PROVOST EXCEPTION TO SEARCH – INSTRUCTIONS

There are four templates for the Provost area for Exception to Search: (2) for Provost Area and (2) specifically for Centers & Institutes:

1. Prov Exception To Search Non Tenure Track
2. Prov Exception to Search Tenure Track
3. Prov/Centers & Institutes Exception to Search Non Tenure Track
4. Prov/Centers & Institutes Exception to Search Tenure Track

To create a new exception to search:
- Select “Positions” tab on upper left side of Interfolio Faculty Search Home Page (User will see all positions to which they have access)
- Click “New Position” at upper right corner of position page (Brings you to “Create Position” page below)
- Select position “Type” from drop down menu which includes four template choices (please select the appropriate template for your position)
- Select your Unit/Department from the drop down. Select either “new” or “clone” from an existing position.
- If clone, you can search/select an existing position from the dropdown and click “create” when finished. When cloning a position it will copy all information from the previous position except for example, start date, prior applicants or committee members. Cloned positions can only be created as the same type/unit as the original position.
“Position Title” is a free-form text field. Please check to confirm your position title is correct when entering, as it will appear in posting exactly as entered.

Position Title format: Position Title, Department/Specialization, College/School/Center. (Include Part-Time when applicable)

Enter Open/Close Date

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**Description and Dates**

**Position Title**

Assistant Professor - TEST - Department of ABC

**Location**

Stony Brook University

**Position Type**

Prov Exception to Search Tenure Track

**Open Date**

6/15/2023

**Deadline**

- [ ] Rolling Deadline
- [ ] Specific Date
Exception to Search must be a “Private” position, please be sure to select Private position. If you do not, the position will be published publicly.
Once exception to search is complete and ready to submit, select “Submit for Approval” below which will initiate the Position Approval process.
Assistant Professor - TEST - Department of ABC

Current Step
Step 1 of 2: Department Approver

Currently assigned to
Janine Pearce (janine.pearce@stonybrook.edu)
Janice Barone (janice.barone@stonybrook.edu)
Andrei Antonenko (andrei.antonenko@stonybrook.edu)
Chris Parles (chris.parles@stonybrook.edu)

Instructions
For Exception to Search positions, please complete the Title, Position Description, and other relevant information. Upload the approved PCR and/or RSR form to the Internal Documents section.
**Please be sure to create it as a private position.**

Position Details Applicant Review Details Internal Information

Position Information

Unit
Chief Academic Office

Position Type
Prov Exception to Search Tenure Track

Location
Stony Brook University

URL
http://apply.interfolio.com/126988

Use the URL to announce your opening online. The position can be published once it is approved.
POSITION APPROVAL STEPS

STEP 1 – DEPARTMENT APPROVER

For Exception to Search positions, please complete the following:

• Title
• Position Description, Position Details and Position Notes
• The justification memo from the Department Chair/Director
• And other relevant information

Complete all the above, and upload the approved PCR and/or RSR form to the Position Notes section

**Please be sure to create it as a private position.**
STEP 2 – VP COORDINATOR

This is the last step of the position approval process. Please review the position information, and completed PCR form. All other documents, including exception to search form, will be completed during the Selection Approval Process. Upon approval, please initiate the Selection Approval process for this exception to search position.

At this point, please be sure the Open Date is current and able to accept applications. User also must select the “Publish” the position option, and then click on “COPY URL.” User can then paste URL into email for transmission to candidate. See Screenshots.
Deadline
- Rolling Deadline
- Specific Date

POSITION
- ADVERTISING:
  “Apply Now” page is now published

URL
- http://apply.interfolio.com/126988

UNPUBLISH
COPY URL
## Assistant Professor - TEST - Department of ABC

**Stony Brook University: Provost Office: Chief Academic Office**

<table>
<thead>
<tr>
<th>Location</th>
<th>Open Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stony Brook University</td>
<td>Jun 15, 2023</td>
</tr>
</tbody>
</table>

**Description**
Test Description

**Application Process**
This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

[Apply Now](#)
Assistant Professor - TEST - Department of ABC

Stony Brook University, Provost Office, Chief Academic Office

2 Documents Required | 0 Added

If this application has specific document requirements, they will be listed below—simply click “Add File” to upload a new document or to select one from your Dossier.

- C.V. 1 Required | 0 Added
- Research Statement 1 Required | 0 Added
- Additional Documents 0 Added

Next ▶  Return To Review
<table>
<thead>
<tr>
<th>Unit</th>
<th>Status</th>
<th>Opens</th>
<th>Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Academic Office</td>
<td>n/a</td>
<td>change</td>
<td>June 15, 2023</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No date set</td>
</tr>
</tbody>
</table>

### Applicants

Search by name, education, or status

<table>
<thead>
<tr>
<th>John Smith</th>
<th>Date Updated</th>
<th>Applicant Status</th>
<th>Tags</th>
<th>My Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D. - Doctor of Philosophy, New York University</td>
<td>06/15/23 10:46 AM EDT</td>
<td></td>
<td></td>
<td><strong>Rated 5/5</strong></td>
</tr>
</tbody>
</table>

**Complete**
Once the exception to search candidate has applied, please select “close position” in Position Actions drop down menu to initiate the Selection Approval process. Additional screenshots below showing how to close position, add applicant, and step 1 of 9 of selection approval, and Selection Approval Step processes.

### Assistant Professor - TEST - Department of ABC

<table>
<thead>
<tr>
<th>Unit</th>
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<th>Opens</th>
<th>Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Academic Office</td>
<td>n/a</td>
<td>Jun 15, 2023</td>
<td>No date</td>
</tr>
</tbody>
</table>

**Applicants**

Search by name, education, or status

1 of 1 Applicants Shown.
Closing Position

Was an applicant selected?

- Yes
- No

Select Applicant(s)

+ Add Applicant

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td><a href="mailto:interfolio@parles.us">interfolio@parles.us</a></td>
<td></td>
<td>Remove</td>
</tr>
</tbody>
</table>

Send Selection for Approval

Your institution has defined steps for review of the selected applicant(s) in order for the position to be closed. The approver(s) displayed below will receive a message asking them to...
Assistant Professor - TEST - Department of ABC

Current Step
Step 1 of 9: Department Approver

Currently assigned to
Janine Pearce (janine.pearce@stonybrook.edu)
Janice Barone (janice.barone@stonybrook.edu)
Andrei Antonenko (andrei.antonenko@stonybrook.edu)
Chris Parles (chris.parles@stonybrook.edu)

Instructions
All of the documents below should be uploaded to a candidate’s profile page in Internal Documents section. 1. Filled out Exception to Search Form available under Resources/Forms and Policies on the Provost’s Office website (https://www.stonybrook.edu/commcms/provost/_pdf/forms/Exception%20to%20Search%20Form.docx – going to this link will download the form into your Downloads folder.) 2. The justification memo from the Department Chair 3. The draft of the informal acknowledgement letter by the Dean and the Chair 4. Filled out RSR form, if applicable 5. All other documentation/information requested by OEA office according to the policy found here: https://www.stonybrook.edu/commcms/oea/policies/_exceptionToSearch%20.php, such as Memorandum of justification from the supervisor requesting the appointment, which includes: - Explanation detailing why an exception to search is being requested; - A statement that the appointment does not present a conflict of interest, as prescribed by SUNY Policy 6001 or the Research Foundation's Nepotism Policy (whichever is applicable). Please note that exceptions will be granted according to OEA policy available at the link above.

Selected Applicant  All Applicants  Position Details

John Smith
### Work Experience

- **Survey - Provost**
  - 1 Question

- **Stony Brook University Faculty Employment Application**
  - 22 Questions

### Internal Documents

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Chair Justification</td>
<td>Jun 15, 2023</td>
<td>Download, Delete</td>
</tr>
<tr>
<td>Draft of Informal Acknowledgement Letter</td>
<td>Jun 15, 2023</td>
<td>Download, Delete</td>
</tr>
<tr>
<td>Exception to Search Form</td>
<td>Jun 15, 2023</td>
<td>Download, Delete</td>
</tr>
<tr>
<td>RSR</td>
<td>Jun 15, 2023</td>
<td>Download, Delete</td>
</tr>
<tr>
<td>STEP</td>
<td>INSTRUCTIONS</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1- DEPT APPROVER</td>
<td>All of the documents below should be uploaded to a candidate's profile page in Internal Documents section.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1). Filled out Exception to Search Form available under Resources/Forms and Policies on the Provost's Office website <a href="https://www.stonybrook.edu/commcms/provost/_pdf/forms/Exception%20to%20Search%20Form.docx">https://www.stonybrook.edu/commcms/provost/_pdf/forms/Exception%20to%20Search%20Form.docx</a> -- going to this link will download the form into your Downloads folder.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2). The justification memo from the Department Chair (if it was not included in the Position Approval Step)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3). The draft of the informal acknowledgement letter by the Dean and the Chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4). Filled out RSR form, if applicable</td>
<td></td>
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5). All other documentation/information requested by OEA office according to the policy found here: [https://www.stonybrook.edu/commcms/oea/policies/_exceptionToSearch%20.php](https://www.stonybrook.edu/commcms/oea/policies/_exceptionToSearch%20.php), such as Memorandum of justification from the supervisor requesting the appointment, which includes:
- Explanation detailing why an exception to search is being requested;
- A statement that the appointment does not present a conflict of interest, as prescribed by SUNY Policy 6001 or the Research Foundation’s Nepotism Policy (whichever is applicable).

Please note that exceptions will be granted according to OEA policy available at the link above.

| 2 – VP COORDINATOR | The following documents should be attached to the Internal Documents section for the applicant:
| | 1). The draft of the informal acknowledgement letter by the Dean and the Chair/Director
| | 2). Filled out RSR form, if applicable
| 3 – EE01 | Please review/approve the documents in the Internal Documents section of the Applicant.
| 4 – OEA | Please review/approve the documents in the Internal Documents section of the Candidate’s Page.
| 5 – VP COORDINATOR | Please contact the Provost's Office (Maria Ficken & Janice Barone) outside of Interfolio for Acknowledgement Letter approval, as well as RSR approval, if applicable. Upon approval, notify the Department chair to share the informal acknowledgement letter with the candidate. Once the candidate accepts the terms of the informal acknowledgement letter, the following documents need to be uploaded to the Internal Documents section:
| | 1). Dean's recommendation memo to the Provost
| | 2). Informal Acknowledgement letter
| | 3). RSR, if applicable
| 6 – PROVOST | Please review/approve the documents in the Internal Documents section of the Applicant.
| 7 – PRESIDENT (FOR TENURE TRACK ONLY) | Please review/approve the documents in the Internal Documents section of the Applicant.
| 8 – PROVOST VPC | Send the formal offer link to the VP Coordinator.
| 9 – VP COORDINATOR | Draft the formal offer according to the instructions provided by the Provost Office VPC, and submit it to provost_interfolio@stonybrook.edu, and cc: Janine Pearce and Janice Barone. Close the search. (Upon Provost Office VPC review/approval, the formal offer signed by Provost will be emailed to the VP Coordinator to extend to the candidate.)