

The Crane School of Music

Faculty Search Procedures

Revised Summer 2015

Campus-wide search policies are described in the document “SUNY Potsdam Recruitment Guidelines,” available from the Human Resources Office and on its website. Search committee and department chairs should review this document carefully before starting a search.

The Dean’s office will set up a meeting for the search committee at the start of the search, to include the Dean and the campus Affirmative Action representative. The department chair may also attend this meeting. Its purpose is to review processes and procedures and to hear the Dean’s charge to the committee for the search.

SUNY Potsdam is committed to a fair, open, and inclusive search process, and is seeking to further increase the diversity of its faculty and staff. This goal should be kept in mind by the committee and may be addressed in specific ways by the Dean in the charge to the committee, as well as by the Affirmative Action officer.

The guidelines below should be considered definitive for searches for full-time, tenure-track faculty positions. The Dean, in consultation with the appropriate department chair, may modify some aspects of the process (including the size and composition of the search committee) in the case of other searches, such as searches for leave replacements and other visiting and/or non-tenure-track appointments.

Guidelines for Crane search committee membership (in searches for full-time positions):

- The Dean appoints search committees and chairs in consultation with the department chair. The search committee will normally consist of five to seven members, but the exact number may vary according to the demands of particular searches and should be discussed by the department chair and Dean.
- The majority of search committee members (including the chair) will normally hold primary appointments in the department for the position being searched.
- Normally at least one member of the committee will represent faculty from a different Crane department.
- Search committees will also normally include one student as a non-voting member, ideally representing the disciplinary area most closely served by the position being searched. Student members are also recommended to the Dean by the department chair.
- One or more faculty members/administrators from outside of Crane may be invited to serve on the search committee to achieve balance and/or diversity.
- All aspects of the search process are confidential, a binding commitment that each member of the search committee, including the student member, must accept. Input from faculty members or others not serving on the committee must be shared directly with the chair of the search committee, who will compile this input appropriately for the committee to review. Committee members should not discuss the search with each other outside the context of committee meetings. If individual committee members are contacted by faculty, staff or students regarding the search or specific candidates, they should be referred to the search chair, who will collect and share all information appropriately with all members of the committee.

Timeline of procedures and responsibilities:

1. The department chair drafts a position description and list of initial required application materials, following the format required in the online SPOLR application system. The chair shares this draft with the search committee, once appointed, for review; the chair may also consult with other faculty members not on the search committee in development of the description draft. The revised draft is then submitted to the Dean, who may further revise or adapt, informing the chair and committee of any subsequent revisions. The Dean posts the announcement in the SPOLR system and requests external advertising (normally in the CMS *Music Vacancy List*, and possibly other outlets) appropriately.
2. As noted above, an initial search committee meeting occurs, led by the Dean, at which the committee charge is given, responsibilities and procedures are reviewed, and the campus Affirmative Action officer briefs the group on appropriate conduct of the search.
3. Search committee members review all candidate applications and supporting materials as they are submitted electronically.
4. Once the date is reached at which application review is to begin, the search committee chair leads the committee through a series of steps: first, eliminating candidates who do not meet minimum qualifications specified in the position announcement, then developing a shorter list of the most desirable candidates which the committee agrees should be interviewed by telephone, Skype or some other videoconference method. Typically this list includes 6-12 candidates, but might include fewer or more depending upon the nature of the search and the applicant pool.
5. The search committee chair notifies the department chair and dean of the names on this list for telephone or video interviews.
6. Supplemental materials (such as video recordings of teaching or recordings of performances) may be requested from these candidates, if not requested with the initial application.
7. Telephone or video interviews are conducted with these candidates. Note that the same method must be used for all candidates interviewed at this stage: if Skype or another videoconference method is used, *all* candidates at this stage must be interviewed via videoconference. Alternatively, all could be interviewed by telephone only, but methods may not be mixed. As stated in the HR search document, "each candidate should be asked the same questions for purposes of comparison and fairness. However, additional questions and conversations may occur which are specific to an individual candidate to allow for a full explanation of the candidate's qualification and merit for the job." Candidates should also be allowed time to ask questions of their own. Review the HR search document carefully to note questions which may *not* be asked of candidates. At the time of the telephone interview, candidates should be notified that *listed* references may be contacted by search committee members
8. The search committee chair and/or committee members contact listed references. References should also be interviewed on the basis of a common set of questions developed by the committee, with allowance for additional conversation as described above.
9. Based on materials submitted, telephone interviews, and initial reference checks, the search committee recommends a short list of candidates for on-campus interviews.

Current practice allows for two candidates unless there is an additional local/regional candidate who can be interviewed at minimal travel cost. (Compelling reasons to make an exception to this practice will be considered by the Dean and HR, but will always be subject to administrative approval.)

10. Should there be internal candidates for a position, they should be treated in every respect as are all other candidates, and their candidacy should be treated by the search committee with the same degree of confidentiality. Internal candidates interviewed at the telephone/video interview stage must be interviewed through the same method used for all candidates at that stage (i.e., telephone or videoconference, not in person). Internal candidates interviewed as finalists must complete the interview itinerary planned for all interviewees.
11. The department chair and Dean review the on-campus interview list, and the Dean recommends candidates for on-campus interviews to the Provost and Human Resources.
12. Once on-campus interviews are approved, the search committee chair seeks approval through the SPOLR system and works with Human Resources and Crane staff to invite candidates to campus, to schedule the interviews, and to announce interviews to the entire Crane faculty. Candidates' CVs should be made available to all Crane faculty prior to on-campus interviews, with care taken to remove reference contact information and any other personal information that appropriately should be kept confidential.
13. At a minimum, on-campus interviews include a teaching demonstration, meetings with the search committee, department chair, Dean, and Human Resources, opportunities to meet students and faculty, and a demonstration of scholarship, performance, or creative work appropriate to the discipline. Candidates normally meet also with the Provost or the Provost's delegate; the search chair should inquire as to whether the President wishes to be included in the interview schedule. Tours of Crane, of the campus and community are desirable. Student, faculty and staff members must be provided with a convenient means to share (anonymously, if they wish) their input on interviewees with the chair of the search committee.
14. Permission *may* be requested of on-campus interview finalists to contact off-list references. If the search committee wishes to include off-list calls, the procedures should be carefully discussed with the Dean, and permission should be sought ideally at the time candidates are invited to campus. This is an optional step, and, if undertaken must be done carefully and appropriately.
15. Off-list references may be contacted only if permission is granted by candidates, and if a candidate requests limitations on who may be contacted as an off-list reference, these limitations must be respected.
16. If off-list references are contacted, the search committee chair and/or committee members will contact selected off-list references, again working from a common set of questions. There must be reasonable equity among the number and types of off-list references contacted for all candidates at the finalist stage.
17. After all visits are concluded, the search committee meets to review all its information and input.
18. The search committee presents to the department chair and Dean a list of candidates that a majority of the committee deems acceptable for the position, identifying in detail the committee's view of strengths and weaknesses for each acceptable candidate.

19. The Dean normally meets with both the search committee chair and the department chair to discuss the written report; at the Dean's discretion, this may be accomplished through separate meetings, or in a single meeting with search chair and department chair together.
20. The Dean recommends a candidate to the Provost, and, once authorized, makes a verbal offer, including salary and rank. Note that throughout the search all questions regarding rank and salary should be referred to the Dean.
21. Once a candidate has verbally accepted an offer, the Dean initiates a Request to Hire in SPOLR to complete the hiring process.
22. Upon receipt of signed contract letter, all remaining candidates are notified electronically through SPOLR that the position has been filled. Unsuccessful candidates interviewed on campus should be extended the courtesy of a telephone call indicating the conclusion of the search, before electronic notification goes out to all candidates through SPOLR.

All search materials must be submitted by candidates electronically through the SPOLR system, unless it is decided that a particular search must make use of media or materials that cannot be submitted in this fashion. In this case, the materials will be maintained in the Dean's office and search committee members may review the materials by consulting with the Dean's secretary.

Any inquiries received by the search committee members or its chair from unsuccessful candidates in a search following the search's conclusion should either be referred to the Dean or Human Resources, or given a brief answer indicating that the search process considered what was appropriate for our institution at this time; there should be no engagement with unsuccessful candidates on specific reasons why they may not have succeeded in the search.

It is a requirement of the search process that any written materials related to the search, including notes on search committee meetings, individual search committee members' notes, and other documents related to the process, be retained following the search. These should be turned in to the Dean's secretary at the conclusion of the search.

Details regarding travel arrangements for on-campus interviews, reimbursement for expenses incurred during candidate visits, and other matters are covered in the SUNY Potsdam Recruitment Guidelines. Review this document carefully to be certain that policies are followed appropriately in this regard, and consult HR with any questions.