Faculty Search Committee, Cyber Security

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Miscellany

• Applicant start page: https://application.cs.rpi.edu/
• Administrative or Committee start page: https://application.cs.rpi.edu/admin/
• The use of HTTPS is required. Attempts to access the system via regular HTTP will be redirected to the applicant start page under HTTPS.
• All screenshots in this document were taken from Google Chrome v38.0.2125.101, edited with The GIMP 2.8.14, both running on Macintosh OS X 10.9.5 “Mavericks”.

Applicant Start Page

• https://application.cs.rpi.edu/
• An applicant may either start a new application or edit one that already exists.
• Access to this portion is controlled by a session cookie invoked by PHP.
Application

The application collects name, address, phone number, e-mail address, what level of faculty is applicant seeking (assistant, associate, or full professor), college/university where the applicant earned their PhD, and legal work eligibility.

Voluntary demographic information is also available, but a public statement on the application clearly states that demographic information is (1) voluntary, and (2) will not be used to determine eligibility for employment. Applicants are permitted to decline entering any demographic information.

Human resources does not permit the application to ask if an applicant is a U.S. citizen, as it is considered discriminatory. The application may ask if an applicant is legally eligible to work in the United States, and if not – if employment based sponsorship is needed.

The application asks for a password. To revisit the application for editing, the applicant’s e-mail address and password are used to log back into the application.

Finalizing The Application

Once the initial application is submitted, the system will then show, on the right, where the applicant currently is in the application and review process. At this point, the system will also ask for a cover letter (optional), the applicant's Vita, a teaching statement, and a research statement.

The system will only accept Microsoft Word documents (both classic and XML document formats), PDF, and raw text files. The system will conduct a “magic bytes” check on all uploads and automatically reject files that are detected as not suitable.

If the applicant is for an assistant professor level, they will be required to submit three letters of reference. A unique URL is created for the applicant to share with his colleagues to submit letters of reference. In order to protect the careers of already established Professors, those seeking associate or full Professor positions will not be required to submit letters of recommendation until the Committee Review phase. As such, they will not even see a letters of reference section until the Committee decides it wants to collect letters of references for this applicant.

The application is considered “complete” once the required statements are uploaded, and assistant level applicants have received at least three letters of references.
This is a sample application submitted for an Associate Professor candidate. Cover letter, vita, teaching statement, and research statements were already uploaded as PDFs. Note in the References section, circled in gold, this candidate is also required to submit at least three letters of reference, which has not yet been done.
This is a sample application submitted for an Assistant or Full Professor candidate. Cover letter, vita, teaching statement, and research statements were already uploaded as PDFs. Note that this candidate does not see a request for letters of reference at this time. The letters of reference section will appear when the committee decides it wants to collect the letters.
Administrative and Committee Tools

- [https://application.cs.rpi.edu/admin](https://application.cs.rpi.edu/admin)

- The search committee will use this section to review and rate candidates.

- Access to this section is controlled by HTTP_AUTH with authentication by Linux PAM (Pluggable Authentication Module). HTTP_AUTH, as a standard, does not have a “log out” feature. Instead, when done, **completely close your browser to enforce a “log out.”**

- “My Inbox” will show any applicants that require attention and why.

- “List All” will show all applicants and can be sorted by ID#, name, and application status.

- An Affirmative Action Tally screen is provided to statistically break down the number of applicants in different demographic categories. **Important: the application states to the applicant, “The information requested below is used to assist us in our compliance with Federal/State equal employment opportunity record keeping and reporting. Your response is voluntary and will not be used in any way to determine your eligibility for employment.”** (emphasis added)

- Candidates are rated by the average of all reviewers' ratings of one to five stars.
My Inbox

This is a sample screenshot of what may appear in “My Inbox.” Committee members can use this screen to determine what applicants have been assigned to them by the chair. Administrators (Committee chair and administrative assistant) may also see applicant lists that require attention for different reasons.

This is one of two screens where an applicant’s rating will appear, noted in the far right column of the table. In this screenshot example, the applicants have not yet been reviewed or rated, but they have been assigned to be reviewed.
List All

This is a sample of what may appear in “List All.” Every applicant is listed, and the list can be sorted by applicant’s ID, first or last name, and application status. The list cannot be sorted by rating.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name first / last</th>
<th>Status</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Radegast The Brown</td>
<td>Incomplete References (0)</td>
<td>---</td>
</tr>
<tr>
<td>4</td>
<td>Gandalf The Gray</td>
<td>Application Completed (awaiting verification)</td>
<td>---</td>
</tr>
<tr>
<td>6</td>
<td>Saruman The White</td>
<td>Application Completed (awaiting verification)</td>
<td>---</td>
</tr>
</tbody>
</table>

Note: An applicant’s rating is the average of all submitted reviewers’ ratings of 1 - 5 stars.
Affirmative Action Tally

This page will statistically break down applicants' demographic data, categorized into numerical counts based on ethnicity. The links at the bottom (circled in gold) will display specific applicants that are either female or of minority ethnicity.

Reminder: the application states to the applicant, “The information requested is used to assist us in our compliance with Federal/State equal employment opportunity record keeping and reporting. Your response is voluntary and will not be used in any way to determine your eligibility for employment.” (emphasis added)
Application Processes Overview

- Each application will go through a series of nine steps before a final decision is rendered. Differences are in boldtype and highlighted.

<table>
<thead>
<tr>
<th>Assistant Level Applicant</th>
<th>Associate and Full Level Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete Submissions</td>
<td>1. Complete Submissions</td>
</tr>
<tr>
<td>2. <strong>Complete References</strong></td>
<td>2. Application Completed</td>
</tr>
<tr>
<td>3. Application Completed</td>
<td>3. Chair Review</td>
</tr>
<tr>
<td>4. Chair Review</td>
<td>4. Reviewers Review</td>
</tr>
<tr>
<td>5. Reviewers Review</td>
<td>5. Committee Review</td>
</tr>
<tr>
<td>6. Committee Review</td>
<td>6. <strong>Collect References</strong></td>
</tr>
<tr>
<td>8. Interview Process</td>
<td>8. Interview Process</td>
</tr>
</tbody>
</table>

- Completed steps will be highlighted green and given a checkmark. The current step in process is highlighted red.

- There are two levels of access to this system:
  1. Administrative access (committee chair and administrative assistant)
  2. Regular access (rest of the search committee)
Application Processes

Complete Submissions

This is the step where an applicant first submits their application and voluntary demographic data. Note that this step does not involve work references.

For Associate and Full Professor applicants only: As there are no references to be collected at this time, an administrator needs to send the application to the committee chair by clicking the link, forward to chair.

Complete References (Assistant Level Only)

At least three letters of reference must be submitted to the faculty apply system. The applicant is given a unique URL with which they may share with professional colleagues. Those colleagues may then upload a letter of reference at that unique URL. The system checks and stores an MD5 hash of every letter. Any duplicate letter submitted (verified by its MD5 hash) by any referrer will be automatically rejected by the Faculty Apply system.

Once three letters of reference have been received, anyone in the search committee may verify the letters of reference. However, an administrator needs to forward the application to the committee chair by clicking the link forward to chair.
Chair Review

An administrator (presumably the chair) may now assign committee members to review the applicants. Only an administrator can do this. The assignments are shown on the right of an application. Click Add Reviewer (circled in gold) to bring up the page to assign a reviewer.
The following popup window will list all committee members. Check those who are to be assigned as a reviewer (more than one may be checked), and click the add reviewers button.

Next you may remove a reviewer by clicking the stylized “X” or confirm this list of reviewers by clicking Done. Clicking Done will advance the application to the next step, Reviewers Review.
Reviewers Review

Once reviewers are assigned to an application, they simply click on the review applicant (circled, below) link to bring up the review screen.
This popup is used to review an applicant. Applicants are rated between one to five stars, with 5 stars being “definitely invite,” while one star is “poor.” Reviewers may also leave a comment. Individual reviews can be viewed by the whole committee.

**Faculty Application**

**Review Applicant: The Gray, Gandalf**

**Comments**

One must question the wisdom of hiring a field assistant known as a "burglar." However, during the experiment at Lonely Mountain, the data collected by this "burglar," in regards to the security capabilities of a dragon, is extraordinarily significant. While the experiment's results in detailing a dragon's unfathomable and destructive rage, is ultimately predictable, the study as a whole is quite remarkable.

This candidate's experience in the field of dracological security is a worthy professional asset, but it is unclear, at this point, that this experience is suitable for the dept.'s needs in cybersecurity. In conclusion, I recommend that the committee should "possibly invite" this candidate.

**Rating**

Select a rating only after your comments are completed. To save your comments without submitting the review, select "save unfinished" below.

Your rating will be averaged in with all other reviewers' ratings.

- Definitely invite - ★★★★★
- Possibly invite - ★★★★
- Good but not competitive - ★★★
- Fair - ★★
- Poor - ★
- Save unfinished

[Submit]
Committee Review

Once all assigned reviewers have submitted their reviews and ratings, the application automatically advances to Committee Review. Here, the search committee may collectively deliberate the applicant's qualities and determine what the applicant's next status will be.

An administrator (presumably the chair) may click *render decision* to enter the committee decision, and any comments, into Faculty Apply.
Here is a screenshot example for a decision over a fictional applicant.

**Comments**

The committee has voiced concern over this applicant's choice of a "burglar" as a field assistant. Otherwise, it is agreed that this applicant's experience in an esoteric field like dracological security possesses great potential, albeit unorthodox, towards the dept.'s needs in cybersecurity.

This application will be held for a second wave of interviews, should the first wave of interviews fail to produce a qualified candidate.

**Decision**

- Collect References
- Hold Application - Possible Invite
- Hold Application - Probably Reject
- Invite Applicant
- Reject Applicant

Submit >>
Here are explanations for each selectable status as seen in the previous screenshot.

- **Collect References** (Associate/Full applicants only): **Advances application to “Collect References.”** The applicant possesses enough merit for further exploration, therefore references will be collected. Note that assistant level applicants have already submitted references by this point. **For associate and full applicants, selecting this or any other option will allow the references section of the application to appear to the applicant,** although it may still be prudent to inform the applicant that the committee now wishes to see personal references. **The committee comments and decision can be updated to another option, later.**

- **Hold Application – Possible Invite:** **Advances application to “Hold Application.”** The committee may wish to hold a good application in favor of a potentially stronger candidate, just in case the other candidate doesn't work out for some reason.

- **Hold Application – Probably Reject:** **Advances application to “Hold Application.”** The committee may find this applicant weak, but still containing potential. Therefore, this application is placed on hold in case more favorable candidates simply do not work out, but otherwise this application is more likely to be rejected.

- **Invite Applicant:** **Advances application to “Interview Process.”** This is a top-tier candidate that the committee will invite, without reservation, for an interview.

- **Reject Applicant:** **Advances application to “Decision Rendered.”** It is without doubt that this candidate is unqualified for the role and is therefore rejected. **Unlike the above options, this is considered a “final decision”, so no more action within the Faculty Apply system needs to be taken.**

**Note that this version of the Faculty Apply system does not print response letters to candidates.**
Final Decision

There are up to two levels of decisions to be made per candidate. The first decision is already explained on the previous page. The second decision, Final Decision, must be entered for any candidate that was invited for an interview. Applicants who were initially rejected are considered to have been given a final decision, so their application does not need to be revisited to enter in a rejection a second time.

In the event a candidate was invited for an interview, an administrator may issue the final decision into the system by clicking the final decision link.
The final decision involves one of three outcomes:

- **Withdrawn**: the applicant has withdrawn himself as a candidate. This cannot be undone. Please contact labstaff if this was entered in error: labstaff@cs.rpi.edu

- **Hire Applicant**: The applicant will be invited to join the dept. faculty.

- **Reject Applicant**: This applicant will not be hired.
Memo from President Shirley Jackson regarding EEO/AA policy. 

March 1, 2000

To: The Rensselaer Community

From: Dr. Shirley Ann Jackson

Re: Affirmative Action and Equal Employment Opportunity Policy

I am writing to remind you of Rensselaer’s Equal Employment Opportunity (EEO) and Affirmative Action (AA) policy and to reaffirm Rensselaer’s commitment to welcome all people and all cultures. This issue is critical to Rensselaer’s position as a world-class institution of higher learning. Rensselaer has a strong commitment to this policy.

Our commitment to such a community is reflected in our EEO/AA policy, which states:

It is the policy of Rensselaer Polytechnic Institute that all persons be provided equal employment opportunities regardless of race, color, sex, sexual orientation, age, religion, creed, national origin, marital status, Vietnam Era Veteran status, disabled Veteran status, or disability. There will be no discrimination against any employee or applicant for employment to any position for which she/he is qualified.

Rensselaer commits itself to Affirmative Action and will make a major effort to increase the numbers of minority members and women in the student body, faculty, and staff. While maintaining high standards of excellence, Rensselaer will continue to broaden its pool of available minority and women candidates for positions on the faculty, staff and in the student body.

This policy applies to all aspects of the employment relationship including advertising, recruitment, hiring, transfers, training, promotion, compensation, separation, wage and salary administration, as well as to all construction, vending and procurement activities. It requires that all employment decisions and human resource policies be administered solely on the basis of an individual’s ability and qualifications.

In addition, employees are provided with opportunities for promotion and professional growth. Managerial and supervisory performance will be reviewed to ensure a positive application and vigorous enforcement of the Affirmative Action policy.

In a culturally diverse marketplace, Rensselaer students and employees must develop skills necessary for working in a multicultural environment. As world demographics change, Rensselaer must continue to create an environment open to that change. Please join me in making a vigorous effort to continue Rensselaer’s commitment to a community that is enriching, welcoming, and inclusive while maintaining our high standard of excellence.

If you have questions about this policy or our commitment to Affirmative Action, I urge you to direct your questions to Rensselaer’s Human Resources office at 276-6302. I invite all members of this campus community to offer suggestions for making Rensselaer a better place to learn and to work.

A printed copy of Rensselaer’s Affirmative Action Plan is available for inspection during regular business hours at the Circulation desk of Folsom Library or in the Division of Human Resources at 21 Union Street, 2nd Floor, Troy, New York.