**Procedure for Faculty Searches, College of Arts and Sciences**

Faculty enrich the intellectual and educational environment of the department, the college, and the university and embody the ideals of the university and the strategic vision of the department and college. It is essential that faculty recruitment be guided by the following principles:

* Departmental faculty must endorse the need for a search and the choice of a particular candidate.
* The chair is empowered to negotiate on behalf of the department.
* The dean determines the hiring priorities of the college and the funding available to perform the search.
* The provost is the ultimate authority to extend an official offer from the university.

Each recruitment, regardless of funding source, should follow the steps below.

**Requesting a Position**

1. The department faculty vote to initiate a search and to define any particular constraints or specializations applying to the search.
2. The chair conveys to the dean the department’s request to perform the search. The chair will provide the following to the dean:

* Results of department vote
* Statement of how the hire aligns with the college’s and the department’s strategic plans, as well as alignment with other departments’ hiring plan (if any)
* Statement of potential funding source (college, cluster hire, PEP, endowment, etc.)
* Statement of expected teaching for the position
* Projected startup package required for the search
* Projected laboratory space and renovation needs for the candidate

1. If the dean concurs, the dean will recommend the case for the search to the provost.
2. If the provost approves, the department proceeds to initiate the search.

**Advertising the Position**

Before advertising a position, the department must receive **open search approval** from the CAS AA/EEO Committee (see [*AA/EEO Checklist*](http://www.stonybrook.edu/commcms/cas/faculty/AAEEO%20Checklist%2003%2022%2016.pdf)). Each search should be advertised widely and with attention to recruiting a strong pool of applicants with a balance of gender and ethnicity.

**Interviewing Candidates**

Before contacting any candidates for phone/skype or in-person interviews, the department must receive **mid search approval** from the CAS AA/EEO committee (see[*AA/EEO Checklist*](http://www.stonybrook.edu/commcms/cas/faculty/AAEEO%20Checklist%2003%2022%2016.pdf)) and the dean.

* At least 3 (but preferably 4) candidates will be interviewed on campus, with full departmental participation. Candidates will give a public presentation, and will meet with faculty, graduate, and undergraduate students. Students will provide written advisory (non-voting) input.
* Each candidate will meet with one of the Associate Deans of the College.

**Selecting Candidates**

1. Following all interviews, the department votes to extend an offer to the candidate(s) of their choosing.
2. The chair informs, consults with, and receives approval from the dean on the department’s choice and on the rank order of the candidates. The department must receive close search approval from the CAS AA/EEO Committee (see [*AA/EEO Checklist*](http://www.stonybrook.edu/commcms/cas/faculty/AAEEO%20Checklist%2003%2022%2016.pdf)) and the dean before the candidate is contacted.
3. After receiving AA/EEO close search approval, the chair drafts an informal offer letter consistent with college practices, signed by both the chair and the dean. This letter informs the candidate that they are recommending to the provost that the position be offered to that candidate. (Note that no official offers can be made before approval by the [Office of Institutional Diversity and Equity](http://www.stonybrook.edu/diversity/) ([OIDE](http://www.stonybrook.edu/diversity/)) and the provost.)
4. The chair shares the letter described in (3) with the candidate and may negotiate with the candidate on any specific terms in the letter. If the negotiations reveal a need for a trailing or spousal hire, the chair, in consultation with the dean, will present the case to the department for a vote.
5. The dean makes a recommendation to the provost, with discussion of implications for the college budget and (in the case of trailing/spousal hires) future hiring needs. This recommendation is included in the close search package which is submitted to the [Office of Institutional Diversity and Equity](http://www.stonybrook.edu/diversity/). If approved by the Office of Institutional Diversity and Equity, the package is forwarded to the Provost.
6. Upon approval by the  [Office of Institutional Diversity and Equity](http://www.stonybrook.edu/diversity/)and final decision of the provost, the candidate receives a formal offer letter from the provost.

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