



FREDONIA

STATE UNIVERSITY OF NEW YORK

FACULTY AND STAFF SEARCH START-UP GUIDE

7/15/2015

Contents

| | |
|---|----|
| INTRODUCTION | 2 |
| SUGGESTED TIMELINE FOR FACULTY SEARCHES | 3 |
| SEARCH START-UP: RESPONSIBILITIES OF THE PROVOST/VICE PRESIDENT | 6 |
| SEARCH START-UP: RESPONSIBILITIES OF THE DEAN | 7 |
| SEARCH START-UP: RESPONSIBILITIES OF THE DEPARTMENT CHAIR/DIRECTOR | 8 |
| SEARCH START-UP: RESPONSIBILITIES OF THE SEARCH COMMITTEE CHAIR..... | 10 |
| SEARCH START-UP: RESPONSIBILITIES OF THE SEARCH COMMITTEE | 11 |
| APPENDIX A: Search Start-Up Workflow & Documents | 12 |
| A.1 Faculty & Professional Staff Search Start-Up Workflow | 12 |
| A.2 Sample Request to Fill (Create in Interview Exchange) | 13 |
| A.3 Sample Job Details (Create with Request to Fill in Interview Exchange) | 16 |
| A.4 Sample Short, Medium Ads, and Long Ads (upload to Request To Fill in Interview Exchange)..... | 19 |
| A.5 Sample HRNews (Listserv) E-mail Vacancy Announcement sent from HR | 22 |
| APPENDIX B: Diversity, Equity, and Inclusion Documents | 23 |
| B.1 Office of Diversity, Equity, and Inclusion Recruitment Policy..... | 23 |
| B.2 Information to Help Recruiting: Assessing Candidates' Qualifications within a Diverse Environment | 25 |
| B.3 Screening/Evaluating Applicants & Sample Rubric Template..... | 27 |
| B.4 Request for Waiver of National Search Form | 30 |
| APPENDIX C: Advertising Costs & Considerations | 31 |
| APPENDIX D: Fredonia Immigration Policy | 32 |

INTRODUCTION

The following guidelines, taken as an excerpt from the Faculty and Professional Staff Search Guidelines, are designed to outline the responsibilities of individuals and groups involved in searches for faculty and professional staff. The guidelines serve as an aid to assist departments, schools, colleges, and Search Chairs in streamlining the processes of creating postings, advertisements, rubrics, and seeking appropriate approvals. Additionally, these guidelines serve to ensure that professional standards and Fredonia's commitments to quality, non-discrimination, and diversity, equity and inclusion are maintained.

At Fredonia, academic and professional searches are important responsibilities for the faculty and staff who serve as Search Chairs and for the administrators these Search Chairs work with throughout the process of initiating, posting, and advertising. Our university's values and priorities are reflected in the recruitment of qualified candidates, and we approach this process mindful of the impact a hire will have on the quality and character of a department and the university.

Two valuable tools are part of every search start-up, the automated posting and application tracking system (Interview Exchange), and the advertising vendor (Graystone). Interview Exchange (IE) is a web-based system that allows the university to post jobs electronically, and affords candidates the ability to apply online by uploading resumes/CVs, cover letters, and other documents; this system also allows Search Committees and administrators to review materials electronically, to request and communicate approvals, and to archive materials from the search. Fredonia also uses Graystone to assist in the quoting and placement of advertisements coordinated through Human Resources.

A successful search depends on following established policies carefully and committing to principles that should direct all search related efforts:

- confidentiality in all deliberations and protection of confidential materials;
- consistency in applying the search criteria to evaluate candidates;
- clear and timely communication about search processes;
- clear and respectful communication with colleagues about the search;
- professionalism in all oral and written communications; and
- protecting the integrity of the search process through awareness of bias and identification of potential conflicts of interest.

These guidelines are organized around responsibilities of the 1) Provost or Vice President, 2) the Dean, 3) the Department Chair/Director, 4) the Search Committee Chair, and 5) the members of the Search Committee. This document covers the period from the approval of filling the position to the posting and advertising of the position.



This timeline presents the steps that occur in tenure-track faculty searches, with suggested time-frames for hires anticipated by the following fall. Searches not tied to the academic calendar, including library faculty and professionals, will have a timeline customized for those searches. The dates and people responsible for each step will vary, based on the staffing of particular departments/schools/colleges, the academic discipline of the appointment, and the circumstances of the search.

SUGGESTED TIMELINE FOR FACULTY SEARCHES

| | |
|--|---|
| August | Search start-up training is offered and facilitated by Human Resources and the Office of Diversity, Equity, and Inclusion. |
| July-August Target completion date for 2015/2016 searches (2016/2017 hires) is August 17, 2015. | <p>Department Chairs/Directors begin the search process for Cabinet approved positions by identifying a Search Chair, forming appropriately representative Search Committees, and initiating a Request to Fill in IE (see Appendix A.2) including Job Details, advertisements, and the evaluation rubric. Upon completion of the Request to Fill and corresponding Job Details (see Appendix A.2), advertisements (see Appendix A.4), and evaluation rubric (see Appendix B.3), the following approvers are added:</p> <ul style="list-style-type: none"> Chief Diversity Officer Dean’s Secretary Dean/Director Provost’s/VP’s Secretary Provost/VP Budget Director Associate Director Human Resources <p>Upon Budget approval, Human Resources will post the job on Fredonia’s employment webpage, will send the campus listserv announcement, and will provide quotes for advertisements with Chronicle.com, HigherEdJobs.com, InsideHigherEd.com, IMDiversity.com, Veterans Job Bank, and the appropriate regional newspapers, as approved by the Hiring Department and outlined in the Request to Fill. Hiring departments are responsible for placing ads with discipline specific recruitment sites, listservs, job boards, etc. See Appendix C for more information. The Hiring Department & Search Chair are responsible for confirming placement of all ads.</p> |
| | <p>Hiring departments should choose to advertise in the appropriate, discipline specific sources, making sure that they make every attempt to reach a qualified, diverse pool of applicants. A strong, diverse applicant pool is developed through advertising, contacts at disciplinary conferences and in scholarly organizations, and active recruiting through listservs, mailings, and networking. See Appendix C.</p> |
| | |

| | |
|--|---|
| <p>September-October</p> | <p>Search Committee training sessions offered and facilitated by the Provost, Human Resources, Accounting, and Office of Diversity, Equity, and Inclusion. Search Committee training includes overview of navigating IE, search processes and workflows (see Appendix A.1), and search guidelines. The Department Chair/Director and Secretary should be included in the Search Training for training and information purposes.</p> |
| <p>October-December</p> | <p>Search Committee members independently review candidates' applications and use the pre-approved evaluation rubric to evaluate candidates according to the advertised criteria.</p> <p>The Search Committee meets to discuss the applications and select those they wish to consider further. The narrowed pool may include any number of applicants at this point, depending on the size of the initial applicant pool; there is no “magic number.”</p> <p>The Search Committee establishes and follows a process for narrowing the pool further; this <i>may</i> include preliminary telephone interviews and reference checks for the names provided as references in the candidate application. The Search Committee Chair sends the phone and campus interview questions to the Chief Diversity Officer for review and approval via IE.</p> |
| <p>October-December</p> <p>Target completion of candidate tier ranking for 2015/2016 searches (2016/2017 hires) is 12/21/2015.</p> | <p>Preliminary interviews, if the Search Committee chooses to do this, may be conducted by telephone or videoconferencing. The goal is to identify three candidates to bring for initial interviews. The number of candidates to invite to campus for interviews is three regardless of the number of internal candidates. Fredonia does not provide “courtesy interviews” for internal candidates not identified as Tier 1/invite-to-interview qualified. Tier 1 finalists should be identified by winter break.</p> <p>Before arranging the campus interviews, the Search Chair uses the Review Notes function in IE to provide rationale for Tier 1 and Tier 2 ranked candidates, and then moves the applicants in IE to the appropriate Tier 1, Tier 2, Tier 3, or Tier 4 folders. The Search Chair notifies, via Review Notes in IE, the Department Chair/Director, Dean, Provost/VP, and Chief Diversity Officer that the ranking rationale has been completed and requires review and approval. The Department Chair/Director, Dean, Provost/VP, and Chief Diversity Officer may ask for clarification or amendment of the ranked candidates. When they approve, they enter “approve” in the Review Notes section of IE.</p> <p>When the Search Chair receives approval of tier rankings, interviews are scheduled for Tier 1 candidates.</p> <p>The Search Chair notifies all Tier 3 and Tier 4 candidates, via IE, that Fredonia is not considering their application at this time.</p> |

| | |
|--|--|
| <p>Jan - March</p> <p>Target interviews for 2015/2016 searches (2016/2017 hires) is January 2016 (start of Spring semester).</p> | <p>Campus interviews are conducted, and members of the department and others who met the candidates are asked to provide feedback.</p> <p>The Search Committee meets soon after the last candidate interview to finalize the strengths and weaknesses perceived about all candidates who completed on-campus interviews. The Search Committee Chair uses the Review Notes section in IE to upload a document outlining the interviewed candidates' strengths and weaknesses. The strength and weaknesses document does not rank the finalists, rather, it lists them alphabetically. The Search Chair then notifies, via Review Notes in IE, the Department Chair/Director, Dean, Provost/VP, indicating strengths and weaknesses are complete.</p> |
| <p>Jan-March</p> <p>Target completion of finalist selection for 2015/2016 search (2016/2017 hires) is 03/01/2016.</p> | <p>The Provost and Dean consult with the Department Chair/Director regarding the finalist.</p> <p>The Provost/Vice President or Dean contacts the finalist to confirm continued interest in position. If confirmed, the Provost/VP or Dean makes a verbal offer to the candidate, contingent on successful pre-employment screen. Any negotiations about salary, academic rank, or other special conditions of hire must be discussed with, and approved by, the Provost or Divisional Vice President.</p> <p>If the candidate verbally accepts the offer, the Dean's Secretary completes the Request to Hire (see Appendix A.) in IE, and adds the following approvers: Dean – to confirm details of Request to Hire (RTH) Associate Director HR – to initiate pre-employment screen Provost's Secretary – to initiate contingent-offer appointment letter Provost – to confirm approval of offer and letter Department Secretary - to confirm the details in the appointment letter are consistent with the Request to Hire and initiates the Change of Status (COS). Human Resources Office Assistant 3 – to upload signed appointment letter and close search</p> <p>Note - Human Resources will confirm the success of the pre-employment screen via the comment section of the RTH as it moves through the approvers. If the candidate fails the pre-employment screen, Human Resources will contact the Dean and Provost/VP to discuss next steps. At that time, an alternate may be considered, or the search may be failed.</p> |
| <p>March - May</p> | <p>When the signed contract letter is received in Human Resources, Human Resources:</p> <ol style="list-style-type: none"> 1. Uploads the signed contract to the Request to Hire in IE; 2. Moves the candidate to the Hired Folder; 3. Removes the position from IE; and 4. Advises the Department Chair/Director, Dean, Provost/VP, and President's Office that the signed contract has been received. <p>Search Chair sends Position Filled/Not Selected notification to any remaining candidates via IE.</p> |

SEARCH START-UP: RESPONSIBILITIES OF THE PROVOST/VICE PRESIDENT

1. Establish budgetary limits for all hires including recruitment/advertising, on-campus interview related travel and meal expenses, finalist salary, moving expenses, start-up funds, visa sponsorship, etc.
2. In collaboration with Human Resources and Office of Diversity, Equity, and Inclusion, facilitate search committee training/workshop. This training/workshop is generally held in early fall and should include the following Academic Affairs considerations:
 - a. Formal charge to Deans and Chairs/Directors;
 - b. Recruitment budgets for ads and on-campus interviews;
 - c. Overview of important academic considerations; and
 - d. New, or improved, posting hiring criteria and procedural highlights

Human Resources and Office of Diversity, Equity, and Inclusion will review the entirety of the recruitment and hiring procedures and guidelines.

3. Review and approve Request to Fill, Job Details, advertisements, and rubric via IE.

SEARCH START-UP: RESPONSIBILITIES OF THE DEAN

1. Provide oversight and direction to Search Chair relative to search procedures and guidelines, budgets, visa sponsorship, Search Committee composition, and search related timelines. Consult with Provost and Human Resources on issues or concerns and potential conflicts of interest.
2. Review and approve Request to Fill, Job Details, advertisements, and rubric via IE.

SEARCH START-UP: RESPONSIBILITIES OF THE DEPARTMENT CHAIR/DIRECTOR

1. Develop an advertising plan designed to ensure that the position vacancy is known to a diverse audience of talented candidates in your field. Your discipline is likely to have specific sources for reaching job candidates, and you are encouraged to use these. Note - Human Resources will place provide quotes for advertisements in non-discipline specific publications (i.e. Chronicle, InsideHigherEd.com, HigherEdJobs.com, IMDiversity.com, veteran specific job boards, regional news publications). It is up to the department to gather quotes, place ads, and confirm placement with discipline specific publications and job boards after the advertisements are fully approved in IE. See [Appendix C](#) for further information.
2. Be sure that you know of costs and deadlines for placing advertisements in the most appropriate disciplinary publications, job lists, and online resources, and allow enough time for approvals. The costs of all ads placed, including those placed by Human Resources, are funded by the hiring department, including recruitment allocations from the Provost/Vice President. Placement of all ads must be confirmed by the Hiring Department or Search Chair.
3. Prepare small and medium ads as per your advertising plan. The IE Job Details page can serve as the long ad, if needed, with a modification to the application instructions. The ads will need to be uploaded to IE. [Appendix A.3](#) includes sample advertisements, with boilerplate language about Fredonia, non-discrimination policies, equal opportunity, and pre-employment screening.
4. Appoint the Search Committee and its Chair. The importance of careful selection of the Search Committee cannot be overemphasized. Individuals who are in a similar role of the position to be filled are knowledgeable about the background and skills needed, but a variety of backgrounds add strength to a Search Committee, as well as members of other academic departments with knowledge of the discipline. If the courses to be taught are General Education courses, you should consider adding other Gen Ed faculty to the search. Also, a student member can be very valuable, not only in providing a different perspective on candidates but in making clear to candidates the importance of student participation in campus decision-making. Additional factors to be considered in composing the Search Committee are diversity, gender, protected classes/statuses, years of service at the university, a balance of departmental/school specialties, and possible conflicts of interest such as spouses/partners/couples (including former) serving on the same Search Committee or those with close, personal relationships to potential candidates.

Search Committee Chairs should have served on Search Committees at Fredonia prior to their appointment, but this is not required. Deans and Chairs should meet before the Search Committee is charged to clarify responsibilities, ways of handling communication, and budgetary issues related to the search.

5. Charge the Search Committee, and be sure that the Search Committee Chair and Search Committee members receive these guidelines. This is best done during the Search Committee training with Human Resources and Diversity, Equity, and Inclusion. The charge should cover the following:
 - a. Describe the functions of the Search Committee, which include:
 - i. to familiarize themselves with the procedures and guidelines for faculty searches, including Human Resources and Office of Diversity, Equity, and Inclusion policies and procedures;
 - ii. to follow the guidelines set forth in the Guidelines for Faculty Searches;
 - iii. to solicit and encourage applications from a diverse pool of candidates;
 - iv. to understand the process and criteria by which applicants will be evaluated; and
 - v. to conduct preliminary and campus interviews as appropriate to present the Department Chair/Director, Dean, and Provost a unranked slate of acceptable candidates, along with a list of their strengths and weaknesses.
 - b. Describe the nature of the position to be filled and ways the successful candidate will contribute to the mission of the department, school, or college. Distribute ad and discuss the posting documents.
 - c. Explain Fredonia's commitment to Non-Discrimination and Equal Opportunity, and allow Search Committee members to ask questions related to this issue. [Appendix B](#) is especially useful background for this discussion.
 - d. Outline a general time frame for operation of the Search Committee.
 - e. With the Search Committee Chair, stress importance of protecting the confidentiality of applications and the search process.

SEARCH START-UP: RESPONSIBILITIES OF THE SEARCH COMMITTEE CHAIR

1. Provide overall leadership to the Search Committee, including working with the Search Committee to establish the process and criteria for evaluating applicants and serving as a liaison between the Search Committee and the Department Chair/Director. Consult with the Department Chair/Director when drafting and completing Request to Fill, Job Details, advertisements, and rubric.
2. Schedule, arrange, and chair the meetings of the Search Committee, including Search Committee training with Human Resources and Office of Diversity, Equity, and Inclusion. Encourage frank, unbiased, confidential discussion at those meetings.
3. Oversee the submission and approval of required search documents using IE, and if appropriate, GoogleDocs.
4. Remind the Search Committee that their work is to remain confidential, professional, and consistent with all search and recruitment related guidelines. Provide copies of the search handbook and insure compliance with the practices and policies of the Office of Diversity, Equity, and Inclusion (see [Appendix B](#)).
5. Work with the Search Committee to establish and follow a timetable for the search process, planning around breaks, campus events, and events in your field that may be critical in recruiting. Be sure to allow enough time for Search Committee training, approvals and consultations.
6. Work with the Search Committee to establish a rubric for screening applications before they begin to read them. The sample rubric template in [Appendix B.3](#) may be useful; be sure that Search Committee members screen candidates in using the established, advertised qualifications for the position.

SEARCH START-UP: RESPONSIBILITIES OF THE SEARCH COMMITTEE

1. Familiarize yourself with the requirements of the vacant position, the Fredonia policies and guidelines for faculty searches, and the policies of the Office of Diversity, Equity, and Inclusion. Immediately self-identify any potential conflicts of interest with Chief Diversity Officer or Associate Director of Human Resources. Conflicts of interest may include current or former familial, personal, or intimate relationships with candidates or other Search Committee members.
2. Maintain strict confidentiality throughout the recruitment process and thereafter.
3. May assist the Search Committee Chair in developing posting documents and rubric based on the advertised requirements of the position.

This kind of rubric is intended to promote discussion and assist the Search Committee in identifying tiers of candidates, according to the established criteria of the position description. Search Committee discussions should always allow full discussion of candidates, including a re-evaluation of those whose initial ranking put them below a cut-off level.

4. Adhere to established dates and procedures for screening all applications. A date to begin reviewing completed application files should be established, along with a deadline for completing application review before the first meeting to discuss applications. Every Search Committee member is required to conduct an independent review of candidates prior to the Search Committee discussion and ranking.

APPENDIX A: Search Start-Up Workflow & Documents

A.1 Faculty & Professional Staff Search Start-Up Workflow

1. Cabinet reviews and approves filling vacancy; Provost/VP advises appropriate persons.
2. Using Interview Exchange (IE) Hiring Department or Search Chair initiates the Request to Fill including job details, print ads, and rubric, and adds the following approvers:
 - a. Chief Diversity Officer
 - b. Dean's/Director's Secretary
 - c. Dean/Director
 - d. Provost/VP Secretary
 - e. Provost/VP
 - f. Budget Director
 - g. Associate Director Human Resources
3. Chief Diversity Officer reviews and approves in IE.
4. Dean's/Director's Secretary reviews and approves in IE.
5. Provost/VP Secretary reviews and approves in IE.
6. Provost/VP reviews and approves in IE.
7. Budget Director reviews and approves in IE.
8. Associate Director reviews and approves in IE, posts the job to the HR website, send campus listserv announcement.
9. Human Resources Office Assistant 3 coordinates quoting and placement of ads as appropriate.
10. Hiring Department Secretary coordinates quoting and placement of discipline specific and member ads.
11. Hiring Department Chair approves ads as quoted.
12. HR and Hiring Department Secretary place approved ads as appropriate.
13. Hiring Department or Chair confirms all ads placed and collects tear sheets of print ads and screen prints of online ads.

A.2 Sample Request to Fill (Create in Interview Exchange)

To create a request to fill:

1. Login to Interview Exchange and click “Requisitions”

Jodi L Rzepka: Manage Jobs

[Add New Job](#) [Requisitions](#) [All Users](#) [Job Search](#)

2. Click “Add New Requisition”

Manage Requisitions

[Add New Requisition](#) [Manage Jobs](#)
[Search Requisitions](#) [Requisition Reports](#)

Pending Approval

Open Reqs

Closed Reqs

Show My Requisitions Only

1

3. Select “Request to Fill” from drop down list, click “Next”

Manage Requisitions

[Add New Requisition](#) [Manage Jobs](#)
[Search Requisitions](#) [Requisition Reports](#)

Create New Requisition

Select Template:

[Next](#)

[Clear](#)

Create New 'Request To Fill'

Manage Requisitions

Notes: [Job Details](#)

When the RTF is complete, you must click Job Details to add the job responsibilities, qualifications, etc.....

Fields marked with an asterisk * are required. While completing this form, please do not

Title/Name:

Requisition Status:

Requisition to Fill

| | |
|--|---|
| Originator | <input type="text" value="Jodi Rzepka"/> |
| Search Type | <input type="radio"/> National <input type="radio"/> Regional <input type="radio"/> Internal Promotion Plan |
| Budget Title | <input type="text"/> |
| Budget Title Code | <input type="text"/> |
| Line # | <input type="text"/> |
| Position formerly held by | <input type="text"/> |
| Salary Grade | <input type="text"/> |
| Approved Salary Range | <input type="text"/> |
| Hiring Department | <input type="text"/> |
| Dept Chair/Director e-mail address | <input type="text"/> |
| Hiring Dept Secretary email address | <input type="text"/> |
| Job Category | Select One: <input type="text"/> |
| Obligation | If other: <input type="text"/> <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Perdiem <input type="radio"/> Other <input type="text"/> |
| Appointment Status | <input type="radio"/> Temporary <input type="radio"/> Term (tenure track) <input type="radio"/> At Pleasure (M/C only) <input type="radio"/> Perm (Classified) <input type="radio"/> Other <input type="text"/> |
| Posting Open Date | Select One: <input type="radio"/> Immediate Upon Approval <input type="radio"/> Specific Date: <input type="text"/> |
| Posting Closed Date | Select One: <input type="radio"/> Open Until Filled <small>*all Faculty & Professional staff positions are open until filled</small> <input type="radio"/> Specific Date: <input type="text"/> |
| Position Start Date | <input type="text"/> |
| Account Number to be Charged for Personnel Service | <input type="text"/> |
| When will you be requesting references? | <input type="radio"/> No References. <input type="radio"/> Reference list by applicant at the time of application submission. Requests to referees by candidate at a later time. <input type="radio"/> Reference list and request to referees by applicant at the time of application submission. <input type="radio"/> No reference list required upfront from applicant at the time of application submission. Employer requests candidate for references at a later time. |
| Number of References | <input type="text"/> |
| Required Application Documents | Check all that apply: |

Required Application Documents

Check all that apply:

- Resume / CV
- Cover Letter
- Writing Sample
- Teaching Sample
- Statement of Teaching Philosophy
- Statement of Research Interests
- Philosophical Statement
- Other

Availability Data

(List the availability percentages for the women and minority groups. Contact Office of Diversity, Equity, and Inclusion for assistance)

Women %
 Minority %

Special Efforts to Recruit Women and/or minorities

Please describe:

Search Committee Members

Search Chair

| E-mail Address | Title | Gender & Ethnicity |
|----------------|-------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

RECRUITMENT SOURCES

Human Resources: Human Resources will coordinate the quoting, placement, and confirmation of ads in the below sources. Please place an X next to any/all sources that you wish to have HR coordinate, and include the ad size and type where necessary.

Ads Coordinated by HR:

| Identify with an X | Recruitment Source | Ad Size (Small, Med, Long) | Type of Ad: (Online, Print, Job Board, Etc...) |
|--------------------------|--|----------------------------|--|
| <input type="checkbox"/> | Chronicle of Higher Education | <input type="text"/> | Print Ad |
| <input type="checkbox"/> | Chronicle.com | Long Ad | Online |
| <input type="checkbox"/> | HigherEdJobs.com | Long Ad | Job Board |
| <input type="checkbox"/> | InsideHigherEd.com | Long Ad | Job Board |
| <input type="checkbox"/> | IMDiversity.com | Long Ad | Job Board |
| <input type="checkbox"/> | Veterans Job Bank | Long Ad | Job Board |
| <input type="checkbox"/> | Buffalo News | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | Jamestown Post Journal | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | Rochester Democrat & Chronicle | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | Syracuse Times | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | Erie Times | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | Dunkirk Observer and Academic Diversity Search | <input type="text"/> | <input type="text"/> |

Hiring Department: The Hiring Department is responsible for coordinating the quoting, placement, and confirmation of all department and discipline specific advertisements. Please identify the recruitment sources that will be contracted with to advertise the vacancy, and include the ad size and type.

Ads Coordinated by the Hiring Department:

| Recruitment Source | Ad Size (Small, Med, Long) | Type of Ad: (Online, Print, Job Board, Etc...) |
|--------------------|----------------------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Add a note / Ask questions:

A.3 Sample Job Details (Create with Request to Fill in Interview Exchange)

State University of New York at Fredonia

Assistant Professor – Curriculum & Instruction, Early Childhood Education

Thank you for considering State University of New York at Fredonia in your search.

About State University of New York at Fredonia:

The State University of New York at Fredonia is a comprehensive, selective, public, residential, liberal arts university located in beautiful Western New York, just minutes from Lake Erie. Founded in 1826, the university is among the most storied in the State University of New York system and is the first in the SUNY system to be awarded the SUNY Shared Governance Award. It is home to a world-renowned School of Music and over 100 degree programs in the liberal arts, natural and social sciences, education, mathematics, and business. Fredonia also features cutting-edge programs in the emerging fields of technology, service, and communication and is consistently ranked among the top public, master's granting universities in the North by U.S. News and World Report.

Fredonia is known for its strong academic programs, attractive architecture and grounds, rich campus life, and commitment to student engagement and success. Fredonia is focused on ensuring that all Fredonia students, utilizing knowledge developed through a broad range of intellectual experiences, will be:

- Skilled (develop Intellectual and Applied Skills, Literacies and Knowledge),
- Connected (engage Community and Diversity: Local Stewardship, Global Citizenship),
- Creative (demonstrate Scholarship, Artistry, and Innovation), and
- Responsible (activate Sustainability, Ethics, Leadership, and Professionalism).

Read a [message](#) from State University of New York at Fredonia's President.

Job Description:

The Department of Curriculum and Instruction is home to numerous faculty and staff members dedicated to providing students with engaging and meaningful classes for future educators. We offer Childhood Education, Early Childhood Education, Childhood Inclusive Education, and Early Childhood/Childhood Education programs at the undergraduate level, leading to initial certification in these areas. We are also home to one of the largest graduate programs on campus with over 100 students enrolled in the MEd in Curriculum and Instruction program. Our field-based classes within the department allow students to experience what it really means to be an educator in today's world, while having the chance to work with local 'experts' on a professional level.

Rewards & Benefits

- Competitive compensation plus comprehensive benefits plan including health, dental, and vision insurance and retirement plan options including a fixed pension plan or a 401(A) with generous employer contributions;
- Paid leave provisions including sick and holiday leave; impressive educational benefits including tuition-free study plus supplemental tuition aid;

- A rich array of services, programs and benefits to help employees advance in their career and enhance the quality of their personal life, including professional development programs and services, employee EAP and wellness programs, discounted membership to the on-campus fitness center, and access to the Campus and Community Child Care Center.

KEY RESPONSIBILITIES

Reporting to the Chair, the successful candidate will:

- Teach Early Childhood and related pedagogical content courses at the undergraduate and graduate levels with responsibilities of early childhood field placements;
- Serve as the program coordinator of the Early Childhood Education and Early Childhood/Childhood Education programs;
- Contribute to curriculum development and refinement;
- Provide academic advisement to students;
- Participate in committees and provide service to the department, college, university, and profession;
- Be aware of, understand, and follow all university policies.

Requirements:

MINIMUM QUALIFICATIONS

- PhD in Early Childhood Education or closely related field by August 2016;
- Three years teaching experience in Birth-Grade 2 setting and in Early Childhood teacher preparation;
- Excellent interpersonal skills to work effectively, and in a collegial and professional manner, with students, faculty, and staff;
- Demonstrated commitment to inclusive education;
- Demonstrated commitment and ability to work with a diverse group of students, faculty, staff and constituents in support of campus and department mission;
- Experience with instructional technology;
- Demonstrated commitment to the university, division, and profession.

PREFERRED QUALIFICATIONS

- Teaching experience with children 0-5 years;
- Experience working with families of young children;
- Familiarity with NAEYC Early Childhood Program Standards;
- Familiarity with NAEYC Professional Preparation Standards (NCATE);
- Expertise in, and commitment to, community engagement.

Additional Information:

This is a full-time, term appointed, tenure track position beginning August 2016. Visa sponsorship is available for this position.

Fredonia prides itself on an outstanding workforce. To continually support organizational excellence, the university conducts background screens on applicants.

An Affirmative Action, Equal Opportunity Employer, Fredonia provides for, and promotes, equal opportunity employment, compensation, and other terms and conditions of employment, without discrimination.

Pursuant to University policy, the University is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, or domestic violence victim status. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting unlawful discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Application Instructions:

Interested candidates shall apply and submit the required documents listed below by clicking on the APPLY NOW button. Complete applications received by October 16, 2015 will be given full consideration. Names and contact information for three professional references are required within the application.

- Cover Letter
- Resume/CV

Note: After submitting your Resume/CV, the subsequent page gives you instructions that enable you to upload the additional, required documents. The names and contact information for 3 professional references are as part of the application.

Please see the [FAQ](#) for using the online application system. Please [contact us](#) if you need assistance applying through this website.

URL: www.fredonia.edu/coe/ci.asp

A.4 Sample Short, Medium Ads, and Long Ads (upload to Request To Fill in Interview Exchange)

SHORT VERSION:

The State University of New York at Fredonia seeks qualified applicants for an Assistant Professor – Curriculum & Instruction, Early Childhood Education. The successful candidate will be responsible for teaching courses in Early Childhood and related pedagogical content courses at the undergraduate and graduate levels with responsibilities of early childhood field placements. PhD in Early Childhood Education or closely related field by August 2016 plus three years teaching experience in Birth-Grade 2 setting and in Early Childhood teacher preparation required.

For complete vacancy announcement, position description, qualifications, and application instructions, please visit <https://fredonia.interviewexchange.com>.

Fredonia prides itself on an outstanding workforce. To continually support organizational excellence, the university conducts background screens on applicants.

An Affirmative Action, Equal Opportunity Employer, Fredonia provides for, and promotes, equal opportunity employment, compensation, and other terms and conditions of employment, without discrimination.

MEDIUM VERSION:

The State University of New York at Fredonia seeks qualified applicants for an Assistant Professor – Curriculum & Instruction, Early Childhood Education. The successful candidate will be responsible for teaching courses in Early Childhood and related pedagogical content courses at the undergraduate and graduate levels with responsibilities of early childhood field placements, and will serve as the program coordinator of the Early Childhood Education and Early Childhood/Childhood Education programs. In addition, the successful candidate will contribute to curriculum development and provide academic advisement to students. PhD in Early Childhood Education or closely related field by August 2016 plus three years teaching experience in Birth-Grade 2 setting and in Early Childhood teacher preparation required. Preference will be given to candidates with teaching experience with children 0-5 years and to candidates with familiarity with NAEYC Early Childhood Program and Professional Preparation Standards.

For complete vacancy announcement, position description, qualifications, and application instructions, please visit <https://fredonia.interviewexchange.com>.

Fredonia prides itself on an outstanding workforce. To continually support organizational excellence, the university conducts background screens on applicants.

An Affirmative Action, Equal Opportunity Employer, Fredonia provides for, and promotes, equal opportunity employment, compensation, and other terms and conditions of employment, without discrimination.

LONG VERSION:

The State University of New York at Fredonia invites applications for a full-time, tenure-track, Assistant Professor - Curriculum & Instruction, Early Childhood starting in August 2016. This position offers a competitive salary and a comprehensive benefits package.

Key Responsibilities

Reporting to the Chair, the successful candidate will:

- Teach Early Childhood and related pedagogical content courses at the undergraduate and graduate levels with responsibilities of early childhood field placements;
- Serve as the program coordinator of the Early Childhood Education and Early Childhood/Childhood Education programs;
- Contribute to curriculum development and refinement;
- Provide academic advisement to students;
- Participate in committees and provide service to the department, college, university, and profession;
- Be aware of, understand, and follow all university policies.

Minimum Qualifications

- PhD in Early Childhood Education or closely related field by August 2016;
- Three years teaching experience in Birth-Grade 2 setting and in Early Childhood teacher preparation;
- Excellent interpersonal skills to work effectively, and in a collegial and professional manner, with students, faculty, and staff;
- Demonstrated commitment to inclusive education;
- Demonstrated commitment and ability to work with a diverse group of students, faculty, staff and constituents in support of campus and department mission;
- Experience with instructional technology;
- Demonstrated commitment to the university, division, and profession.

Preferred Qualifications

- Teaching experience with children 0-5 years;
- Experience working with families of young children;
- Familiarity with NAEYC Early Childhood Program Standards;
- Familiarity with NAEYC Professional Preparation Standards (NCATE);
- Interest in, and commitment to, community engagement.

Additional Information:

This is a full-time, term appointed, tenure track position beginning August 2016. Visa sponsorship is available for this position.

Fredonia prides itself on an outstanding workforce. To continually support organizational excellence, the university conducts background screens on applicants.

An Affirmative Action, Equal Opportunity Employer, Fredonia provides for, and promotes, equal opportunity employment, compensation, and other terms and conditions of employment, without discrimination.

Pursuant to University policy, the University is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, or domestic violence victim status. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting unlawful discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

For the complete position description, qualifications, and application instructions, visit <https://fredonia.interviewexchange.com>

A.5 Sample HRNews (Listserv) E-mail Vacancy Announcement sent from HR



From: **Human Resources** human.resources@fredonia.edu
To: "HRNEWS@LISTSERV.FREDONIA.EDU" HRNEWS@listserve.fredonia.edu
Date: Monday, June 9, 20XX at 1:00pm
Subject: VACANCY ANNOUNCEMENT (UUP) – Assistant Professor – Early Childhood

Fredonia seeks qualified candidates for a full-time, tenure-track, Assistant Professor – Early Childhood, in the College of Education's Curriculum & Instruction Department.*

For the complete position description, qualifications, and to apply, please click [here](#).

*This position has been approved for release by Cabinet.

APPENDIX B: Diversity, Equity, and Inclusion Documents

B.1 Office of Diversity, Equity, and Inclusion Recruitment Policy

Introduction

Fredonia is committed to providing equal opportunity in employment by prohibiting employment discrimination because of race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

Fredonia has a commitment to the principles of affirmative action, which, for recruitment purposes, entail positive ongoing efforts to achieve a representative workforce of women and minorities in all offices and departments. Affirmative action in hiring is required of all New York State agencies, but for SUNY campuses affirmative action in hiring is not only state policy; it is good educational practice.

Institutions of higher education have a special responsibility to provide their students with diverse faculty and staff who not only bring unique and valuable perspectives to their disciplines, but also provide students with different models and mentors. Students of the State University at Fredonia must interact with diverse faculty and staff as part of their preparation for an increasingly racially and ethnically diverse world of work.

Fredonia's immigration policy (see [Appendix F](#)) assists in providing opportunities to attract and retain a diverse workforce.

Fredonia is well aware of the desirability of diversifying its workforce by criteria other than race, ethnicity or gender. This Recruitment Policy, however, does not speak to this further diversification, but only to that diversity mandated by federal and state affirmative action regulations.

In all stages of the recruitment process, faculty and staff entrusted with recruiting responsibilities shall strive to fulfill this university goal. Throughout the recruitment process, affirmative action shall be a criterion for the evaluation of applicants and candidates. At every step of the search process we need to ensure that persons with ethnic and gender diversity are present. All decision makers will be guided by the principle that whenever candidates appear equally qualified for a position; the candidate whose hiring will contribute most to the achievement of the university's affirmative action goals shall be selected.

The Affirmative Action Search Committee affirms the general policy that, whenever possible, full, open, searches shall be conducted for all faculty and non-teaching professional positions, including administrative and management/confidential positions. Under this policy, search waivers will be considered exceptions and will be judged on the merits of each situation according to these guidelines.

Extent of Policy

This recruitment policy applies to all searches for full-time (temporary and term), faculty and professional staff positions.

Adjunct Faculty

While searches are not required for adjunct faculty, special efforts should be made when minorities and women are underutilized in the hiring department.

Assistant/Associate Chairpersons

When a department is seeking to appoint a member of the department as assistant or associate chairperson, the position shall be announced to all eligible members and diversity and equity shall be a consideration in the selection.

Temporary Appointments

In cases when a comprehensive search is not possible, a more limited recruitment effort may be made to fill the position with a temporary appointment. If the position is filled without a comprehensive search, a full, open search shall be completed in the usual manner during the following academic year before the position is filled with a more stable appointment.

Before any temporary appointment can evolve into a tenure track appointment, a comprehensive search is required.

Exceptions to the Search Process

It is important to distinguish between those situations where a full, national search is waived, and those where an internal search may be acceptable.

- A. A first, necessary criterion to request a search waiver or internal search is the principle of "utilization of minorities and females." In areas and/or departments where minorities and females are significantly under-utilized, search waivers and internal searches may be reviewed in relation to this under-utilization.
- B. When a position must be filled in less than 60 days from the beginning of the period when the normal duties of the position would begin, a national search may be waived. These situations may occur when death, illness, disability, or unanticipated resignation or retirement causes a position to be vacant. Whenever possible, a local or internal search may be conducted to insure an attempt has been made to meet Diversity, Equity, and Inclusion guidelines relative to the under-utilization of minorities and females.
- C. When a vacancy is temporarily filled on an interim, visiting, or acting basis, a full, open search shall be conducted at the completion of the temporary assignment. Requests for internal searches must be approved by Cabinet. Search waivers and internal searches will be considered based on principals of under-utilization and uniquely qualified.

Consistent with Section VI.H of Fredonia's Handbook on Appointment, Reappointment, and Promotion (HARP), if, following Cabinet approval, a professional position is designated as one that can be opened up to an internal search only, Human Resources shall designate it as such and post it on campus for 10-working days. If the position is not filled by a current, on-campus employee, the search shall be broadened to a regional, SUNY, or national search.

At periods of reorganization, reassignment of duties, and changing responsibilities, the following shall apply:

- A. When a reorganization includes the reassignment of duties where no new positions are created, a search is not required.
- B. If a new position is created, an appropriate search is required.

B.2 Information to Help Recruiting: Assessing Candidates' Qualifications within a Diverse Environment

Each member of the university community contributes to the development and maintenance of Fredonia as a healthy environment in which diversity and inclusion are valued. Search Committees can use the following methods to recruit and assess candidates who will lead the college toward excellence. The suggestions provided here are not designed to probe a candidate's personal beliefs. These suggestions are designed to help the Search Committee ascertain effective teaching, research and scholarship for an increasingly diverse, multicultural workforce.

Position Description: Valuing and assessing a candidate's experience with multicultural issues can begin by including in the job description's listing of qualifications such qualities as "demonstrated commitment to diversity and the needs of diverse learners," "experience promoting a diverse environment," or "experience working effectively in diverse environments." This informs candidates from the outset of Fredonia's commitment and encourages them to be forthcoming about such experience during the interview process.

Position Announcement: The same language used in the job description shall be used in the text of the advertisement. In addition to soliciting prospective candidates, the ad text serves to communicate Fredonia's mission to the general public. The position announcement should contain a statement regarding the availability of visa sponsorship, as approved by the Provost or Divisional Vice President. In cases where US Citizenship is required to perform the duties of the position, this must be included in the minimum qualifications of the job details (see [Appendix A.3](#)).

References: Fredonia has moved away from requiring reference letters for candidates and instead, requires the names and contact information for three references. This initiative is based on Fredonia's commitment to attract both passive and active applicants, thus increasing the diversity of the pool. Additionally, assessing a candidate's ability to meet the position qualifications and to perform the duties and responsibilities of the position is best served in a two-way, open dialogue between the search chair and designated Search Committee members and the reference provider. The reference check can include questions designed to confirm the Search Committee's assessment of the applicant, and to address concerns regarding the applicant.

Recruitment Strategies: Attention needs to be paid to recruitment strategies designed to reach diverse applicants for all positions. Personal and professional contacts can be helpful in exploring creative avenues that reach diverse groups. Examples include culturally targeted publications and/or scholarly journals, electronic bulletin boards, professional newsletters, and conferences. Creating professional contacts with institutions from historically underrepresented groups may also create opportunities for mentorship and growth of inclusive candidate pools.

Search Committee Membership: The Search Committee should be comprised of individuals who reflect Fredonia's diversity and its commitment to diverse initiatives. To achieve this goal it may be necessary to include a member from related departments or units on the Search Committee. Search Committee members must immediately recuse themselves from the Search Committee assignment if they have any perceived conflicts of interest. Conflicts of interest may include current or former familial, personal, or intimate relationship with a candidate or another Search Committee member. Questions regarding conflicts of interest shall be directed to the Chief Diversity Officer or Associate Director Human Resources.

Interview Questions: Inquiries about diversity and equity need to be consciously incorporated throughout the interview and raised in varied contexts. Avoid compartmentalizing questions about fairness, equity, and diversity as if they were separate from issues regarding effective teaching, research and scholarship.

Similarly, questions about diversity and multiculturalism need to be asked by various members of the Search Committee. Frequently, members of constituency groups assume the responsibility for asking the "diversity" questions during the meeting. Making a conscious effort to share responsibility for questions regarding diversity ensures that diversity issues will be raised regardless of the gender and racial composition of the group.

Initiatives: Ask the candidate about specific kinds of studies, policies, procedures, or programs initiated to further develop the campus or workplace as a multicultural environment. Examples may include work already done or a statement of initiatives a candidate would propose if appointed. Additionally, arranging for candidates to meet with diverse University constituencies during their on-campus interviews may be appropriate so those candidates can gain a more direct sense of the community with which they will work and live.

B.3 Screening/Evaluating Applicants & Sample Rubric Template

The Search Committee should make every effort to include under-represented, qualified candidates among the persons to be interviewed (i.e. Tier 1). Before identifying the group, however, the Search Committee should discuss and come to consensus about the standards for evaluating candidates, and shall use these standards in the creation of the minimum and preferred qualifications and rubric. If an under-represented, qualified candidate is not included among the candidates to be interviewed, the Search Committee must be prepared to discuss, with the Chief Diversity Officer and the hiring official, how the qualifications of the candidates selected exceed those of an under-represented, qualified candidates.

In their evaluations, members of the Search Committee shall be sensitive to the following:

1. Biases against individuals from lesser known institutions or from institutions with historically underrepresented groups.
2. Biases against candidates who are not active participants in mainstream organizations or networks.
3. Devaluing research and scholarship focused on non-white populations or concerns or published in journals considered outside of the "mainstream." Applicants should not be evaluated primarily by where they have published, rather they should be evaluated on the quality of their research including such dimensions as: methodological and/or quantitative skills of analyses, the depth and scope of their research agenda, and their potential for future activity.
4. Devaluing candidates with lukewarm references or recommendation from professional or graduate school references.
5. Devaluing candidates whose prior professional experience focused on working with special populations.

In order to support a comprehensive search, Search Committee members may wish to employ one or more of the following strategies:

- a. Ask the Chief Diversity Officer to review the applications of all affirmative action candidates
- b. Conduct telephone interviews with qualified, under-represented candidates as a means of gathering more information when determining whom should be invited for campus interviews.
- c. Ask other members of the hiring unit to conduct "*blind reviews*" of the applicants, with names, gender and ethnicity concealed where possible.
- d. Where questions persist about candidates' credentials, ask for additional references, copies of research articles or other samples of work, etc. to assist in the evaluation. Note when requesting these additional credentials, the request must be made to ALL candidates at this stage of the hiring process.
- e. Resist eliminating qualified, under-represented candidates exclusively on the basis of a paper review. Consider conducting phone interviews to all qualified, under-represented candidates.

Sample Rubric Template

Scoring = YES does meet, NO does not meet, or MAYBE

| Qualifications | Applicant _____ Current Position | Applicant _____ Current Position | Applicant _____ Current Position |
|---|--|--|--|
| Minimum Qualifications | | | |
| Doctorate in Special Education: High Incidence Disabilities or closely related field by 8/15/XX | | | |
| 3 years teaching experience in p-12 special education settings | | | |
| Demonstrated experience in, and strong commitment to inclusive teacher preparation | | | |
| Demonstrated commitment to diversity and the needs of diverse learners | | | |
| Demonstrated experience in instructional technology | | | |

| | | | |
|--|--|--|--|
| Willingness to work collaboratively with colleagues for program growth and enhancement | | | |
| Preferred Qualifications | | | |
| Supervision experience in schools | | | |
| Expertise and research interests in high incidence disabilities | | | |
| Demonstrated excellence in research and publication in the area of special education | | | |
| Teaching experience in P-12 inclusive settings | | | |
| Familiarity with NCATE/CAEP accreditation, CEC professional standards and program coordination | | | |

B.4 Request for Waiver of National Search Form

REQUEST FOR WAIVER OF NATIONAL SEARCH

Title of position: _____ Rank: _____

Is this position: Professional Development? _____
Tenure-track? _____
Short-term? _____ (indicate duration) _____

Reasons for waiver request (circle one or more):

1. Utilization of minorities. The position would be filled by a qualified, current employee who is representative of an under-represented, minority group.
2. Utilization of other protected classes. The position would be filled by a qualified, current employee who is female, a Vietnam-era veteran, a disabled veteran, or other person with a disability capable of performing the duties of the position.
3. Emergency situation. The position must be filled with sixty (60) days. The vacancy has been created by ___ death, ___ disability, ___ resignation of the incumbent on ___/___/___ . A campus and local area search will be conducted in an effort to reach all possible minority, female, veteran, and disabled candidates.
4. Promotion from within. The position affords a promotional opportunity for qualified, current campus employees. A campus search will be conducted in an effort to reach all possible minority, female, veteran, and disabled candidates. (See HARP, V.H., Process of Internal Searches)
5. Utilization of a uniquely qualified individual. A current campus employee has truly rare and unique qualifications for the vacant position.
6. National search deemed non-productive. The position is such (due to low salary, short-term or other special circumstances) that it is unlikely a national search will yield quality candidates.

Requested by: _____

Date: ___/___/___

Please submit this form, along with a written justification, to
Chief Diversity Officer
Office of Diversity, Equity, and Inclusion
143 Fenton Hall

APPENDIX C: Advertising Costs & Considerations

All advertising costs are the responsibility of the Hiring Department. Consult with your Divisional Vice President regarding allocations for recruitment costs.

Human Resources will coordinate the quoting, printing, and verification of non-discipline specific advertisements, including the following:

Chronicle of Higher Education (print and on-line job board)

HigherEdJobs.com (on-line job board)

InsideHigherEd.com (on-line job board)

IMDiversity.com (on-line job board)

Veterans Job Bank (on-line job board)

Buffalo News, Rochester Democrat & Chronicle, Syracuse Times, Jamestown Post Journal, Erie Times, etc.

Hiring Departments and Search Chairs are responsible for the quoting, printing, and verification of all other advertisements, including member listservs, journals, etc. The ads approved in IE shall serve as the only advertisements used.

In order to attract a diverse pool of qualified candidates, all vacancies must be advertised on IMDiversity.com and the Veterans Job Bank. Hiring Departments are encouraged to place advertisements with at least one other discipline specific journal, listserv, etc.

There are several factors that need to be considered as they relate to immigration during the search process, one of which is advertising. If an international candidate is hired and wants to pursue a green card, Fredonia must prove that the position for which they were hired was advertised in a professional journal. Currently, the only publication guaranteed to be accepted as a professional journal is the Chronicle of Higher Ed. This must be a print ad specific to the position for which the candidate is being considered. As such, if the faculty or staff position was not included in Fredonia's annual block ad with the Chronicle of Higher Education (usually placed in the Fall semester), a separate ad will need to be placed. All advertisements related to applicants wishing to pursue a green card must be documented as follows:

- i. Location ad was placed (journal title or website address);
- ii. Print copy of ad (hard copy of ad);
- iii. Date ad was placed; and
- iv. Length of time ad was published

Hiring Departments or Search Chairs must obtain hard copies or tear sheets of all advertisements. These are critically important when the selected finalist is seeking immigration assistance.

APPENDIX D: Fredonia Immigration Policy

I. REASON FOR POLICY

The State University of New York at Fredonia (“Fredonia”) values an atmosphere that fosters diversity among employees and students. One of the ways Fredonia supports diversity is through immigration sponsorship for qualified employees. This policy designates who is considered a qualified employee, and what immigration-related expenses will be covered by the university.

II. POLICY STATEMENT

Immigration sponsorship at Fredonia includes visa and permanent residence sponsorship and assistance in securing either or both. Historically, Fredonia has sponsored TN and H1-B visas for qualified employees (as described below). Other visa categories (i.e.: O, etc.) are reviewed by Fredonia on a case-by-case basis.

Consistent with current Federal regulations, Fredonia has made the following determination.

Trade NAFTA (“TN”) Visa

- TN status shall be supported by Fredonia for any applicant or current employee who meets the following current eligibility requirements:
 - Is a citizen of Canada or Mexico with a valid passport or other secure travel document (i.e.: NEXUS) and;
 - Possess a Bachelor’s Degree from an accredited United States (“U.S.”) college or foreign equivalent related to the field to be taught. If the degree was not obtained in North America, an educational evaluation is required.
- *Note, the processing fee is the sole responsibility of the employee.*

H1-B visa

- H1-B status shall be sponsored by Fredonia for tenure-track faculty positions—other than *qualified academic rank* as defined by the Policies of the Board of Trustees (“Policies”)—that meet the following current eligibility requirements:
 - Possess a valid Passport and;
 - Possess a Bachelor’s degree or foreign equivalent degree as required for the job. If the degree was not issued in the U. S., an educational evaluation is required.
- Steps to Procure H1-B Nonimmigrant Status
 - Fredonia’s attorney will file Notice of Filing of Labor Condition Application (“LCA”) with the designated Collective Bargaining Unit Representative, currently the local chapter President for the United University Professions.
 - Fredonia’s attorney files the LCA with the U.S. Department of Labor (“DOL”).
 - Fredonia’s attorney files the I-129 petition with the U.S. Citizen and Immigration Services, Petition for Nonimmigrant Worker, documents to secure H-1B approval.
 - Depending on whether the foreign national is in the U.S. or abroad, and other factors related to maintenance of status, s/he need to go for visa stamping at a U.S. Consulate abroad before being admitted to the U.S. Whether visa stamping, prior to starting work, is required is determined on a case by case basis in consultation with Fredonia’s attorney.
 - In accordance with current DOL regulations, Fredonia shall pay for all legally required immigration expenses for H1-B’s for a foreign national.
 - A foreign national is financially responsible for paying all immigration-related expenses for his/her family member’s.

Permanent Residency (“PR”)

- PR shall be granted for tenure-track faculty positions as defined by the *Policies*. *Sponsorship requests from non-tenure track faculty will not be considered given they do not meet the DOL’s criteria for permanent employment.*
- Steps to procure PR (to be completed in parallel with maintenance of nonimmigrant status) include:
 - Fredonia files ETA Form 9089, Application for Permanent Employment Certification.
 - The employee files I-140, Immigrant Petition for Alien Worker.
 - The employee files I-485, Application to Register Permanent Residence or Adjust Status; I-765 Application for Employment Authorization; and I-131 Application for Travel Document.
 - Permanent residency *may* be pursued by an applicant who is not physically present in the U.S. but requires the sponsorship of the employer and therefore will be considered on a case by case basis.
- Current expenses associated with green card sponsorship are divided into employer and employee responsibility as follows:
 - **Fredonia’s Responsibility**
 - All expenses associated with filing the ETA Form 9089, Application for Permanent Employment Certification.
 - **Employee Responsibility (all costs noted are subject to change)**
 - I-140
 - \$1,000 in legal fees
 - \$580 filing fee
 - I-485
 - For Principal Filer:
 - \$1,000 in legal fees
 - \$1,010 filing fee (includes biometrics)
 - For Family Members:
 - \$500 for *each* family member
 - Filing fees are as follows:
 - \$1,010 for adults (individuals over 14)
 - \$600 for children under 14 when filed with parent’s application
 - \$930 for children under 14 when filed separately
 - I-765
 - \$150 *each* in legal fees for initial filing and EACH renewal
 - I-131
 - \$150 *each* in legal fees for initial filing and EACH renewal

Note, all costs included in the Policy are subject to change. Additionally, the contents of this Policy are created to be in full-compliance with all current governing Federal regulations.