (if applicable).
3. The Search Committee reviews STRIDE references and completes the online Unconscious Bias Percipio (located on HASSinfo.rpi.edu)
4. Search Committee reviews diversity targets for the applicant pool based on NSF SED PhD data. (located on HASSinfo.rpi.edu)

**□ Completed** | 1. Search Committee pre-screens applications for minimum qualifications.

**□ Completed** | 1. Review complete and qualified applications; invite additional materials if necessary.
2. After reviewing NSF Data to ensure a diverse candidate pool, identify candidates to be advanced to a Phase 1 interview. Provide Dean’s Office with summary of diversity recruitment strategies in relation to the diversity of candidate pool.
3. Provide Support Staff with a list of candidates to be scheduled for Phase 1 interviews.
4. Compile list of questions for Phase 1 interview based on search criteria and develop interview format.

**□ Completed**  | 1. Complete **Phase 1** interviews with 10-12 candidates by **December 15.**

**□ Completed** |
| **Department**  |  |  |  |  |

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|  | **PHASE 2 – On Campus Interviews** |
|  | **January** | **February** |  |
|  | **Step 5** | **Step 6** | **Step 7** |
| **Dean’s Office/****Support Staff**  | 1. Once finalist slate (“short list”) is vetted and approved by the Executive Committee, the Dean’s Office will notify the Search Committee Chair and cc: the Department Head.
2. Staff support oversees booking of travel and the interview schedule for each candidate.
3. Dean or Dean’s designated representative must interview all finalists.
4. Dean’s Office advertises to HASS faculty the name, bio, and presentation topic for each interviewee and circulates CVs and relevant materials in advance of on-campus interview.

□ **Completed** | 1. Staff support compiles candidate portfolio for the finalists in a folder and provides folders to Dean’s Office for subsequent review by the Department and Search Committee.

**□ Completed** | 1. Candidate portfolio is available from the Dean’s Office for Department review.

**□ Completed** |
| **Faculty Search Committee**  | 1. Search Committee Chair provides bios and CVs of finalists to Dean’s Office with a request for review by the Executive Committee **by January 15.**
2. Search Committee Chair provides Dean with on-campus interview itinerary, assessment criteria, and assessment format. Ensure all candidates interview with Dean or Dean’s designee.
3. Search Committee Chair provides Dean with list of strengths/limitations for each candidate along with any recommended follow-up during on-campus interviews.
4. Search Committee Chair distributes, collects, and returns all assessment forms to the Search Committee.

**□ Completed** |  | 1. Conduct **Phase 2** interviews with selected candidates by **February 15**.

**□ Completed** |
| **Department**  |  |  | 1. Conduct **Phase 2** interviews with selected candidates by **February 15**.
2. Review portfolios of finalists made available from the Dean’s Office.

**□ Completed** |

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|  | **PHASE 3 – Search Committee & Department Deliberations** |
|  | **March** |
|  | **Step 8** | **Step 9** |
| **Dean’s Office/****Support Staff**  |  | 1. If warranted, Dean meets with combined Department and Search Committee.
2. The Dean’s Office, in partnership with the Search Committee Chair and Department Head, develop a survey to collect the department faculty vote within a specified time period.
3. The Dean’s Office reports the faculty vote to the Search Committee Chair and the Department Head.

**□ Completed** |
| **Faculty Search Committee**  | 1. Faculty Search Committee meets with the Department and engages in a discussion of each candidate’s strengths and weaknesses **by March 15.**
2. Search Committee Chair records all input from the Department.
3. Search Committee Chair meets with Dean to review compiled input. The Department Head may attend this meeting as warranted.

**□ Completed** | 1. After meeting with the Department, the Search Committee provides the Dean with an UNRANKED list of candidates with the Search Committee’s written summary for each candidate **by March 31**.

**□ Completed** |
| **Department**  |  | 1. After meeting with the Department, the Department Head provides the Dean with an UNRANKED list of candidates with the Department’s written summary for each candidate **by March 31**. (can be done informally via email)

**□ Completed** |

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|  | **PHASE 4 –Processing and Finalizing the Appointment** |
|  | **April** | **May** |
|  | **Step 10** | **Step 11** | **Step 12** |  **Step 13** |
| **Dean’s Office/****Support Staff**  | 1. Dean emails soft offer to candidate **no later than April 15**.
2. When a candidate accepts, the Dean’s Office will notify the Search Committee Chair and the Department Head.

**□ Completed** | 1. Dean’s Office writes the offer letter and sends to Provost for approval **by May 1**.
2. Completed application packet must include letter of interest; CV; 3 letters of reference; teaching, research, and diversity statements; evidence of effective teaching (if applicable); startup spreadsheet; Department Head memo (including votes); and Dean’s memo.

**□ Completed** | 1. Provost's Office reviews and approves offer letter and forwards to Human Resources prior to sending the offer to the candidate.

**□ Completed** | 1. Dean’s Office notifies Search Committee Chair and Department Head when offer has been fully processed.
2. Dean’s Office assigns the faculty member an office and makes provisions for computer acquisition and support.
3. Dean’s Office notifies Department Head of assigned office.

**□ Completed** |
| **Faculty Search Committee**  |  |  |  |  |
| **Department**  | 1. Department Head writes a memo to the Dean recommending the appointment of the candidate who has accepted the position. The memo should include the department vote by faculty rank as Yes, No, Abstain, Absent followed by a summary of what the candidate brings to the department and a list of the courses the candidate will teach in the first year of the appointment **by April 20**.

**□ Completed** |  | 1. With the consent of the Dean, the Department Head welcomes the new faculty member and assigns the faculty member a mentor and notifies the faculty member and the Dean’s Office of the mentor assignment.

**□ Completed** |  |