

STANDARD SEARCH AND EVALUATION PROCEDURES

Department Number: 366 Hiring Unit Name: Biological Sciences

School /Institute/Center Name: Arts & 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):

Searches for the research officers needed to participate in the formal research programs of departments, institutes, centers, or schools arise from extramural grants, contracts and other forms of research support held by associated faculty or research officers (as Principal Investigators). Such searches are supervised by the chair or director of the unit in which the nominee will serve and must be authorized by Vice President of Arts and Sciences.

Process for Establishing a Search Committee:

In nearly all cases, a single principal investigator conducts the search. In the case of positions funded by grants awarded to multiple faculty investigators, the relevant co-investigators will form the Search Committee. In either case, the PI supervises the search.

Size of Typical Search Committee and Ranks Represented on Committee:

In the case that a Search Committee is formed, it will consist of faculty (of any professorial rank) and any professional officers of research who are co-Investigators on the relevant grant.

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: BS/BA (Staff off), Phd (Prof officers)

Experience or Other Special Requirements (be expansive):

Candidates for professional officer of research positions are expected to have established their ability to conduct original, independent scientific research in biological sciences or a related field and/or to have technical competence of a high level in hardware and/or software development. To hold the senior rank, candidates' qualifications and contributions to their fields of research must be equivalent to those of a full professor; for the rank of research scientist, the equivalency is with the qualifications and contributions of an associate professor; and for the rank of associate research scientist, assistant professor. Candidates for staff officer of research positions are expected to have at least four years of professional experience in the field or the equivalent amount of training and relevant experience. Candidates for the rank of senior staff associate are expected to have at least eight years of professional experience in the field or the equivalent amount of training and relevant experience; and other considerations, including professional accomplishments and the degree of independence and level of responsibility of the position, are taken into account in making an appointment at the senior grade. All candidates for all officer of research positions are expected to be able to work well in a team and to communicate effectively the results of their research or research activities orally and in writing.

Preferred Qualifications:

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissertation Abstract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Research Abstract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Statement of Teaching Philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	

ADVERTISEMENT VENUES

Venue(s) Where All Positions Are Advertised (if online, please provide URL):	Readership/Circulation (check one)
Biological Sciences will advertise ALL positions in Cell (http://careers.cell.com), RAPS and HERC.	<input checked="" type="checkbox"/> Nat'l/Int'l <input type="checkbox"/> Regional
	<input 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):	
Depending on the position, department may advertise in one or more of the following journals relevant to the research required such as the following: Science (http://sciencecareers.sciencemag.org/), Science jobs (www.sciencejobs.org), Nature (http://www.nature.com/naturejobs/index.html), Research Genomics (http://genome.cshlp.org/site/misc/classifieds.xhtml), Newscientistjobs (http://www.newscientistjobs.com/jobs/default.aspx), American Crystallographic Association (ACA) (http://www.sdsc.edu/Xtal/ACA/Jobs/jobs.html), Bioinformatics (http://www.bioinformatics.org/jobs/) & American Chemical Society (http://chemistryjobs.acs.org/hr/jobs/) & Chemical & Engineering News.	<input checked="" type="checkbox"/> Nat'l/Int'l <input type="checkbox"/> Regional
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Nat'l/Int'l Regional

Nat'l/Int'l Regional

Nat'l/Int'l 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:

The Department of Biological Sciences at Columbia University invites applications for a(n) {associate research scientist or research scientist or senior research scientist position} {in specialization and, if relevant, preferred sub-specialty}; or for a staff associate or senior staff associate {with experience in relevant field} to begin {month, year}. Candidates are expected to have {at least the BS or BA for Staff Associate or Senior Staff Associate; the PhD for Associate Research Scientists or Research Scientist or Senior Research Scientist} at the time of appointment, and to have established {for professional officers: an ability to do biological research; for staff officers: an ability to perform at a high professional level} .

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:

Other:

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-

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

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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.
- 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 advertised position in the Department of Biological Sciences at Columbia University. We will contact you if we require further information.

Describe the Criteria By Which All Applicants Will Be Evaluated:

Evaluation of the dossier includes close examination of the following factors:

- quality, originality, and impact of the candidate's {research; technical accomplishments};
- promise of future accomplishments in {research; technical areas};
- suitability of the candidate's research experience to the department's research profile and facilities.

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

The PI and search committee, if one is formed, who placed the ad will read all folders and rank-order the candidates according to the above criteria. The top 2-5 candidates will constitute the short-list. If one candidate presents exceptional credentials, no shortlist needs to be created and no interviews will be required.

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

If there is a short list, the short-listed candidates will be interviewed by phone. Following the phone interview, the short listed candidates may be invited to campus for an interview.

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

The PI and search committee, if such a committee is formed, will interview the candidates.

The Campus Visit Procedures and Typical Schedule:

The PI will meet with the candidates. The candidates will be given a tour of the relevant facilities and will typically meet with other researchers and graduate students working on the project in question.

The Process by Which a Selectee is Chosen:

Following consultation with the relevant staff and the co-Directors, the PI will select the candidate most likely to advance the work of the project in question and/or add to the scientific productivity of the department.

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