Search Committee Kick-off Meeting - Senior Associate Dean Discussion Points

- Search Process Procedures: [https://cals.cornell.edu/about/leadership/sad/appointment-procedures/academic-hiring](https://cals.cornell.edu/about/leadership/sad/appointment-procedures/academic-hiring)

- Securing the best pool of candidates
  - Develop a detailed search plan - See examples at link above and review best practices provided by the Office of Faculty Development and Diversity (OFDD) at: [http://facultydevelopment.cornell.edu/recruitment/](http://facultydevelopment.cornell.edu/recruitment/)
  - New requirement: Statement of Contribution to Diversity, Equity, and Inclusion
    - [https://cals.cornell.edu/about/leadership/ofa/hr/statement-contribution-diversity-equity-and-inclusion/](https://cals.cornell.edu/about/leadership/ofa/hr/statement-contribution-diversity-equity-and-inclusion/)
  - Submit search plan and job ad for approval by your Senior Associate Dean.

- Once search plan is approved:
  - Advertising: work with Tam Shollenberger (tms6, 5-0253 or 85-0253 via tie line).
  - Implement plan!

- Collecting data on applicants:
  - Academic Jobs Online (AJO) is a data management tool that facilitates the exchange of candidate information for search committee members and the person providing administrative support for the search. Please contact your unit’s HR rep. about this resource prior to placing advertisements, as you might need to direct applicants to specific AJO websites.
  - Discuss as a committee how it will use AJO, how different qualifications will be weighted, and what form your recommendation to the unit will take.

- Following unit review, unit chair/director requests permission to interview candidates
  - SrAD approval will require a summary of why you recommend the particular list of interview candidates and not others from the top group (e.g. other candidates in the top ~10)

- Scheduling visits: **Before offering dates to any candidate**, confirm your SrAD’s availability for a 30-minute meeting. If you arrange travel before confirming your SrAD’s availability, **you may need to reschedule the visit** if your SrAD has an immovable conflict.
  - For SrAD Amy McCune’s units, contact Alley Pelletier (akp28 / 4-6765) prior to making travel arrangements.
  - For SrAD Beth Ahner’s units, contact Anne Marie Sheridan (ams53/ 5-4677) prior to making travel arrangements.

- Costs of Search:
  - Recruitment Costs discussed in “CALS Search Committee Process” document on SrAD website (Appointment Procedures/Academic Hiring page).
  - CALS Alcohol Policy and Food Expenditure Guidelines [http://cals.cornell.edu/about/leadership/sad/academic-policies/hosting-alcohol-food/](http://cals.cornell.edu/about/leadership/sad/academic-policies/hosting-alcohol-food/)
    - For Ithaca positions, please direct questions to Kathrynne Teeter (kwt2, 607/255-1504 or 85-1504 via tie line)
    - For Geneva positions, please direct questions to Kimberly Moyer (kam48, 315/787-2272 or 49-272 via tie line)

- Securing the best candidate:
  - Best practice: Use the Candidate Evaluation Tool
  - Be aware of dos and don’ts for interview questions.
  - For other suggestions, review OFDD website: [http://facultydevelopment.cornell.edu/recruitment/](http://facultydevelopment.cornell.edu/recruitment/)
  - Be aware of university policy and procedure for dual career support

- Metrics needed by HR for hire:
  - AJO data elements requested by HR (listed on SrAD site)

- The search administrator emails the following information to the HR rep: Workday req #, AJO Job #, Dept name, Title/rank of hire, Name of hire, Start date of hire.

- Costs of Faculty Relocation/Assistance:
  - One-time lump sum amount in first paycheck for moving household goods and to offset travel costs associated with househunting trips prior to relocation, this one-time payment is subject to taxes and withholdings.
  - Additional information/details, including Coldwell Banker Relocation info if requested, are available on the SrAD website.