

Office of Faculty Affairs and Faculty Development

Faculty Recruitment and Hiring Guidelines

To reduce spread of COVID-19, physical distancing measures are required for recruitment, hiring, and onboarding processes. We are offering recruitment guidance and providing an outline of requirements for new faculty hiring during this time. For details and forms for the regular process, see [administrative documents](#).

Approval for Positions Requirements

- All new paid faculty (F1) positions must be submitted online **and approved by the dean**; check with the [Faculty Appointments Specialist \(Stacy Mehlek\)](#), for more information—**Note: *there is currently a hiring freeze on all SUNY campuses and all hires must be approved by campus leadership***
- Some prior F1s may need reauthorization, particularly if the F1 has not been recruited into and no offer letters sent out; verify with [Stacy Mehlek](#) before continuing or launching a search/recruitment
- Further information, including space planning questionnaires, for all faculty appointments can be found in the [Faculty Affairs Administrative Documents](#)
- Justification for new F1s must be provided and the dean's office ([Stacy Mehlek, and/or COM Chief of Staff, Grace VanNortwick](#)) should be contacted for details (pro forma, business plan)
- The dean's office will continue as per normal process to review offer letters, be provided with information regarding a documented funding source, and AAEs; note initial AAEs must be provided in [paper form](#), since new faculty will not yet have Self-Serve Access
- Use of Page-Up (human resources software used to streamline recruitment) is required for the hiring process; please check with [Stacy Mehlek](#) for information
- Voluntary faculty appointments utilize the process outlined on the [Faculty Affairs Administrative webpages](#)

Faculty Recruitment and Searches*

- The process for faculty recruitment and searches may vary by department, depending on needs, use of a search firm, and departmental resources—**please do not begin recruiting until after position approval (above)**
- In all cases, the search must be documented. Forms and tools are available [here](#)
- Diversity recruitment resources are found [here](#)
- [Places to advertise](#) to recruit diverse candidates were compiled by Upstate's ODI and ESF's office of Inclusion, Diversity and Equity
- In most departments, the search should involve identification and preparation of an interview team (search committee) made up of stakeholders (faculty, students, residents, administrators)

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- Contact the new Office of Institutional Equity for the latest training updates for interviewers, recruiters and search committee. Online bias training program to prepare interviewers may include the [Kirwan Bias Module Series](#), the AAMC Online Seminar: [The science of Unconscious Bias and What to do about it in the Search and Recruitment Process](#), or others, per the Office of Institutional Equity
- Other Upstate Policies relevant to recruitment can be found [here](#) and for Federal and State Laws, see [here](#)

*Same as usual recruitment and search procedures

Virtual Interview Suggestions

- Select and use *one* online platform for all interviews so that candidates do not have to switch back and forth (Microsoft TEAMS, Zoom, WebEx, or other)
- Schedule an overview “meeting” regarding the process; send tips (eg., Zoom)
- Provide accommodations for speech, hearing or other communication needs, such as speech to text systems
- Consider providing questions to candidates ahead of time
- On-site person could be designated to provide a “live” tour through an App
- Once the applicant has exited the online platform, consider switching to another link (just in case) and use of polling functions to get a quick review
- Consider offering a virtual “lunch” with students/residents/faculty, with Q&A
- Consider use of small group interviews (via remote technology), individual, or large group depending on needs of candidates and interviewers

Interview “Day” Suggestions

- Consider separating online “visits” other than a first and second visit format
- Design regular breaks for both the candidates and the search committee members. If using a day long format, schedule time to breathe
- Once onsite visits are allowed, consider a “hybrid” format, with the candidate onsite for a “live” tour, but use of virtual platforms for interviews

Suggestions for Formal and Informal Ways to get to Know the Candidate

- Use an online or chat group mechanism to keep dialogue and interest between the search committee members and candidates
- Offer the candidate an opportunity for remote teaching—give candidate a chance to practice on platform

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On-site Visit Requirements

Visitors are restricted from being on campus and, currently, in-person visits and interviews are not allowed at this time.

In some circumstances, permission may be granted for individuals to have an onsite visit on a case-by-case basis. Please contact the dean's office to discuss and for approval. For clinical faculty candidates, C-Suite officers should be consulted regarding the process for gaining entry into the hospital.

Hiring and Onboarding Process

- Provide contact information (candidates and search members) for those who are part of the process
- Quarantine of new hires is not recommended at this time
- Meetings with specific staff members to complete the hiring process must follow Upstate physical distancing requirements. Masks are required
- Use of DocuSign or other format with signing via online platform (WebEx, Zoom, or MS TEAMS) where this type of signature is allowed

Coronavirus Specific Information

- Mobile COVID testing clinic availability:
<https://www.upstate.edu/emergencymgt/trending/coronavirus/mobile-testing-clinic.php>
- For current updates:
<https://www.upstate.edu/emergencymgt/trending/coronavirus/>

Geographic and Faculty/Resident/Staff Tour Ideas

Since candidates may not have access to everyone during a "remote" interview process, we have collected some creative suggestions for a virtual atmosphere. Consider development of informational video interviews of faculty and staff.

- Ask applicants to send questions and have faculty/residents/staff create selfie-videos---review all videos and combine into one.
- Offer remote chats for candidates to talk with upper-level administrators, the department chair, and HR office, special conference calls for those with visa concerns)
- Share a PowerPoint of departmental attributes

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Create a Resource List for Candidates

- https://www.upstate.edu/facultydev/fac_affairs/prospective/syracuse.php
- Links to Upstate YouTube videos (see websites below)

References:

1. Keep Calm and Hire On. By Bryan A. Banks, Stacey Blersch, Patty Chappel, Amanda Rees, and Eric Spears <https://chroniclevitae.com/news/2347-keep-calm-and-hire-on-if-you-get-the-chance?cid=VTEVPMSED1>
2. <https://www.syracuse.com/coronavirus/2020/04/how-to-buy-a-home-in-coronavirus-pandemic-virtual-open-houses-masked-notaries.html>
3. Hiring in a Covid-19 world. By Lin Gensing-Pophal April 14, 2020 <https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/coronavirus-legal-hiring.aspx>
4. <https://www.fastcompany.com/90481508/how-covid-19-is-changing-the-recruiting-and-hiring-process>
5. Virtual Residency Recruitment in the Time of COVID by Prarthna Bhardwai, MD. <https://blogs.jwatch.org/general-medicine/index.php/2020/05/virtual-residency-recruitment-in-the-time-of-covid/?query=pfw&jwd=000013565440&jspc=PD>
6. Unconscious Bias Resources for Health Professionals, AAMC: <https://www.aamc.org/what-we-do/mission-areas/diversity-inclusion/unconscious-bias-training>

Example Upstate Videos:

“This is Upstate”: <https://www.youtube.com/watch?v=TDxV7FDSs8I>

Upstate Medical University by Air: <https://www.youtube.com/watch?v=2kwlw-imoJA>

Walk through Golisano Children’s Hospital Tour: <https://www.upstate.edu/gch/about/tour.php>

“Upstate, It’s where our heart is” <https://www.youtube.com/watch?v=SgSJUPVNYHQ>

“Upstate Medical University: Health” <https://www.youtube.com/watch?v=lz90cZY252k>

“Upstate, everything we do” https://www.youtube.com/watch?v=migllioeOn_c

2020 National Hospital Week: <https://www.youtube.com/watch?v=vv8FzbNr9C0>

Upstate Campus Tour with Syed: <https://www.youtube.com/watch?v=sRzTWmc8bOM>

College of Medicine

Four students, four years, one college: <https://www.youtube.com/watch?v=vU4edinDFZA>

MPH Program: https://www.youtube.com/watch?v=w_7k4cEpxsU