

STANDARD SEARCH AND EVALUATION PROCEDURES

Department Number: 366 Hiring Unit Name: Biological Sciences

School /Institute/Center Name: Arts and Sciences

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

FACULTY

Tenured Faculty

- Professor
 Associate Professor

Tenure-eligible Faculty

- Professor
 Associate Professor
 Assistant Professor
 Instructor

Lecturers and Other Special Instructional Ranks

- Senior Lecturer
 Lecturer
 Associate
 Senior Lecturer in Discipline
 Lecturer in Discipline
 Associate in Discipline

Professional Practice Faculty

- Professor of Professional Practice
 Associate Professor of Professional Practice
 Assistant Professor of Professional Practice

Clinical Faculty

- Clinical Professor
 Clinical Associate Professor
 Clinical Assistant Professor

Open Rank

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

OFFICERS OF RESEARCH

Professional Officers of Research

- Senior Research Scientist/Scholar
 Research Scientist/Scholar
 Associate Research Scientist/Scholar

Postdoctoral Officers of Research*

- Postdoctoral Research Scientist/Scholar
 Postdoctoral Research Fellow

Staff Officers of Research

- Senior Staff Associate
 Staff Associate

OFFICERS OF THE LIBRARIES

TEACHERS (K-8 SCHOOL)

- Specialist
 Teacher
 Associate Teacher

INTERCOLLEGIATE ATHLETICS COACHES

Length of Appointment:

- Open Limited term, give length of appointment:

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

Each summer, after the office of the Vice President for Arts and Sciences (VPAS) has evaluated each department's Instructional Budget Statement (IBS), which outlines its proposal for faculty searches, consulted the deans of the relevant schools, projected the budget for the after-next fiscal year, and has obtained the Provost's approval, it authorizes departments to engage in faculty searches in its response to their IBS's. Generally, the Vice President authorizes departments to search during the ensuing academic year for appointments that will begin the following July.

Hiring proposals submitted outside of the IBS cycle, as well as any proposed changes in the conditions of the search authorized in the VPAS's response to the IBS, should be discussed directly with the VPAS. If approved, the VPAS will send an addendum to A&S's response to the IBS, outlining any modifications agreed on in the definition of the search.

Unsuccessful searches in one year must be explicitly re-authorized in order to launch again for the succeeding year.

Process for Establishing a Search Committee:

Search committee members are selected by the department's chair.

Size of Typical Search Committee and Ranks Represented on Committee:

For a tenure-track faculty search, junior and senior faculty are represented. Committees are generally composed of five or six faculty members.

Length of Time Search Will Be Open:

Not less than 30 days (minimum 30). Not more than 365 days (maximum 365).

BASIC QUALIFICATIONS AND OTHER APPLICANT REQUIREMENTS

Highest Earned Degree Required: Ph.D. at the time of appointment

Experience or Other Special Requirements (be expansive):

Successful pre-doctoral work as well as a successful post-doctoral record except in exceptional cases where predoctoral record identifies an extraordinary candidate.

Preferred Qualifications:

Ph.D. in biology or related field

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Materials All Applicants Are Required to Submit:

Curriculum Vitae is required for all applicants.

Check appropriate box for each.

	Required	Optional	Not Required
Cover Letter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dissertation Abstract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Research Abstract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Teaching Philosophy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing Sample(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Publication(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reference Letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: <u>Future Research Plan</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADVERTISEMENT VENUES

Venue(s) Where All Positions Are Advertised (if online, please provide URL):	Readership/Circulation (check one)
Science http://scjobs.sciencemag.org/search/jobs.aspx	<input checked="" type="checkbox"/> Nat'l/Int'l <input type="checkbox"/> Regional
Nature http://www.nature.com/naturejobs/jobs/biologicalsciences.rdf	<input checked="" type="checkbox"/> Nat'l/Int'l <input type="checkbox"/> Regional
	<input type="checkbox"/> Nat'l/Int'l <input type="checkbox"/> Regional
Venue(s) Where Only Certain Positions Are Advertised (please specify circumstances and type of position or field; if online please provide URL):	
Cell (Molecular Biology) http://www.cell.com/misc/page?page=celljobs1	<input checked="" type="checkbox"/> Nat'l/Int'l <input type="checkbox"/> Regional
Neuron (Neurobiology) http://www.cell.com/misc/page?page=celljobs1 (same web location as for Cell)	<input checked="" type="checkbox"/> Nat'l/Int'l <input type="checkbox"/> Regional
	<input type="checkbox"/> Nat'l/Int'l <input type="checkbox"/> Regional
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	<input type="checkbox"/> Nat'l/Int'l <input type="checkbox"/> Regional

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General Description of Position Responsibilities and Basic and Preferred Qualifications. This Description Will Appear in Every RAPS Posting for Openings of This Rank:

Columbia University Department of Biological Sciences invites applications for a {tenured or tenure-track position} {in specialization and, if relevant, preferred sub-specialty} at the {professor or associate

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professor or assistant professor} level to begin July {year }. Ph.D. required at the time of appointment. We expect that the successful candidate will develop a vigorous research program and also participate in undergraduate and graduate teaching. Applications are due <a date not less than thirty days after the screening period begins>. The Department of Biological Sciences has a long history of leadership in modern biology and a broad multidisciplinary focus (see <http://www.columbia.edu/cu/biology>). We are located on the main campus of Columbia University, adjacent to other basic science and engineering departments and have strong ties to our Medical School.

This EOAA Statement Will Appear in Every RAPS Posting and External Advertisement:

Columbia University is an Equal Opportunity/Affirmative Action employer.

Other Information That Will Be Included in Every Advertisement:

1. The following statement: "Please visit our online application site at <RAPS posting URL> for further information about this position and to submit your application."

2. A deadline for submitting applications (that is not less than thirty days after the search opening date).

Other:

- 3.
- 4.
- 5.

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

[Leave items blank if there are no special instructions to be included in RAPS posting.]

Mailing Instructions:

Contact Information: biologysearch@biology.columbia.edu

Other:

-
-
-

Position-Specific Questions, to Be Included in RAPS Posting (if the responses are limited, please indicate possible responses):

Examples of topics that might be covered in this section: special certifications, availability for interview.

[Leave blank if there are no additional questions to be included in RAPS posting.]

- 1.
- 2.
- 3.

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4.

5.

EVALUATION PROCESS

Text of the Email Notification That Will Be Sent to All Applicants by RAPS After They Have Submitted Their Applications:

Thank you for your interest in our open position in the Department of Biology. In order to be considered for this position, your c.v., research statement and three letters of reference must be received by the closing deadline. The Search Committee will contact you if further information is required.

Describe the Criteria By Which All Applicants Will Be Evaluated:

All applicants will be evaluated on their research record and letters of recommendation.

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

All applicants will be evaluated on their research record and letters of recommendation. They will be judged by their publications, letters of reference, and the faculty's understanding of the importance of the applicant's research accomplishments.

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

The Search Committee (including members from the department and outside researchers as needed) will prepare a short list and decide on the interview pool.

The Preliminary Interview Procedures (if the hiring unit conducts interviews prior to selecting applicants for campus visits):

n/a

The Campus Visit Procedures and Typical Schedule:

Candidates are invited for a day and a half visit. During the first day, the candidate presents a seminar on his/her research and meets on an individual basis with faculty members - generally half hour to forty-five minute long meetings. The second day includes more individual meetings with faculty and often a second "chalk talk" in which the candidate describes his/her future research plans. Lunch and dinner with small groups of faculty are also scheduled. Each candidate meets with the chair at the end of the visit to give the candidate an opportunity to ask questions about the department.

The Process by Which a Selectee is Chosen:

STANDARD SEARCH AND EVALUATION PROCEDURES

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The faculty evaluate all interviewees. Candidates are then discussed and voted on at a faculty meeting.

Any Other Relevant Information About the Hiring Unit's Search and Evaluation Process That Has Not Been Included Above: