PROVOST EXCEPTION TO SEARCH – INSTRUCTIONS

There are four templates for the Provost area for Exception to Search: (2) for Provost Area and (2) specifically for Centers & Institutes:

1. Prov Exception To Search Non Tenure Track
2. Prov Exception to Search Tenure Track
3. Prov/Centers & Institutes Exception to Search Non Tenure Track
4. Prov/Centers & Institutes Exception to Search Tenure Track

To create a new exception to search:

- Select **"Positions"** tab on upper left side of Interfolio Faculty Search Home Page (User will see all positions to which they have access)
- Click **"New Position"** at upper right corner of position page (Brings you to "Create Position" page below)
- Select position **"Type"** from drop down menu which includes four template choices (please select the appropriate template for your position)
- Select your **Unit/Department** from the drop down. Select either "new" or "clone" from an existing position.
- If clone, you can search/select an existing position from the dropdown and click "create" when finished. When cloning a position it will copy all information from the previous position except for example, start date, prior applicants or committee members. Cloned positions can only be created as the same type/unit as the original position.

"Position Title" is a free-form text field. Please check to confirm your position title is correct when entering, as it will appear in posting exactly as entered.

Position Title format: Position Title, Department/Specialization, College/School/Center. (Include Part-Time when applicable)

Enter Open/Close Date

✖ **Stony Brook** University

Home

Your Packets

culty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches ⌄

Find Colleagues

Account Access

Administration ⌄

culty Search

Positions

Description and Dates

Position Title *

Assistant Professor - TEST - Department of ABC

Location *

Stony Brook University

Position Type

Prov Exception to Search Tenure Track

Open Date *

6/15/2023 📅 ⓘ

Deadline

🔘 Rolling Deadline ⚪ Specific Date

Exception to Search must be a **"Private"** position, please be sure to select **Private** position. If you do not, the position will be published publicly.

![Stony Brook University logo] ✖

Home

Your Packets

aculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches ∨

Find Colleagues

Account Access

Administration ∨

aculty Search

Advertising Setting

What is the advertising setting for this position? *

Learn more about the advertising setting

◯ **Public**, the position will be available for applicants to find and apply online.

◉ **Private**, the position will not be discoverable in any public position feeds managed by Interfolio.

Spousal/Partner Hire

Target of Excellence/Opportunity H...

Individual Named in Grant or Offer ...

Specialist

Emergency Hire

ry search process:

Once exception to search is complete and ready to submit, select **"Submit for Approval"** below which will initiate the Position Approval process.

Stony Brook University

Janice Ba

Position Summary

❗ This position is in the process of being created and will need to be approved before it is open to receive applications.

Submit for Approval

Position Details

Basic Information   Edit

Description & Dates

Unit

Chief Academic Office

Position Type

Prov Exception to Search Tenure Track

Home

Your Packets

aculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches ⌃

Vitas

My Templates

Legacy Vitas

Find Colleagues

Account Access

Administration ⌄

Assistant Professor - TEST - Department of ABC

Position Actions ⌄

Current Step

Send back   Approve

Step 1 of 2: Department Approver

Currently assigned to

Janine Pearce (janine.pearce@stonybrook.edu)

Janice Barone (janice.barone@stonybrook.edu)

Andrei Antonenko (andrei.antonenko@stonybrook.edu)

Chris Parles (chris.parles@stonybrook.edu)

Instructions

For Exception to Search positions, please complete the Title, Position Description, and other relevant information. Upload the approved PCR and/or RSR form to the Internal Documents section. **Please be sure to create it as a private position.**

Position Details   Applicant Review Details   Internal Information

⌄   Position Information   Edit

Unit

Chief Academic Office

Position Type   **Location**

Prov Exception to Search Tenure Track   Stony Brook University

URL

http://apply.interfolio.com/126988

Use the URL to announce your opening online. The position can be published once it is approved.

Navigation sidebar:

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches ⌃

  Vitas

  My Templates

  Legacy Vitas

Find Colleagues

Account Access

Administration ⌄

Faculty Search

Positions

Templates

Administration

Reports

Users & Groups

Review, Promotion and Tenure

Send Position for Approval

This position needs to be approved before it is published and available for application. The approver(s) displayed will receive a message asking them to review the position. You will receive an email once the position has been approve

Position
Assistant Professor - TEST - Department of ABC

Send To
Step 1 of 2: Department Approver

Personalize Message
☑ Include a personal message to the members receiving access.

From Name
Janice Barone

Reply to email address
janice.barone@stonybrook.edu

Subject *
Request to approve the Exception to Search position

Message *

Please approve the position

body   p

[Send] [Cancel]   [Preview]

POSITION APPROVAL STEPS

STEP 1 – DEPARTMENT APPROVER

For Exception to Search positions, please complete the following:

• Title
• Position Description, Position Details and Position Notes
• The justification memo from the Department Chair/Director
• And other relevant information

Complete all the above, and upload the approved PCR and/or RSR form to the Position Notes section

Please be sure to create it as a private position.

Side navigation:
- Home
- Your Packets
- Faculty180
  - Announcements & Help
  - Profile
  - Activities
  - Forms & Reports
  - Vitas & Biosketches
    - Vitas
    - My Templates
    - Legacy Vitas
  - Find Colleagues
  - Account Access
  - Administration
- Faculty Search
  - Positions
  - Templates
  - Administration
  - Reports
  - Users & Groups
- Review, Promotion and Tenure
  - Cases
  - Templates
  - Administration
  - Reports
  - Users & Groups

STEP 2 – VP COORDINATOR

This is the last step of the position approval process. Please review the position information, and completed PCR form. All other documents, including exception to search form, will be completed during the Selection Approval Process. Upon approval, please initiate the Selection Approval process for this exception to search position.

At this point, please be sure the Open Date is current and able to accept applications. User also must select the "Publish" the position option, and then click on "COPY URL." User can then paste URL into email for transmission to candidate. See Screenshots.

Stony Brook University

Janice Barone ▾

Home
Your Packets

Faculty180

Announcements & Help
Profile
Activities
Forms & Reports
Vitas & Biosketches ∧
  Vitas
  My Templates
  Legacy Vitas
Find Colleagues
Account Access
Administration

Stony Brook University > Positions > Assistant Professor - TEST - Department of ABC >

Position Summary

THIS POSITION IS: ❓

Open to New Applicants

Open Date *

6/15/2023 📅

Deadline

◉ Rolling Deadline

◯ Specific Date

POSITION ADVERTISING: (private)

"Apply Now" page is **not published**

[PUBLISH]

POSITION STATUS: ❓

Please set an initial status for your position.

[Update Status]

EDIT POSITION...

1. **Basic Information**
2. **Required Documents**
3. **Evaluation Settings**
4. **Application Forms**
5. **Search Committee**
6. **Position Notes**

Home

Your Packets

aculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches ⌃

Vitas

My Templates

Legacy Vitas

Deadline

◉ Rolling Deadline

◯ Specific Date

**POSITION
ADVERTISING:**   (private)

"Apply Now" page is **now
published**

[**UNPUBLISH**]

URL
http://apply.interfolio.com/126988

[**COPY URL**]

Assistant Professor - TEST - Department of ABC

Stony Brook University: Provost Office: Chief Academic Office

Stony Brook University

Location
Stony Brook University

Open Date
Jun 15, 2023

Description
Test Description

Application Process

This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

Apply Now

Powered by ⓘ interfolio

Assistant Professor - TEST - Department of ABC

🛈 Position Details

Stony Brook University, Provost Office, Chief Academic Office

2 Documents Required | 0 Added

If this application has specific document requirements, they will be listed below--simply click "Add File" to upload a new document or to select one from your Dossier.

⊘ **C.V.**	1 Required | 0 Added	**➕ Add File**
⊘ **Research Statement**	1 Required | 0 Added	**➕ Add File**
Additional Documents	0 Added	**➕ Add File**

Next >

Return To Review ⌄

Sidebar

Home

Deliveries

Letters

Materials

Collections

Shared with Me

🛈

© 2023 Interfolio, Inc.

Program Policies

Application Steps

1 **Documents** ❗

2 Personal Information ⊘

3 Forms

Work Experience

Survey - Provost

Stony Brook University Faculty Employment

💬 **Chat with us**

Stony Brook University

Home

Your Packets

aculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches ⌄

Find Colleagues

Account Access

Administration ⌄

aculty Search

Positions

Unit	Status	Opens	Closes
Chief Academic Office	n/a change	Jun 15, 2023	No date set

Applicants

Search by name, education, or status

[   ] 🔍

Filter ⌄   Saved Views ⌄   COLUMNS

1 of 1 Applicants Shown.

☐	Applicant Name ▲	Date Updated ⇕	Applicant Status	Tags	My Overall Rating ⇕
☐	**John Smith** Ph.D. - Doctor of Philosophy, New York University Complete	06/15/23 10:46 AM EDT		⊕	☆ ☆ ☆ ☆ ☆

25 ⌄

Once the exception to search candidate has applied, please select **"close position"** in Position Actions drop down menu to initiate the Selection Approval process. Additional screenshots below showing how to close position, add applicant, and step 1 of 9 of selection approval, and Selection Approval Step processes.

Stony Brook University

Closing Position

Was an applicant selected?

🔘 Yes

⚪ No

Select Applicant(s)

[➕ **Add Applicant**]

Name ▲	Email ⬍	Status ⬍	Actions
John Smith	interfolio@parles.us		Remove

Send Selection for Approval

Your institution has defined steps for review of the selected applicant(s) in order for the position to be closed. The approver(s) displayed below will receive a message asking them to

Sidebar navigation:

- Home
- Your Packets

Faculty180

- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches ⌄
- Find Colleagues
- Account Access
- Administration ⌄

Faculty Search

- Positions
- Templates

Assistant Professor - TEST - Department of ABC

Position Actions ⌄

Current Step

Step 1 of 9: Department Approver

Send back   **Approve**

Currently assigned to

Janine Pearce (janine.pearce@stonybrook.edu)

Janice Barone (janice.barone@stonybrook.edu)

Andrei Antonenko (andrei.antonenko@stonybrook.edu)

Chris Parles (chris.parles@stonybrook.edu)

Instructions

All of the documents below should be uploaded to a candidate's profile page in Internal Documents section. 1). Filled out Exception to Search Form available under Resources/Forms and Policies on the Provost's Office website (https://www.stonybrook.edu/commcms/provost/_pdf/forms/Exception%20to%20Search%20Form.docx -- going to this link will download the form into your Downloads folder.) 2). The justification memo from the Department Chair 3). The draft of the informal acknowledgement letter by the Dean and the Chair 4). Filled out RSR form, if applicable 5). All other documentation/information requested by OEA office according to the policy found here: https://www.stonybrook.edu/commcms/oea/policies/_exceptionToSearch%20.php, such as Memorandum of justification from the supervisor requesting the appointment, which includes: - Explanation detailing why an exception to search is being requested; - A statement that the appointment does not present a conflict of interest, as prescribed by SUNY Policy 6001 or the Research Foundation's Nepotism Policy (whichever is applicable). Please note that exceptions will be granted according to OEA policy available at the link above.

Selected Applicant   All Applicants   Position Details

John Smith

Sidebar Navigation

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches ⌃

  Vitas

  My Templates

  Legacy Vitas

Find Colleagues

Account Access

Administration ⌄

Faculty Search

Positions

Templates

Stony Brook University

☰

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches ⌃

Vitas

My Templates

Legacy Vitas

Find Colleagues

Account Access

Administration ⌄

Work Experience
25 Questions

Survey - Provost
1 Question

Stony Brook University Faculty Employment Application
22 Questions

⌄　**Internal Documents**　　　　　　　　　　　⊕ Add File　　Read

Materials

Title ▲	Date	Actions
Dept Chair Justification	Jun 15, 2023	Download	Delete
Draft of Informal Acknowledgement Letter	Jun 15, 2023	Download	Delete
Exception to Search Form	Jun 15, 2023	Download	Delete
RSR	Jun 15, 2023	Download	Delete

interfolio

Applicants have been selected for a position
and are awaiting your approval.

REVIEW APPLICANTS

Position: Assistant Professor - TEST - Department of ABC

Unit: Chief Academic Office

SELECTION APPROVAL STEPS

STEP	INSTRUCTIONS
1- DEPT APPROVER	All of the documents below should be uploaded to a candidate's profile page in Internal Documents section. 1). Filled out Exception to Search Form available under Resources/Forms and Policies on the Provost's Office website **https://www.stonybrook.edu/commcms/provost/_pdf/forms/Exception%20to%20Search%20Form.docx** -- going to this link will download the form into your Downloads folder. 2). The justification memo from the Department Chair (if it was not included in the Position Approval Step) 3). The draft of the informal acknowledgement letter by the Dean and the Chair 4). Filled out RSR form, if applicable

	5). All other documentation/information requested by OEA office according to the policy found here: https://www.stonybrook.edu/commcms/oea/policies/_exceptionToSearch%20.php, such as Memorandum of justification from the supervisor requesting the appointment, which includes: - Explanation detailing why an exception to search is being requested; - A statement that the appointment does not present a conflict of interest, as prescribed by SUNY Policy 6001 or the Research Foundation's Nepotism Policy (whichever is applicable). Please note that exceptions will be granted according to OEA policy available at the link above.
2 – VP COORDINATOR	The following documents should be attached to the Internal Documents section for the applicant: 1). The draft of the informal acknowledgement letter by the Dean and the Chair/ Director 2). Filled out RSR form, if applicable
3 – EE01	Please review/approve the documents in the Internal Documents section of the Applicant.
4 - OEA	Please review/approve the documents in the Internal Documents section of the Candidate's Page.
5 – VP COORDINATOR	Please contact the Provost's Office (Maria Ficken & Janice Barone) outside of Interfolio for Acknowledgement Letter approval, as well as RSR approval, if applicable. Upon approval, notify the Department chair to share the informal acknowledgement letter with the candidate. Once the candidate accepts the terms of the informal acknowledgement letter, the following documents need to be uploaded to the Internal Documents section: 1). Dean's recommendation memo to the Provost 2). Informal Acknowledgement letter 3). RSR, if applicable
6 - PROVOST	Please review/approve the documents in the Internal Documents section of the Applicant.
7 – PRESIDENT (FOR TENURE TRACK ONLY)	Please review/approve the documents in the Internal Documents section of the Applicant.
8 – PROVOST VPC	Send the formal offer link to the VP Coordinator.
9 – VP COORDINATOR	Draft the formal offer according to the instructions provided by the Provost Office VPC, and submit it to provost_interfolio@stonybrook.edu, and cc: Janine Pearce and Janice Barone. Close the search. (Upon Provost Office VPC review/approval, the formal offer signed by Provost will be emailed to the VP Coordinator to extend to the candidate)