

College of Liberal Arts

Tenure-Track Search Protocol

Step 1: Position Approval

Consistent with department procedures, the department develops a position description specific to the requirements of the position. (See the Academic Personnel website for a template that contains required language for all positions, <http://www.csulb.edu/aa/personnel>). The position description includes, for example, 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 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 diversity goals/action plan in relation to the requested position is conducted at this time by the Dean or designee.

Step 2: Search Committee

Concurrent with review and approval of the position description by the Associate Vice President, 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. Search committee members will be elected by a vote of the tenured and tenure-track faculty of the department. Search Committees normally include 3-5 members.

In addition,

- FERP faculty may be elected to serve if they are employed both fall and spring semesters. One semester FERP Faculty cannot serve, unless the search process is completed in the semester of service. 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.
- Department protocols will specify the method of communication between search committee(s) and the department.
- Procedures must be in place to ensure that all confidential materials in a candidate's file remain confidential. Members of the department who are not on the search committee should not be given access to confidential materials.

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 diversity 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 may not be advertised before approval of the Recruitment and Advertising Plan by the Director of Equity and Diversity.

Step 4: Recruitment 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 notification letters have been sent to applicants. This log helps document steps and dates of events in the recruitment process.

Step 5: Processing Applications

Upon receipt of an indication of interest in the position, the Chair sends candidates a letter acknowledging their further interest. Candidates are requested to complete their application file by sending the following:

- A. A formal letter of application (if one has not already been received).
- B. A curriculum vitae.
- C. Official transcripts.
- D. Three recent letters of recommendation.
- E. An SC-1 form (supplemental application form). Note: The SC-1 form will be sent only to finalists. Because the SC-1 form will only be sent to finalists, initial letters acknowledging applications are to include the following similar statement contained in the SC-1 form: **“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.”**
- F. Evidence of teaching effectiveness such as student evaluations, peer evaluations, or performance reviews.
- G. Evidence of professional activity, research and publications such as copies of journal articles, conference presentations, or other publications.
- H. **New On-line Process for Submission of the *Confidential Data Sheet*:**
The support staff person for the search will send the Office of Equity and Diversity (OED) an updated applicant list (template to be provided by OED) each week that includes the full name and e-mail address of each applicant. OED will use the e-mail addresses as the sole means to solicit, directly from the applicants, the completion of the *Confidential Data Sheet* through an on-line program administered in OED. The former process, using U.S. mail or fax, has been discontinued.

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.

Access to candidates' files is limited to members of the search committee. However, Departments should specify in their screening and selection process documents either that faculty who are not members of the search committee can have access to candidates' curriculum vitae, if it is practical, or, at the minimum, can have access to all of the non-confidential materials in the semi-finalists' files. Non-confidential materials include the candidate's introductory letter, vita, course syllabi, and publications.

If the search is canceled, the Department Chair 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 Dean 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 Dean 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 and Selection 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. If a department includes in its screening and selection procedures “screening interviews at a regional or national convention,” then the department needs to state whether selected members of the search committee will conduct these interviews at the convention or whether the entire committee will conduct the interviews.

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). 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.

Each year 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 hopes to build close relationships with the Colleges and offer her support in an effort to produce significantly diverse and highly qualified applicant pools.

Before approving the Screening and Selection Process to continue for those searches selected for review, the Director will review the application letters and vitae of (1) the applicants selected by the Search Committee who have met the minimum and at least some preferred qualifications (normally 8-12 applicants); (2) the applicants selected for phone interviews to condense the pool; and (3) the finalists selected for on-campus interviews. 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: Approval of Interview Pool

Approval of the candidate interview pool (finalists) is sought from the Dean or by the Equity and Diversity Director as noted above.

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, 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 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 recruitment activities, and the rationale for the Department's recommendation(s). These efforts are documented in the recruitment log. The package is then sent to the Dean for consideration and approval, and transmitted 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. See Check List for documentation to include in the file on the academic personnel web site. 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 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 a 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.