

College of Health and Human Services

Tenure-Track Search Protocol

(Revised and approved October 2005)

Step 1. Position Approval

Consistent with department procedures, the department shall develop a position description specific to the requirements of the position. (See the Academic Affairs web site (www.csulb.edu/aa/personnel) for the template and appropriate language). The position description includes, for example, the effective date, minimum qualifications, preferred qualifications, duties/responsibilities, required applicant documentation, date when applicants will be reviewed and contact information. . The position description and the accompanying justification for the position are then submitted to the Dean.

The Dean requests approval of the position(s) from the Provost by forwarding the position description(s) to the Associate Vice President, Academic Personnel. A review of the College Affirmative action goals/action plan in relation to the requested position is conducted at this time by the Dean.

Step 2. Search Committee

Concurrent with a review of the position description by the Associate Vice President, Academic Personnel, a departmental search committee is established, consistent with departmental procedures and within the requirement that tenured and tenure-track faculty members may be elected to serve on search committees. There are special requirements concerning faculty who are on pre-retirement (FERP), sabbatical, or difference-in-pay leave.

Regulations for faculty in the Early Retirement Program (FERP)

1. FERP faculty may be elected to serve on search committees if they are employed in both the fall and spring semesters.
2. FERP faculty cannot volunteer to serve on search committees.
3. FERP faculty cannot serve on search Committees if the search process extends beyond the semester in which they are teaching.
4. FERP faculty are eligible to vote to elect the search committee during the semester in which they are teaching.

Regulations for faculty on Sabbatical or Difference-In-Pay Leave

1. Faculty on sabbatical or difference in pay leave may serve on search committees if they are willing and available both semesters.

The names of the search committee members shall be forwarded to the Dean.

Step 3. Development of the Recruitment and Advertising Plan

Prior to developing the **Recruitment and Advertising Plan**, the search committee reviews the University, Division of Academic Affairs, and College affirmative goals and action plans. The **Recruitment and Advertising Plan** is approved by the Dean or designee and forwarded to the Director of Equity and Diversity for approval. *The position shall not be advertised before approval of the Recruitment and Advertising Plan is granted by the Director of Equity and Diversity.*

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 inquiry indicating interest in the position, the chair of the search committee sends candidates a letter acknowledging their interest. Those individuals who wish to be considered for the advertised position are requested to complete their application file by sending the following:

A formal letter of application (if one has not already been received).

A curriculum vita.

Original transcripts.

Three letters of recommendation.

An SC-1 form (supplemental application form). Based on the decision of the department, SC-1 forms can be sent to only the finalists. However, if that approach is taken and the form is not sent to *all* applicants the following language is required in the initial letters acknowledging applications have been received, “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.”

Evidence of teaching effectiveness such as student evaluations, peer evaluations, or performance reviews.

Evidence of professional activity, research and publications such as copies of journal articles, conference presentations or other publications.

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 may 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 the 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. Approval of the Interview Pool

Approval of the candidate 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. 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 will 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 10. On-campus Interviews

After approval of the interview pool, the search committee will invite candidates for on-campus interviews. In the interview process, reasonable accommodations will be offered to any candidate 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 approved *Screening and Selection Process*.

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 the candidate(s) to recommend for an appointment, the Chair of the Search Committee assembles a package of relevant documentation, including evidence of

appropriate affirmative action, other efforts recruitment activities, and the rationale for the department's recommendation (see the attached checklist for full-time faculty appointment(s)). These efforts are documented in the recruitment log. The package is then sent to the Dean for consideration and approval, and transmittal to the Office of Academic Affairs.

In forwarding the final recommendation to the Office of Academic Affairs, the Dean includes specific explanation for the selection of the recommended candidate over other finalists interviewed. Should the Dean reject the recommendation(s) of the Search Committee, the faculty meets 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, 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.



Each search must maintain a log/list of applicants with the following *minimum* information.

Applicant List – minimum fields

- Department Name, Search year, Recruitment Number
- Applicant's name *
- Applicant's e-mail *
- Date of application
- Date that acknowledgement of application letter was sent (place copy in applicant file)
- Date that the regret letter was sent (place copy in applicant file)

* A list of all applicants along with their e-mail addresses *must* be sent to the Office of Equity and Diversity each week. The Office of Equity and Diversity (OED) will e-mail applicants the Confidential Data Sheet. Applicants will respond directly via e-mail to Equity and Diversity. The OED contact e-mail is jharri12@csulb.edu.

Applicant List Optional Fields

- Addresses
- Degree
- Vita
- Letters of reference (last name of sender)
- Meets minimum qualifications
- Meets preferred qualifications
- File completed

Departments may choose to maintain their Applicant List Log on the computer, add addresses to it, or use it in a mail merge for letters and envelopes.

Or, use it to keep an inventory or listing of what has been received for each candidate to use in mail merges, follow-up letters, or phone inquiries.



Faculty
Name _____

Recruitment # _____

Department _____

- 1. Personnel Transaction Form [PTF] *[Completed by college]*
- 2. Written recommendation and appraisal of candidate's teaching effectiveness, scholarly and creative activities, and University/community service as described in the position description from:
 - Department Chair and/or Department Committee with copies to committee members.
 - College Dean, with copy to chair.*[Include rank, salary, one or two years prior service credit (if any), assigned time, start-up funds, moving expenses, and other specifics to be included in appointment letter, as appropriate.]*
- 3. Statement from the Dean or Chair summarizing the oral evaluation of the **tenure-track** candidate's qualifications from his/her most recent employer.
[Include name and title of individual providing the information.]
- 4. SC- I Form, Statement of Professional Preparation and Experience
- 5. Current resume
- 6. Official transcript from university granting highest degree. Foreign degrees must be reviewed by the Center for International Education for U.S. equivalency (include review notice).
*[If the official transcript is not yet available, one of the following must be included for verification. An offer of appointment from the Provost will **not** be made until this evidence is received by Academic Personnel.]*
 - Copy of transcript
 - Letter from University official, if degree requirements completed
 - Copy of diploma
- 7. Three recent letters of recommendation
- 8. Evidence of teaching effectiveness, scholarly and creative activities, and University/community service.
[Documentation should be retained at college level.]
- 9. Search Documentation (Include the following with the appointment file.)
 - Action Log with all attachments
 - Applicant Log

All search documents, during and following the search, are confidential and are to be filed in a secure location for three years.



College _____

Search Year _____

Department _____

Subdiscipline _____

Recruitment Number _____

Search Committee Members (Print Name)

_____, Chair _____

INITIAL RECRUITMENT PROCESS

Date (mm/dd/yr) **Action**

_____ Position Description Approved by Academic Personnel and Recruitment Number assigned

_____ After approval – Position Description e-mailed to AP for posting on University web site

_____ Recruitment and Advertising Plan – Approved by Director of Equity and Diversity (OED) – Attach log

_____ Screening and Selection Process – Approved by Dean – Attach copy of approval

Each week until pool is approved, the department must send via e-mail a list of applicants with their e-mail address to the Office of Equity and Diversity, e-mail jharri12@csulb.edu.

_____ Request for Dean’s approval of applicant pool with copy to OED

DEAN’S APPROVAL REQUIRED

_____ Dean approves applicant pool to begin Screening

_____ Dean approves semi-finalists – Attach list of semi-finalists

_____ Dean approves phone Interviews (optional – see your Screening and Selection Process)

_____ Dean approves finalists for on-campus interviews – Attach list of finalists

AFTER INTERVIEWS

_____ On-Campus Interviews completed – Attach list of those interviewed

_____ Total number of applicants

AFTER CANDIDATE SELECTION

First candidate accepted? _____ If no, why not? _____
yes/no

Second candidate accepted? _____ If no, why not? _____
yes/no

_____ Appointment file sent to College Office with Department Action Log