

Standard Search and Evaluation Procedures

Academic Search and Recruiting

Hiring Unit: _____ Department #: _____

Position Title (check one – or more, if these procedures apply to more than one rank):

Officers of Instruction		Professional Practice Faculty	Postdoctoral Officers of Research*		
Tenured Faculty			Professor of Professional Practice		
	Professor		Associate Professor of Professional Practice		
	Associate Professor		Assistant Professor of Professional Practice		
Tenure Eligible Faculty			Clinical Faculty		
	Professor		Clinical Professor		
	Associate Professor		Clinical Associate Professor		
	Assistant Professor		Clinical Assistant Professor		
	Instructor				
Lecturers and Other Special Instructional Ranks		Officers of Research		Officers of the Libraries	
	Senior Lecturer	Professional Officers of Research		Teachers (K-8) School	
	Lecturer		Senior Research Scientist/Scholar		Specialist
	Associate		Research Scientist/Scholar		Teacher
	Senior Lecturer in Discipline		Associate Research Scientist/Scholar		Associate Teacher
	Lecturer in Discipline				Intercollegiate Athletics Coaches
	Associate in Discipline				

**Only create an SSEP for postdoctoral officers who are appointed through a standard search.*

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Length of Appointment Open Limited Term, give length of appointment: _____

Process for Authorizing a Search (to be completed by vice president, dean or director):

Process for Establishing a Search Committee:

Size of Typical Search Committee and Ranks Represented on Committee:

Searches must be open a minimum of 30 days and a maximum of 365 days.

Basic Qualifications and Other Applicant Requirements

Highest Earned Degree Required: _____

Experience or Other Special Requirements (be expansive):

Preferred Qualifications:

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Materials All Applicants Are Required to Submit	Required	Optional	Not Required
Curriculum Vitae is required for all applicants.	✓		
Cover Letter			
Dissertation Abstract			
Research Abstract			
Statement of Teaching Philosophy			
Writing Sample(s)			
Publication(s)			
Reference Letters			
Other: Teaching Evaluations			

Advertisement Venues

Venue(s) Where All Positions Are Advertised (if online, please provide URL)	Readership/ Circulation	
	Nat'l/Int'l	Regional

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Venue(s) Where All Positions Are Advertised (if online, please provide URL)	Readership/ Circulation	
	Nat'l/Int'l	Regional

Venue(s) Where Only Certain Positions Are Advertised (please specify circumstances and type of position or field; if online please provide URL)	Readership/ Circulation	
	Nat'l/Int'l	Regional

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Advertisement Copy

This EEO Statement will be included in every ASR Posting and External Advertisement:

Columbia University is an Equal Opportunity Employer / Disability / Veteran

Other Information That Will Be Included in Every Advertisement:

N/A (if this field does not apply)

Other Special Instructions to Applicants That Will Be Included in ASR Posting:

N/A (if this field does not apply)

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Position-Specific Questions, to Be Included in ASR Posting:

If the responses are limited, please indicate possible responses.

N/A (if this field does not apply)

Evaluation Process

Describe the Criteria By Which All Applicants Will Be Evaluated:

Describe the Process By Which All Applicants Will Be Evaluated and an Initial Shortlist Created:

Describe the Process by Which the Shortlisted Applicants Will Be Evaluated and an Interview Pool or Finalist Pool Created:

N/A (if this field does not apply)

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Describe the Preliminary Interview Procedures (if the hiring unit conducts interviews prior to selecting applicants for campus visits): *N/A (if this field does not apply)*

The Campus Visit Procedures and Typical Schedule: *N/A (if this field does not apply)*

The Process by Which a Selectee is Chosen: *N/A (if this field does not apply)*

Any Other Relevant Information About the Hiring Unit's Search and Evaluation Process That Has Not Been Included Above: *N/A (if this field does not apply)*