Posting a Tenure-Track (or other full-time) Faculty search in OES

Step 1 – Draft Position Summary and Qualifications statements for pasting into designated OES fields.

**Position Summary** – Description of Duties:

The Department of [Dept Name] at SUNY Geneseo is seeking applicants for a tenure track Assistant Professor [or other] position [with a focus on …] to begin August, 2018. [Add one-three sentences of information about the department, such as: The department offers majors in ___. There are X full-time faculty. Facilities to support research include ...]

Duties include:

- Teaching areas (courses) to be covered
- Academic advising
- Research areas desired
- Undergraduate research supervision (if appropriate)
- Service to college and community (includes service to discipline)

Our priority is teaching excellence. We seek someone with a strong commitment to teaching in a liberal arts setting and who is prepared to teach both introductory courses and advanced courses in their area of expertise. A commitment to working effectively with students from diverse backgrounds is essential.

**Required Qualifications** (and example statements):

- Degree required – PhD in X or related field by time of appointment
- Expertise required – Primary expertise in X or Prepared to teach courses in X.
- Teaching qualification – Prior experience [or demonstrated potential] teaching courses at the undergraduate level in ....
- Scholarship qualification – Potential to establish a program of research in area of expertise
- Commitment to diversity and inclusion - Use examples below or generate your own.

  - Demonstrated commitment to fostering a diverse and inclusive working/teaching environment (preferred)
  - Demonstrated commitment and ability to work effectively with a diverse group of students, faculty, staff and constituents in support of campus and department mission.

**Preferred Qualifications** (examples):

- Secondary Expertise in specific pedagogies (flipped classrooms, etc)
- Secondary Expertise in specific skills (outcome assessment, etc.)
- Other experience – Experience supervising undergraduate research ...
- Other experience – Experience in online instruction or curriculum development ...

**Step 2** – Identify Applicant Documents to be submitted

- Required:
  - Curriculum Vitae
  - Cover Letter (that addresses the required and preferred qualifications)

Revised: 10/2/2017
Select only if necessary:
Unofficial Transcripts (only if specific coursework is germane to evaluating candidate qualifications, specify undergrad or grad or both in special instructions to applicant)
Other Document for presenting evidence of teaching effectiveness (specify acceptable forms of evidence in ad, such as sample syllabi, summary teaching evaluations etc)
Teaching Philosophy (select only if needed as supplement to cover letter; selecting means committee members will read these.)

Step 3 – Letters of Recommendation and Submission Deadline

The first step of setting up a posting in the OES, requires a decision on when letters of recommendation are needed by the committee. The system can be set to request letters from references at the time the application is completed or at a later step in the process. The two most likely options are the workflow states: Under Review by Dept/Comm or Initial Interview Approved. If your committee does not want to look at letters of recommendation for all applicants, then choose Initial Interview Approved. Making this choice allows the committee to look at letters of only those who are likely to be interviewed on campus. However, the committee must allow time for referees to submit letters prior to any decision on who to invite to campus.

Letters of Recommendation –
Specify a minimum of 3; it is recommended to set maximum also at 3.
It is not necessary to set a submission deadline. If one is set, it should be at least one week after the guaranteed consideration date or a date suitably after the anticipated initial interview dates.
Specify number of days prior to final submission date (if set) that reminder is sent to referees (typically 3 days).

Application Deadline – Identify date that guarantees consideration of the application. Review of applications can begin as soon as applications are received because the screening rubric is now built into the OES. Position should be listed as Open until filled.

Prepare text for Special Instructions to Applicant field. Please adapt example text below to match your requirements:

Special Instructions to Applicant

The initial application should consist of a cover letter that addresses the required and preferred qualifications, and a CV, and ... [unofficial undergraduate or graduate transcripts,] [a teaching philosophy,]. Applicants should be prepared to upload contact information for (three) references. References will be contacted and invited to submit a letter of recommendation at the time application is completed (or at the time an applicant is invited for an initial interview). Optional language: Applicants invited to complete an initial interview (telephone/skype format) may be asked to upload additional documents, including a sample research paper (writing sample) and a teaching portfolio, consisting of sample syllabi, peer observations, or summary teaching evaluations.

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Review of completed applications will begin upon receipt. To be guaranteed consideration, application must be completed by [date]. The final date that letters of reference will be accepted is [date]. OR References will only be contacted at the time an applicant has been invited for an initial (telephone/Skype) or campus interview.

Step 4 – Supplemental Questions (Optional)

Supplemental questions are questions posed to applicants at the time the application is submitted. These questions may be designed to permit disqualification of applicants who do not meet objective required qualifications, such as whether or not applicant has the necessary educational degree. Supplemental questions are not required for a tenure track posting.

Step 5 – Create Posting

- Login to the OES and select Hiring Manager role.
- Click on Create New Faculty Posting and select create from classification.
- Enter Assistant Professor in search box and then choose Assistant Professor 10 Months from search result (This guide also applies to setting up searches for visiting appointments or lecturers and can be adapted accordingly).
- Classification page will appear; click on Create Posting from this Classification.
- Enter Campus Title: Assistant Professor of ...
- Choose Department
- Leave Applicant Workflow state as Under Review by Dept./Cmte.
- Select Reference Notification, either Under Review by Dept./Cmte or Initial Interview Approved.
- Set Recommendation Workflow to be same as Reference Notification
- Select Reference Letter for Recommendation Document Type. Selecting No Document means that references will be contacted, but not asked to submit a letter. In both cases, applicant will provide contact information for references.
- Leave Special offline application instruction blank. This is for searches in which the initial application is made to a search firm.
- Check the box calling for an Employment Application – Faculty Profile.
- Click on Create New Posting.
- Enter the information prepared in Steps 1, 2, and 3 and continue with Step 6 and 7. Be sure to save your work.

- When posting is complete. Move the posting to Department (chair) for review.
- After department chair reviews posting, move it in workflow to review by Division.

Step 6 – Posting Details

- After entering Step 1 information into Position Details, go to Posting Details. Skip Physical Requirements.
• Complete required fields (Number of vacancies, FTE = 1, Full-Time, Term (or temporary for visiting), Initial appt length = 2 years, Pay basis = Academic Year, Appt Start Date = Sept. 1, 2018, Reason for Search = choose, Approved budget = Yes, Salary not to exceed = $65,000, Open until filled = Yes.
• Insert Special Instructions
• Select Committee Reviewer, usually search committee chair and department chair.
• Enter budget account number and 100 %.

Many searches do not need to prepare a draft advertisement. The posting will appear in several online national outlets, including the Chronicle of Higher Education (online version), HigherEdJobs.com, and InsideHigherEd.com. The position description and qualifications statements prepared in Step 1 will be the basis for the advertisement in the online outlets. If a position is to be advertised in other places, such as discipline specific newsletters or listservs, a brief advertisement can be prepared from a combination of the position summary statement created in Step 1 and the college’s EEO statement (which can be found under Posting Details in the OES). Also include a pointer to the college’s OES with the name of the search (Assistant Professor of …).

Step 7 – Search Committee

• Use the search function to add individuals to search committee and designate one or more as chair.
• The chair can see the evaluative ratings of all committee members; committee members cannot.

Step 8 – Evaluative Criteria (The Rubric)

Evaluative Criteria (ECs) should be set up for three stages of the candidate review process: Initial Screening, Initial (telephone) Interview, Campus Interview.

Initial Screening (rubric): To set up your initial screening rubric, as much as is possible, select EC items from the bank of existing items. You can narrow the search for relevant items by entering a key term in the search box, such as education or expertise. Try to use generic items. For example, there are existing items that ask committee members to rate the extent to which an applicant meets the education requirement or meets the expertise requirement. There should be corresponding to each required and each preferred qualification.
Examples:

Candidate meets the education requirement?
0 = No
1 = Meets the required level
2 = Meets the preferred level
3 = Exceeds the preferred level
Candidate has required expertise
0 = No
1 = Minimally
2 = Mostly
3 = Entirely

Candidate has required teaching experience
0 = None
1 = Minimal
2 = Some
3 = Extensive

The system is designed to calculate a summary score scaled to 100 for each applicant based on ratings. In other words, an applicant who is assigned the highest score on each item, will have a scaled summary score of 100. Items can be differentially weighted; the total value of the weights must sum to 100. Scales with integer rating values, including 0, are converted to a proportion score for the purpose of being weighted in the calculation of the summary score (0 = 0, 1 = .33, 2 = .67, 3 = 1.0 or 0 = 0, 1 = .25, 2 = .50, 3 = .75, 4 = 1.0).

A comments box will be available for all committee members when rating each applicant. Recording comments is a good idea, but all comments should refer to relevant qualifications.

The search committee chair will be able to see the summary score of each applicant based on the ratings of the committee members. The chair will also be able to drill down into the ratings on each applicant to see the ratings of individual committee members on each item in the rubric.

**Initial Interview (telephone/skype interview):** A list of questions (script) for the initial interview should be drafted and sent to the Office of Diversity and Equity (ODE@geneseo.edu) for approval; please copy Ken Kallio too. These questions should **not** be entered into the evaluative criteria in the OES. Instead, one item from the existing question bank should be selected for recording an evaluation of the initial interview performance of each candidate. The predesigned item is for an overall rating of performance on the interview questions. To find this item enter II into the search box. Select the item that asks the chair to provide a rating on the candidate. At the time the rating item is added, go into the parameters for each item and set the workflow status to Approved for Initial Interview.

**Campus Interview:** A list of questions (script) for the interview with the search committee should be drafted and sent to the Office of Diversity and Equity (ODE@geneseo.edu) for approval, please copy Ken Kallio too. As for the initial interview, an existing rating item designed for registering the committee’s evaluation of each candidate on the totality of their campus interview performance should be selected. To find this item, enter CI in the search box. It will appear near the bottom of the first page of potential matches. As with the initial interview rating, explanatory narrative should be entered using the Comments box. The campus interview rating time should be set to appear when an applicant has reached the Approved for Campus Interview workflow state.