

# **Appendix C**

## **Faculty Recruitment Plan**

M E M O R A N D U M

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**Graduate Center for Public Policy and Administration  
California State University, Long Beach**

**Date:** February 14, 2000

**To:** Dean Lauda  
College of Health and Human Services

**From:** Michelle A. Saint-Germain

**Subject:** **SEARCH PROTOCOL**

The Graduate Center for Public Policy and Administration is forwarding for your consideration and approval a request to establish a multi-year lecturer position in the department, beginning Fall, 2000, and the search protocol for the position.

## **Search Protocol Graduate Center for Public Policy and Administration**

The following document provides information on the steps involved in the search protocol for the Graduate Center for Public Policy and Administration. Steps one through four are the procedures for determining departmental needs, development of position descriptions, and the submission of position requests to the Provost via the Dean of the College of Health and Human Services. Steps five through nineteen are California State University, Long Beach's academic recruitment/selection procedures as revised on 9/17/92.

- Step 1:** The tenured and tenure-track faculty of the Department of Public Policy and Administration assess the needs of the Department's graduate programs. In rank order the assessment includes: 1) an evaluation of demand for core classes by majors; 2) needs arising from resignations or retirements; 3) an examination of demand for elective classes taken by majors.
- Step 2:** Based on the needs assessment, the tenured and tenure-track faculty agree on the position description and specific requirements. The position description includes minimum qualifications, preferred qualifications, duties, and responsibilities. The position description is discussed with department faculty members who are encouraged to suggest revisions.
- Step 3:** The position description and accompanying justification is then submitted to the Dean. Each description includes the appropriate language for advertising.
- Step 4:** The Dean of the College of Health and Human Services approves the position and requests approval from the Provost by forwarding the position description to the Associate Vice President of Academic Personnel. A review of the College Equity and diversity goals/action plan in relation to the requested position(s) is conducted at this time.
- Step 5:** Subsequent to review and approval of the position description by the Associate Vice President of Academic Personnel, a departmental search committee is established. In the Department of Public Policy and Administration the Committee consists of all tenured or tenure track faculty members.
- Step 6:** When approved, the position is advertised as follows:
- A. The position is advertised in the PA Times, The Recruiter Section.
  - B. Position announcements are posted on appropriate the website, such as CSULB and NASPAA, and on appropriate list servs, such as the University of Southern California. Notices are sent to the NASPAA member universities in the Western States - - Arizona, California, Colorado, Idaho, New Mexico, Oregon, Texas, and Washington. Flyers are distributed at national, regional, and local conferences of the American Society for Public Administration and American Political Science Association or other appropriate outlets.
- Step 7:** A search protocol incorporating equity and diversity goals and objectives is developed by the department. A copy of the protocol is then sent to the Director of Equity and Diversity and the Dean. Concurrently, data concerning the applicant pool are collected per University regulations as discussed in step 8.
- Step 8:** As applications are collected, the applicant pool is monitored by the Department Chair to ensure that efforts to recruit women and minorities have been completed. If the pool indicates inadequate size or diversity, additional recruitment efforts will be initiated.

**Step 9:** The Department Chair sends a letter to each candidate acknowledging their interest in the position. The letter also requests the following:

- A. A formal letter of application (if one has not already been received).
- B. A curriculum vita.
- C. Three letters of recommendation.
- D. Transcripts of all graduate coursework
- E. Sample syllabus of graduate course taught
- F. An SC- 1 form (supplemental application form).
- G. A completed Equity and Diversity Confidential Data Sheet with return envelope.
- H. Any additional information the candidate would like to submit to demonstrate teaching effectiveness (e.g., student evaluations), professional experience in research, publication and service (e.g., articles), etc.

Follow-up notification is sent to candidates who do not return documentation promptly.

As documentation is received, it is placed in the candidate's file folder. The folders are kept in a file drawer in the Department office and all tenured and tenure-track members of the faculty are provided access. The Equity and Diversity Office is sent an updated list of names and addresses of those returning the SC-1 forms.

**Step 10:** Approval of the candidate pool and authorization to commence screening by the search committee is sought from the Dean of the College of Health and Human Services a minimum of 30 days after the first publication of the position announcement.

**Step 11:** Following approval of the pool, the search committee reviews each file to ensure that all information has been returned. The following documentation is required:

- A. A formal letter of application (if one has not already been received).
- B. A curriculum vita.
- C. Three letters of recommendation.
- D. Transcripts of all graduate coursework; evidence of an earned doctoral degree.
- E. Sample syllabus of graduate course taught
- F. An SC- 1 form (supplemental application form).

As applications arrive, the Department Chair examines the materials submitted to determine whether or not the minimum qualifications are met. If applicants do not meet the criteria, they are written a letter thanking them for their interest.

**Step: 12** After discussing the qualifications of each candidate, the search committee selects the final pool of applicants. The search committee may request that preliminary telephone interviews be conducted of applicants in the final pool to reaffirm eligibility. After preliminary telephone interviews have been conducted, the search committee narrows the pool to the most qualified applicants ("short list"). The Search Committee is required to vote by secret ballot for the best qualified candidates as determined by the criteria listed below.

- A. Relevance of Earned Doctorate. Candidates are rated on the relevance of their earned doctorate to the area of specialty advertised.
- B. Relevance of Teaching Experience. Candidates are rated on the number of years of full-time teaching at the graduate level and the subject matter.
- C. Relevance of Practitioner Experience: Candidates are rated on the amount and relevance of their practitioner experience.

- D. Effective Communication: Candidates must document their ability to communicate effectively with a diverse academic community; experience working successfully in multicultural environments will be noted.
- A. Computer Literacy: Candidates are rated on the extent of their experience with word processing and electronic mail; experience with other applications will be noted.
- B. Instructional Technology: Candidates will be rated on their experience with or expressed willingness to consider integration of instructional technology into teaching.
- C. Professional Experience: Candidates will be rated on the depth and breadth of their research, publications, and service, considering such elements as (not necessarily in this order):
  - A. Articles published in refereed national, international, or regional journals;
  - B. Books or book chapters
  - C. Presentations at conferences or symposia
  - D. Grant applications written and/or funded
  - E. Office held in local, regional, national, or international professional associations
- H. Evidence of Community Service: will be rated in terms of relevance to the area of specialty (e.g. serving on community or agency boards, providing research services, consulting).
- D. Interest in Distance Education: Candidates will be rated on their experience with or expressed willingness to consider distance delivered education such as video, web-based, or other courses.

**Step 13:** The Chair will tally the votes and the 5 individuals with the most votes will be forwarded to the faculty, which will select the order of interview for the finalists. If any member of Search Committee feels strongly that the applicant with the sixth highest total of votes should be on the short list, the short list may be expanded to a total of six names. No candidate will be added to the interview list after the vote has been tallied.

**Step 14:** Those candidates selected for an interview will be contacted by telephone to determine whether or not they are still available. If a candidate is no longer interested in being considered for the position, the next most qualified applicant will be added to the interview list.

**Step 15:** Conferral with and approval from the Dean and the Equity and Diversity Director for the candidate interview pool will be sought.

**Step 16:** Each candidate interviewed on campus will be scheduled to participate in the following activities:

- A. Conduct a lecture/presentation in an ongoing MPA course.
- B. Make a formal presentation to the assembled MPA faculty.
- C. Meet with public policy and administration tenured and tenure-track faculty members individually.
- D. Meet with the Department Chair.

- E. Meet with the Department Secretary.
- F. Meet with the Dean or his designee and with other members of the College and University faculty and administration, as schedules permit.
- G. Candidates are provided a tour of the local area if they desire and time is provided for independent exploration of the campus and surrounding community.

**Step 17:** The faculty meets to determine which, if any, candidate is to be recommended to the Associate Vice President, Academic Personnel and the Director of Equity and diversity via the Dean. Assuming that all interviewed candidates are qualified, the faculty will, after the interview, have made a judgement about who they feel is most appropriate person for the position based on the same criteria utilized for selecting the interview pool. A majority vote will determine the candidate we wish to hire. The chair then assembles a package of relevant documentation, including Equity and Diversity and other evidence of recruitment efforts, and the rationale for the Department's recommendation. The package is then sent to the Dean for consideration and approval, and transmittal to the Office of Academic Affairs.

**Step 18:** Should the Dean reject the decision, the faculty meets to decide whether to appeal the decision of the Dean to the Provost or to recommend another candidate.