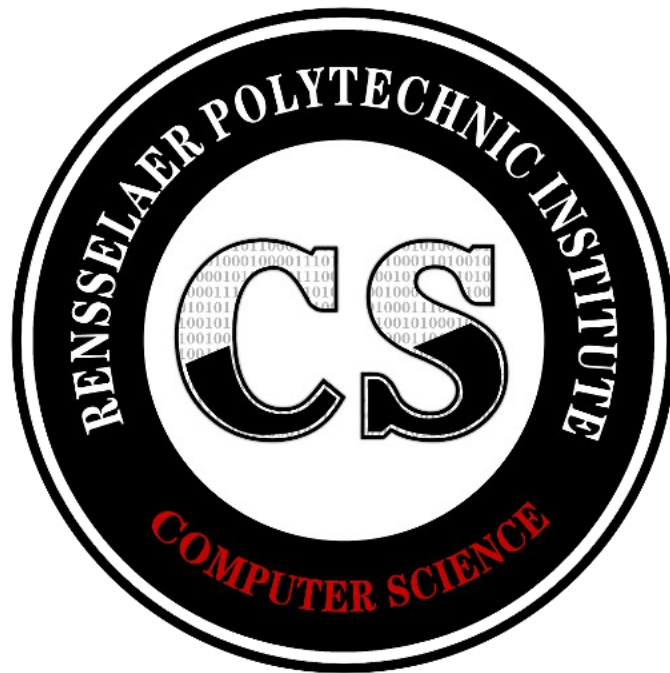


# FACULTY APPLY

Documentation by Peter Bailie  
[labstaff@cs.rpi.edu](mailto:labstaff@cs.rpi.edu)

Software Release Build October 2, 2014  
For Open Position Cyber Security



# Faculty Search Committee, Cyber Security

- Bülent Yener, Chair
- James Hendler
- Ana Milanova
- Bolek Szymanski

## 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.

The screenshot shows the Rensselaer Polytechnic Institute (RPI) website. The header includes the RPI logo and navigation links: **Recent Department News**, **Upcoming events**, and **Site search:** with a search input field. Below the header, the main navigation menu includes: **Admissions**, **Academics**, **Research**, **People**, **News and Events** (highlighted), and **Computing Resources**. A secondary menu below the main navigation includes: **Colloquia**, **Seminars**, **News**, **Events**, and **Institute Events**.

The main content area features a section titled **Open Position** with the sub-heading **Cyber Security**. The text reads: "The Department of Computer Science at Rensselaer Polytechnic Institute, Troy NY invites applications for a full-time tenure track or tenured faculty position at the Assistant/Associate/Full Professor level in the area of “cyber security”, including but not limited to networked and distributed systems security, anonymity and privacy, malware analysis and forensics, trusted systems, and cyber warfare."

Below the text, there are two bullet points:

- [Submit a new application for cyber security](#)
- [Login to check or edit your application in the area of cyber security](#)

The footer contains contact information:

Hiring inquiries: [application@cs.rpi.edu](mailto:application@cs.rpi.edu)  
 General inquiries: [info@cs.rpi.edu](mailto:info@cs.rpi.edu)  
 Technical issues: [www@cs.rpi.edu](http://www@cs.rpi.edu)

In the center of the footer is the RPI logo and the text "RPI Home | RPIInfo".

On the right side of the footer, the address is listed:
 110 8th Street  
 Troy, NY 12180-3590  
 (518) 276-8326

# 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.

Rensselaer

[Recent Department News](#)
[Upcoming events](#)
[Site search:](#)

Computer Science

[Admissions](#)
[Academics](#)
[Research](#)
[People](#)
News and Events
[Computing Resources](#)

Colloquia
Seminars
News
Events
Institute Events

**Open Position**

## Cyber Security

**Applicant Name**

Radagast    The Brown

**Address/Phone**

Treehouse in the Thickets  
Middle Earth NY 55555  
555-555-5555

**Email Address**

radagast@wizards.net

**Application Faculty Level**

Assistant Professor

**Cover Letter**

Submission of a cover letter is optional  
Submitted [Re-submit](#)

**Vita**

Submitted [Re-submit](#)

**Teaching Statement**

Submitted [Re-submit](#)

**Research Statement**

Submitted [Re-submit](#)

**References**

References can be submitted at:  
<https://localhost/application/reference.php/cybersecurity2014/c81c785>  
No references received

1. Application Started
2. Submissions Completed
- Awaiting References
4. Application Completed
5. Application Review

Please have your referees submit your letters of recommendation at your reference submission page. Your application will be reviewed when three references have been received.

Hiring inquiries: [application@cs.rpi.edu](mailto:application@cs.rpi.edu)  
General inquiries: [info@cs.rpi.edu](mailto:info@cs.rpi.edu)  
Technical issues: [www@cs.rpi.edu](http://www@cs.rpi.edu)

110 8th Street  
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(518) 276-8326

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.

Rensselaer

[Recent Department News](#)
[Upcoming events](#)
[Site search:](#)

Computer Science

[Admissions](#)
[Academics](#)
[Research](#)
[People](#)
News and Events
[Computing Resources](#)

Colloquia
Seminars
News
Events
Institute Events

**Open Position**

## Cyber Security

**Applicant Name**

Gandalf The Gray

**Address/Phone**

1 Wizard's Tower  
Middle Earth NY 55555  
555-555-5555

**Email Address**

gandalf@wizards.net

**Application Faculty Level**

Full Professor

**Cover Letter**

Submission of a cover letter is optional  
Submitted [Re-submit](#)

**Vita**

Submitted [Re-submit](#)

**Teaching Statement**

Submitted [Re-submit](#)

**Research Statement**

Submitted [Re-submit](#)

1. Application Started

2. Submissions Completed

Application Completed

4. Application Review

5. Interview Process

Your application is completed. The review process will begin shortly.

---

Hiring inquiries: [application@cs.rpi.edu](mailto:application@cs.rpi.edu)  
 General inquiries: [info@cs.rpi.edu](mailto:info@cs.rpi.edu)  
 Technical issues: [www@cs.rpi.edu](http://www@cs.rpi.edu)

110 8th Street  
Troy, NY 12180-3590  
(518) 276-8326

# Administrative and Committee Tools

- <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.

The screenshot shows the Rensselaer Computer Science website. At the top, there is a navigation bar with links for "Recent Department News", "Upcoming events", and "Site search:". Below this is a secondary navigation bar with links for "Admissions", "Academics", "Research", "People", "News and Events", and "Computing Resources". A search bar is located below the navigation bar. The main content area features a section titled "Open Position" with the heading "Cyber Security". Below this heading, there is a list of links: "My Inbox", "List All", and "Affirmative Action Tally". At the bottom of the page, there is contact information for hiring inquiries, general inquiries, and technical issues, along with the RPI Home | RPIInfo logo and the address: 110 8th Street, Troy, NY 12180-3590, (518) 276-8326.

# 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.

Rensselaer

[Recent Department News](#)
[Upcoming events](#)
[Site search:](#)

Computer Science

[Admissions](#)
[Academics](#)
[Research](#)
[People](#)
[News and Events](#)
[Computing Resources](#)

[Colloquia](#)
[Seminars](#)
[News](#)
[Events](#)
[Institute Events](#)

■ **Open Position**

## Cyber Security

The following applications require your attention:

**Need to review applicant:**

ID	Name first / last	Status	Rate
4	Gandalf The Gray	Reviewers Review	
6	Saruman The White	Reviewers Review	

**Note: An applicant's rating is the average of all submitted reviewers' ratings of 1 - 5 stars.**

[\[main\]](#) | [\[inbox\]](#) | [\[list all applicants\]](#)

Hiring inquiries: [application@cs.rpi.edu](mailto:application@cs.rpi.edu)  
 General inquiries: [info@cs.rpi.edu](mailto:info@cs.rpi.edu)  
 Technical issues: [www@cs.rpi.edu](http://www@cs.rpi.edu)

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# 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.

Rensselaer
Recent Department News    Upcoming events    Site search:

Computer Science

[Admissions](#)    [Academics](#)    [Research](#)    [People](#)    [News and Events](#)    [Computing Resources](#)

Colloquia     Seminars     News     Events     Institute Events

**■ Open Position**  
Cyber Security

ID	Name first / last	Status	Rate
5	Radagast The Brown	Incomplete References (0)	---
4	Gandalf The Gray	Application Completed (awaiting verification)	---
6	Saruman The White	Application Completed (awaiting verification)	---

**Note: An applicant's rating is the average of all submitted reviewers' ratings of 1 - 5 stars.**

[\[main\]](#) | [\[inbox\]](#) | [\[list all applicants\]](#)

---

Hiring inquiries: [application@cs.rpi.edu](mailto:application@cs.rpi.edu)  
 General inquiries: [info@cs.rpi.edu](mailto:info@cs.rpi.edu)  
 Technical issues: [www@cs.rpi.edu](http://www@cs.rpi.edu)

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# 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.

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[Recent Department News](#)
[Upcoming events](#)
[Site search:](#)

**Computer Science**

[Admissions](#)
[Academics](#)
[Research](#)
[People](#)
[News and Events](#)
[Computing Resources](#)

[Colloquia](#)
[Seminars](#)
[News](#)
[Events](#)
[Institute Events](#)

■ **Open Position**

## Cyber Security

	Number of Applicants			Number Interviewed			Chosen Candidate		
	Female	Male	Unkn	Female	Male	Unkn	Female	Male	Unkn
<b>American Indian or Alaskan Native</b>	0	0	0	0	0	0	0	0	0
<b>Asian</b>	0	0	0	0	0	0	0	0	0
<b>Black or African American</b>	0	0	0	0	0	0	0	0	0
<b>Native Hawaiian or Pacific Islander</b>	0	0	0	0	0	0	0	0	0
<b>White</b>	0	0	0	0	0	0	0	0	0
<b>Hispanic or Latino (White race only)</b>	0	0	0	0	0	0	0	0	0
<b>Hispanic or Latino (non-White)</b>	0	0	0	0	0	0	0	0	0
<b>Other</b>	0	0	0	0	0	0	0	0	0
<b>Not Disclosed</b>	0	2	1	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

- List female applicants
- List minority applicants

[\[main\]](#) | [\[inbox\]](#) | [\[list all applicants\]](#)

---

Hiring inquiries: [application@cs.rpi.edu](mailto:application@cs.rpi.edu)  
 General inquiries: [info@cs.rpi.edu](mailto:info@cs.rpi.edu)  
 Technical issues: [www@cs.rpi.edu](http://www@cs.rpi.edu)

RPI Home | RPIInfo

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 (518) 276-8326

**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.

## Assistant Level Applicant

1. Complete Submissions
2. **Complete References**
3. Application Completed
4. Chair Review
5. Reviewers Review
6. Committee Review
7. Hold Application
8. Interview Process
9. Decision Rendered

## Associate and Full Level Applicants

1. Complete Submissions
2. Application Completed
3. Chair Review
4. Reviewers Review
5. Committee Review
6. **Collect References**
7. Hold Application
8. Interview Process
9. Decision Rendered

- 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.

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[Recent Department News](#)
[Upcoming events](#)
[Site search:](#)

Computer Science

[Admissions](#)
[Academics](#)
[Research](#)
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News and Events
[Computing Resources](#)

Colloquia
Seminars
News
Events
Institute Events

**Open Position**  
**Cyber Security**

**Applicant Name**

Gandalf The Gray

**Address/Phone**

1 Wizard's Tower  
Middle Earth NY 55555  
555-555-5555

**Email Address**

gandalf@wizards.net

**Application Faculty Level**

Full Professor

**College/University**

Where applicant earned their PhD  
Institute for the Circle of Wizardry

**Submission dates**

Application began	Application completed
17 Sep 2014 4:47pm	17 Sep 2014 6:44pm

**Work Eligibility**

Eligible to work in the United States  
Yes

Requires employment based sponsorship  
No

1. Submissions Completed
2. Application Completed
- Chair Review
4. Reviewers Review
5. Committee Review
6. Collect References
7. Hold Application
8. Interview Process
9. Decision Rendered

[render decision]

[review applicant]

[edit info]

Reviewers

[Add 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.

Rensselaer ■

**Computer Science**

■ **Faculty Application**

**Add Reviewer**

Hendler, James                       Milanova, Ana

Szymanski, Boleslaw               Yener, Bulent

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.**

<b>Application Faculty Level</b>	9. Decision Rendered										
Full Professor	<a href="#">[render decision]</a>										
<b>College/University</b>	<a href="#">[review applicant]</a>										
Where applicant earned their PhD Institute for the Circle of Wizardry	<a href="#">[edit info]</a>										
<b>Submission dates</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Reviewers</th> </tr> </thead> <tbody> <tr> <td>Hendler, James</td> <td style="text-align: center;">⊗</td> </tr> <tr> <td>Milanova, Ana</td> <td style="text-align: center;">⊗</td> </tr> <tr> <td>Szymanski, Boleslaw</td> <td style="text-align: center;">⊗</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <a href="#">[Add Reviewer]</a>   <a href="#">[Done]</a> </td> </tr> </tbody> </table>	Reviewers		Hendler, James	⊗	Milanova, Ana	⊗	Szymanski, Boleslaw	⊗	<a href="#">[Add Reviewer]</a> <a href="#">[Done]</a>	
Reviewers											
Hendler, James	⊗										
Milanova, Ana	⊗										
Szymanski, Boleslaw	⊗										
<a href="#">[Add Reviewer]</a> <a href="#">[Done]</a>											
Application began                      Application completed 17 Sep 2014 4:47pm                      17 Sep 2014 6:44pm	<b>NOTE:</b> Click on "Done" when all reviewers are assigned.										
<b>Work Eligibility</b>											
Eligible to work in the United States Yes											
Requires employment based sponsorship No											

## 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.

Rensselaer
Recent Department News   Upcoming events   Site search:

Computer Science
Admissions   Academics   Research   People   **News and Events**   Computing Resources

Colloquia   Seminars   News   Events   Institute Events

**Open Position**  
Cyber Security

**Applicant Name**

Gandalf   The Gray

**Address/Phone**

1 Wizard's Tower  
Middle Earth NY 55555  
555-555-5555

**Email Address**

gandalf@wizards.net

**Application Faculty Level**

Full Professor

**College/University**

Where applicant earned their PhD  
Institute for the Circle of Wizardry

**Submission dates**

Application began  
17 Sep 2014 4:47pm

Application completed  
17 Sep 2014 6:44pm

**Work Eligibility**

Eligible to work in the United States  
Yes

Requires employment based sponsorship  
No

1. Submissions Completed

2. Application Completed

3. Chair Review

Reviewers Review

5. Committee Review

6. Collect References

7. Hold Application

8. Interview Process

9. Decision Rendered

You are assigned to review this applicant. Please click "review applicant" below and submit your review.

[review applicant]  
[edit info]

Reviewers

---

Hendler, James  
Milanova, Ana  
Szymanski, Boleslaw

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.

Rensselaer

Computer Science

### ■ 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.

- |   |                                       |
|---|---------------------------------------|
| <input type="radio"/> Definitely invite - ★★★★★         | <input type="radio"/> Fair - ★★       |
| <input checked="" type="radio"/> Possibly invite - ★★★★ | <input type="radio"/> Poor - ★        |
| <input type="radio"/> Good but not competitive - ★★★    | <input type="radio"/> 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.

**Rensselaer** Recent Department News Upcoming events Site search:

**Computer Science** Admissions Academics Research People **News and Events** Computing Resources

Colloquia Seminars News Events Institute Events

**Open Position**  
**Cyber Security**

**Applicant Name**  
 Gandalf The Gray

**Address/Phone**  
 1 Wizard's Tower  
 Middle Earth NY 55555  
 555-555-5555

**Email Address**  
 gandalf@wizards.net

**Application Faculty Level**  
 Full Professor

**College/University**  
 Where applicant earned their PhD  
 Institute for the Circle of Wizardry

**Submission dates**

Application began	Application completed
17 Sep 2014 4:47pm	17 Sep 2014 6:44pm

**Work Eligibility**  
 Eligible to work in the United States  
 Yes  
 Requires employment based sponsorship  
 No

1. Submissions Completed   
 2. Application Completed   
 3. Chair Review   
 4. Reviewers Review   
**5. Committee Review**  
 6. Collect References  
 7. Hold Application  
 8. Interview Process  
 9. Decision Rendered

[\[render decision\]](#)  
[\[edit review\]](#)  
[\[edit info\]](#)


**Reviewers**

Hendler, James	<input checked="" type="checkbox"/>
Milanova, Ana	<input checked="" type="checkbox"/>
Yener, Bulent	<input checked="" type="checkbox"/>

[\[Add Reviewer\]](#)



Here is a screenshot example for a decision over a fictional applicant.

Rensselaer 

**Computer Science**

■ **Faculty Application**

## **Applicant Decision: The Gray, Gandalf**

### **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

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.

Rensselaer

[Recent Department News](#)
[Upcoming events](#)
[Site search:](#)

**Computer Science**

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[Computing Resources](#)

[Colloquia](#)
[Seminars](#)
[News](#)
[Events](#)
[Institute Events](#)

■ **Open Position**

### Cyber Security

**Applicant Name**

Gandalf      The Gray

**Address/Phone**

1 Wizard's Tower  
Middle Earth NY 55555  
555-555-5555

**Email Address**

gandalf@wizards.net

**Application Faculty Level**

Full Professor

**College/University**

Where applicant earned their PhD  
Institute for the Circle of Wizardry

**Submission dates**

Application began	Application completed
17 Sep 2014 4:47pm	17 Sep 2014 6:44pm

**Work Eligibility**

Eligible to work in the United States  
Yes

Requires employment based sponsorship  
No

1. Submissions Completed

2. Application Completed

3. Chair Review

4. Reviewers Review

5. Committee Review

6. Collect References

7. Hold Application

◀ Interview Process ▶

9. Decision Rendered

**Decision: INVITE**

[\[final decision\]](#)

[\[edit review\]](#)

[\[edit info\]](#)


Reviewers

Hendler, James	✓
Milanova, Ana	✓
Yener, Bulent	✓

[\[Add Reviewer\]](#)

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](mailto:labstaff@cs.rpi.edu)
- **Hire Applicant:** The applicant will be invited to join the dept. faculty.
- **Reject Applicant:** This applicant will not be hired.

Rensselaer   
Computer Science

## Faculty Application

# Applicant Decision: The Gray, Gandalf

### 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.

Update:  
The first wave of interviews did not pan out. This candidate is being invited to an interview among the second wave.

Final Decision:  
This candidate has a lot to offer, but the committee has decided that dracological security is too unorthodox. Therefore, this candidate is rejected.

### Decision

Withdrawn  
 Hire Applicant  
 Reject Applicant

Memo from President Shirley Jackson regarding EEO/AA policy.  
Retrieved from <http://www.rpi.edu/dept/hr/action.pdf> on October 13, 2014.

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, 2<sup>nd</sup> Floor, Troy, New York.