



CALIFORNIA STATE UNIVERSITY, LONG BEACH

COUNSELING AND PSYCHOLOGICAL SERVICES
Division of Student Services

COUNSELING AND PSYCHOLOGICAL SERVICES TENURE-TRACK SEARCH PROTOCOL

Step 1: Position Approval

Develop a position description specific to the requirements of the position. The position description includes effective date, minimum qualifications, preferred qualifications, duties/responsibilities, required applicant documentation, date when applications will be reviewed and contact information. The position description and accompanying justification for the position are then submitted to the Associate Vice President for Student Services.

The Associate Vice President for Student Services requests approval of the position description by forwarding it to the Associate Vice President for Academic Personnel. The Associate Vice President for Student Services conducts a review of the Division of Student Services affirmative action goals/action plan in relation to the requested position at this time.

Step 2: Search Committee

Concurrent with review and approval of the position description by the Associate Vice President for Academic Personnel, a departmental search committee is established, consistent with department procedures and within the requirement that tenured and tenure-track faculty members may be elected to serve on search committees. In addition:

- Faculty on sabbatical or difference-in-pay may serve if they are willing and available both semesters.
- A list of the members of the search committee is forwarded to the Associate Vice President for Student Services.

Step 3: Recruitment and Advertising Plan

Prior to developing its **Recruitment and Advertising Plan**, the search committee reviews the Division of Student Services affirmative action goals and action plans. The **Recruitment and Advertising Plan** is approved by the Associate Vice President for Academic Personnel and forwarded to the Director of Equity and Diversity for approval. The position may not be advertised before approval of the **Recruitment and Advertising Plan** by the Director of Equity and Diversity.

Step 4: Recruitment File and Log

The Search Committee maintains a detailed recruitment log, including descriptions of all recruiting and advertising efforts, as well as copies of all advertisements for the position. The log or establishment of an applicant log shall be maintained including documenting when acknowledgment letters, phone calls, and final notifications letter have been sent to applicants.

Step 5: Processing Applications

Upon receipt of an indication of interest in the position, the Director of Counseling and Psychological Services sends candidates a letter acknowledging their further interest. The Confidential Data Sheet and the SC-1 Form are sent with the letter of acknowledgment. Candidates are requested to complete their application file by sending the following:

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Applicants are requested to complete their application file by sending the following, per the position announcement:

- a. A formal letter of application (if one has not already been received).
- b. A curriculum vita.
- c. Transcripts from the institution awarding the highest degree (official transcripts will be required at the time of appointment).
- d. Three recent letters of recommendation (one from doctoral program and at least one related to clinical work).
- e. An SC-1 form (supplemental application form).
- f. Evidence of professional activity, research and publications such as copies of journal articles, conference presentations or other publications.

Candidates who do not return the above listed documentation promptly are contacted by the search committee and requested to do so.

As the above materials are received, they are placed in a file folder labeled with the corresponding candidate's name. The folders are kept in a file in a confidential and secure location in the Department Office and all members of the Search Committee are given access to the file box.

The Office of Equity and Diversity is sent an updated list of names and addresses of candidates who have returned SC-1 forms and/or letters of application each week until an appointment is approved. If the search is canceled, the Department Director notifies the Office of Equity and Diversity immediately.

Step 6: Monitoring of Applicant Pool

As applications are received, the applicant pool is monitored by the Director and the Search Committee for return rates of confidential data sheets (by checking periodically with the Office of Equity and Diversity).

Step 7: Pool Approval

Approval of the candidate pool and authorization to commence screening by the Search Committee is sought from the Director a minimum of 30 days after the first publication of the position announcement.

Step 8: Development of Description of Screening and Selection Process

Prior to the commencement of screening, the Search Committee will develop a Description of Screening Process, for approval by the Associate Vice President for Student Services. The steps to be followed in the screening and selection process are to be developed by the Search committee. Steps should contain a careful discussion of process and criteria used. Operational definitions should be provided for all criteria used; criteria should be objective and measurable. Screening of applicants for minimum qualifications may not begin until the description of screening and selection is approved.

Step 9: Screening of Applicants/Identification of Interview Pool

Adhering to criteria and procedures outlined in the approved description of Screening and Selection, the Search committee conducts (1) initial screening of applications to determine those who meet Minimum Qualifications, and then (2) further screening of those meeting Minimum Qualifications in order to identify the interview pool (finalists). The Committee will then include the intermediate screening process of telephone interviews to further reduce the size of a pool of semi-finalists to a smaller number of finalists.

Step 10: Approval of Interview Pool

Approval of the candidate interview pool (finalists) is sought from the Associate Vice President for Student Services.

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Step 11: On-campus Interviews

Subsequent to approval of the interview pool, the Search Committee will invite candidates for on-campus interviews. In the interview process, reasonable accommodation will be offered to any candidate(s) with disabilities.

Each candidate interviewed on campus will be scheduled to participate in a similar schedule of activities. Such schedule shall include: 1) an orientation, interview and discussion of salary schedule, benefits and RTP process with the Director; 2) an interview with the Search Committee (with essentially the same questions asked of each candidate); 3) a clinical case presentation; 4) an interview with the staff; 5) an interview with the Associate Vice President and Vice President for Student Services; and 6) a campus tour. The schedule of activities during the on-campus visit will be included in the department's Description of Screening and Selection Process.

Step 12: Recommendation for Appointment

After the Search Committee has decided on which candidate(s) to recommend for appointment, the Chair of the Search Committee assembles a package of relevant documentation, including evidence of appropriate Affirmative Action efforts and other recruitment activities, and the rationale for the Department's recommendation. These efforts are documented in the recruitment log. The package is then sent to the Associate Vice President for Student Services for consideration and approval, and transmittal to the Office of Academic Affairs.

In forwarding the final recommendation to the Office of Academic Affairs, the Associate Vice President for Student Services includes specific explanation for the selection of the recommended candidate over other finalists interviewed. (See Check List for documentation to include in the file on the academic personnel web site.) Should the Associate Vice President for Student Services reject the recommendation(s) of the Search Committee, the faculty meet to decide whether to appeal the decision of the Associate Vice President for Student Services to the Vice President for Student Services or to recommend another candidate.

Step 13: Retention of Search Files

Departments maintain copies of the search protocol, recruitment and advertising plan, screening and selection process, recruitment log, all applications, rating sheets, and correspondence to applicants for three (3) years prior to purging. If these documents are on computer they shall be copied onto disks for filing. Within this period, files are made available to the Office of Academic Personnel and Equity and Diversity as requested. It is mandatory that these files be secured in a confidential file or area within the department.

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