



COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

Biological Sciences Chemistry and Biochemistry Geological Sciences Mathematics and Statistics Physics and Astronomy Science Education

TENURE-TRACK SEARCH PROTOCOL (Update: June, 2006)

Step 1: Position Approval

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 and accompanying justification for the position are then submitted to the Dean.

The Dean reviews requests from each department and presents a College-wide authorization request for 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 equity and diversity goals/action plan in relation to the requested position(s) is conducted at this time by the Dean.

After the Provost authorizes the search(es), a departmental search committee is established for each approved position, consistent with departmental procedures. Both tenured and probationary faculty may serve on the search committees. Three documents must be submitted to the Dean for each faculty search: 1) the *Position Description/Announcement*, 2) the *Recruitment and Advertising Plan*, and 3) the *Screening and Selection Process*.

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 are elected to serve on search committees. 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 leave or difference-in-pay leave 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 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: Department Action Log

The Search Committee or Department Chair maintains a log of actions and approvals from the beginning to the end of the search. This one page log (see attached *Department Action 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 Search Committee Chair or Department Chair sends candidates a letter acknowledging their interest. The Department acknowledgement letter includes the following:

- a. ***Either*** an SC-1 form (Supplemental application form: Statement of Preparation and Experience) ***or*** 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.**” If the statement is included in the letter, then the SC-1 form is only sent to finalists when determined by the department.
- b. 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. If you choose not to complete this form it should be returned with the name field completed so that it can be counted against the overall return rate.**”

Candidates are requested to complete their application file by sending the following:

- c. A formal letter of application (if one has not already been received).
- d. A curriculum vita.
- e. Official Transcript of highest degrees (may be requested only of finalists).
- f. Three recent letters of recommendation.
- g. Evidence of teaching effectiveness such as student evaluations, peer evaluations, or performance reviews.
- h. Evidence of professional activity, research and publications such as copies of journal articles, conference presentations or other publications.

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 candidates who have returned letters of application 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.**

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, 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 to continue for 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 or from the Director of Equity and Diversity as noted above.

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 affirmative action efforts and other recruitment activities, and prepares a written recommendation to the Dean with a rationale for the selection of the candidate. (See the attached *Check List for Tenure-Track Faculty 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.

 6/22/00
Laura Kingsford, Dean Date

Kathleen Cohn, Associate Vice President Date



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.

