

COLLEGE OF BUSINESS ADMINISTRATION TENURE-TRACK SEARCH PROTOCOL
Protocol established per Office of Academic Affairs August 31, 2007 Memo

Step 1: Position Approval

In April, the Provost asks Deans to submit requests for authorizations for tenure-track searches. Each college submits requests with approved and signed position descriptions [PDs].

Consistent with department procedures, the department develops a position description specific to the requirements of the position. The position description includes, for example, effective date, minimum qualifications, preferred qualifications, duties/responsibilities, and required applicant documentation including phone number and e-mail address, date when applications will be reviewed, and contact information. The position description, signed by the Chair and with accompanying justification for the position, is then submitted to the Dean.

The Dean requests approval of the position(s) from the Provost and includes signed position description(s). A review of the College affirmative action goals/action plan in relation to the requested position is conducted at this time by the Dean or designee. The Provost sends an approval memo for tenure-track searches to Deans for the authorized positions.

Position descriptions are reviewed and approved in Academic Personnel. With revisions in place, Academic Personnel

- Forwards PDs to Equity and Diversity for recruitment numbers;
- E-mails PDs to Department Chairs and Deans.

Departments e-mail revised versions of the position descriptions with recruitment number to Maryan St. Claire in Academic Personnel for posting to the Academic Personnel Employment Opportunities web site.

Step 2: Search Committee

A departmental search committee is established, consistent with department procedures and within the requirement that tenured and tenure-track faculty members are elected to serve on search committees. In addition:

- FERP faculty may be elected if they teach both fall and spring semesters. FERP faculty cannot volunteer to serve. FERP faculty are eligible to vote to elect the search committee during their teaching semester.
- Pre-Retirement Faculty are eligible to serve if they teach both semesters.
- 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 Dean's Office and noted on the Department Action Log.

Step 3: Recruitment and Advertising Plan

Prior to developing its **Recruitment and Advertising Plan**, the search committee reviews the University, Division of Academic Affairs, and College affirmative action goals and action plans. The **Recruitment and Advertising Plan** is , developed by the department, approved by the Dean or designee, 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. Use your approved R&A Plan to document what is stated in your plan. Note the name and date of each published announcement or flyer sent and attach copies. If you are unable to follow through on part of your plan, indicate why you were unable to do so.

Step 4: Department Action Log

The Search Committee maintains a log of actions and approvals from the beginning to the end of the search. (See attached Department Action Log). This one page log is for department records and

is to be forwarded to Academic Personnel as an item on the Check List submitted with the final appointment file.

Step 5: Guide for Tenure-Track Applicant List

Each department must maintain a list or log of applicants to maintain an organized search, and for forwarding information to the Office of Equity and Diversity and to Academic Personnel during and at the end of the search process. There is no standard list, except that department search committees must document the following minimum information:

- Search Year
- Recruitment Number
- Department Name
- Date of Application
- Applicant Name
- Applicant E-mail address
- Date of Acknowledgment Letter
- Date of Regret Letter

See attached Guide for Tenure-Track Applicant List.

Step 6: Processing Applications

Upon receipt of an indication of interest in the position, the Chair/Search sends candidates a letter acknowledging their further interest. Applications are not reviewed for screening qualifications at this time.

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. Official Transcript of highest degrees (or all degrees, per the position announcement).
- d. Three recent letters of recommendation or names of references, per the position announcement. Letters will be required of finalists.
- e. Evidence of teaching effectiveness such as student evaluations, peer evaluations, or performance reviews.
- f. Evidence of professional activity, research and publications such as copies of journal articles, conference presentations or other publications.

Department acknowledgement letter may include:

- g. An SC-1 form (Statement of Preparation and Experience). The SC-1 form can be sent to only finalist, as determined by the department.
- h. If the SC-1 form is not sent to *all* applicants, initial letters acknowledging applications should include the following statement: **“CSULB does not discriminate on the basis of disability against otherwise qualified applicants. CSULB will make reasonable accommodation to the applicants with identified disabilities. If you need accommodation in the pre-employment selection process (applications, tests, interviews, etc.) please contact me.”**
- i. A statement similar to the following: **“You will be receiving an electronic request from the campus office of Equity and Diversity requesting you to complete a Confidential Data Sheet seeking personal background information about you. I**

encourage you respond immediately to this request after receipt as a low response rate could delay the selection process.”

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 e-mail addresses of applicants each week until an appointment is approved. That office has developed a form for receiving applicant information; however, departments may use their own applicant list/log as outlined in the guide mentioned previously. If the search is canceled, the Department Chair notifies the Office of Equity and Diversity immediately.

Step 7: Monitoring of Applicant Pool

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

Step 8: Pool Approval

Approval of the applicant pool and authorization to commence screening by the Search Committee is sought from the Dean a minimum of 30 days after the first publication of the position announcement. The list of applicants forwarded to the Dean is simultaneously sent to the Director of Equity and Diversity. The Dean will consult with the Director prior to approval.

Step 9: 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 Dean. 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--how something is done—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 10: 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 Preferred Qualifications in order to identify the interview pool (finalists). A Search committee may include in its screening process an intermediate step (for example, telephone interviews) to further reduce the size of a pool of semi-finalists to a smaller number of finalists; such a step, if utilized, must be included in the description of Screening and Selection Process and requires approval from the Dean prior to the interviews. **Note: the phone and campus interview questions will be completed at the time of approval.**

The Director of Equity and Diversity may select a limited number of searches to review. The goal of reviewing these searches is to ensure that there is no preferential treatment on the basis of gender or race as required by Prop. 209 and to prevent discrimination on the basis of any protected class status, including race, gender, sexual orientation, national origin, religion, age, and disability. In addition, the Director, will build close relationships with the Colleges and Departments and offer her support in an effort to produce significantly diverse and highly qualified applicant pools.

Before approving the Screening and Selection Process, Deans will be informed by the Director as to those searches selected for review. The Director will review the application letters and vitas of:

- 1) the applicants selected by the committee who have met the minimum and, at least some preferred qualifications, normally 8-12 applicants;
- 2) the applicants selected for phone interview to condense the pool; and
- 3) the finalists selected for on-campus interview.

It is understood that some departments may at times combine these three steps in their deliberations, but before proceeding with contacting individuals for phone or campus interviews, approval must be obtained by the Director. Review of the files will normally be completed within a 24 hour period and will take place at the department offices with no duplication of the search files being required.

Step 11: Approval of Interview Pool

Approval of the candidate interview pool (finalists) is sought from the Dean.

Step 12: 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, as needed.

Each candidate interviewed on campus will be scheduled to participate in a similar schedule of activities. Such schedule shall include, at a minimum, an interview with the Search Committee (with essentially the same questions asked of each candidate) and meetings with the Dean and a representative of the Provost's office. The schedule of activities during the on-campus visit is to be included in the department's Description of Screening and Selection Process.

Step 13: Recommendation for Appointment

After the Search Committee has decided on which candidate(s) to recommend for appointment, the Department Chair/Search Committee assembles a package of relevant documentation, including evidence of appropriate recruitment activities, and prepares a written recommendation to the Dean with specific reasons for the selection of the candidate. See the academic personnel web site for the Check List for Tenure-Track Appointments. The appointment file is then sent to the Dean for consideration and approval.

In forwarding the final recommendation to the Office of Academic Affairs, the Dean includes a recommendation for appointment and provides required information outlining the specifics of the offer. If not done by the department chair, the dean will contact the finalist's most current employer and provide a written statement about the results of the verbal conversation, including the date and the name of the contact. Should the Dean reject the recommendation(s) of the Search Committee, the faculty meet to decide whether to appeal the decision of the Dean to the Provost or to recommend another candidate.

Step 14: Retention of Search Files

Departments maintain copies of the search protocol, recruitment and advertising plan, screening and selection process, the Department Action Log and Applicant List. These documents and all applications, rating sheets, and correspondence to applicants are kept for three (3) years prior to purging. If these documents are on computer they shall be copied onto disks or paper for filing. Within this 3-year 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.