

Suggested Faculty Interview Meetings

When candidates come to campus for their interview, it is suggested that they meet with the following:

- Dept. Chair and dept. members
- Search Committee
- Dean
- Associate Provost—tenure track hires only
- Students—in-class presentation
- Faculty/Staff—scholarly or creative activities presentation

Note: Provide candidate with a link to ORSP website.

New Hire/Appointment Process

Due to the requirements of the SUNY HR system, it is necessary to get ALL required documentation from new hires prior to sending appointment forms to the HR office. The new hire process is as follows:

1. When the Search Committee Chair/department secretary schedule candidates for on-campus interviews, the search committee chair or department secretary request official transcripts be sent to the department. **(Official transcripts are required at time of hire.)**

After agreement is reached on the results of the search, the Dean completes salary negotiations with the candidate. The Dean informs the AAO, department chair and other appropriate parties of the successful hire.

2. Check that all candidates have been informed of status of search and ensure non-selection notices have been disseminated.
3. The Dean's secretary completes the appointment form for the Dean's signature and gets the resume and transcripts from the department.
4. All paperwork is then forwarded for signatures to:
 - a) Provost's Office
 - b) Finance Office
 - c) Human Resources
5. Human Resources prepares the appointment letter and the new hire packet.
6. Appointment letter is forwarded to the President's Office for signature. Once signed, it is returned to Human Resources to be sent out with the new hire packet. A copy of the letter will be sent to the department via e-mail