

COLLEGE OF THE ARTS TENURE-TRACK SEARCH PROTOCOL

Step 1: Position Request and Approval

The department chair, in consultation with department faculty, provides the Dean with justification for a new tenure-track position, including a recommendation for rank. The Dean then requests approval for that new position from the Provost. The Provost authorizes a search for that new position.

Step 2: Search Committee

A departmental search committee is elected, consistent with department procedures. Only tenured and tenure-track faculty members may be 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 may not serve, unless the search process is completed in the semester of service. FERP faculty are eligible to vote to elect the search committee during their teaching semester.
- Faculty on sabbatical 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: Position Description Approval

Consistent with department procedures, the department develops a position description specific to the requirements of the position. The position description includes effective starting date, minimum qualifications, desired/preferred qualifications, duties/responsibilities, required applicant documentation, date when applications will be reviewed, and contact information. The position description is signed by the department chair and submitted to the Dean for approval.

After approving and signing the position description, the Dean requests approval from the Provost. After approving the position description, including any recommended corrections/edits, the Provost then forwards the approved position description to the Office of Equity and Diversity for the assignment of a recruitment number.

Step 4: Recruitment and Advertising Plan Approval

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, who forwards it to the Director of Equity and Diversity for approval.

Note: The position may not be advertised by the Department before 1) approval of the Recruitment and Advertising Plan by the Director of Equity and Diversity and 2) the assignment of a recruitment number.

Step 5: Description of Screening and Selection Process Approval

- a) The Search Committee develops a Description of Screening and Selection Process for each position and forwards it to the Dean or designee for approval. It should contain a clear outline of process and criteria used. Criteria should be objective and measurable.
- b) The following items should be included: The Department acknowledgement letter, screening sheet for Minimum Qualifications, rating sheet for those who have passed the Minimum Qualifications screening, list of questions for telephone interviews (optional), list of questions for on-campus interviews, and list of activities for on-campus interviews.

Step 6: Documentation: Department Action Log

The Department or Search Committee maintains the Department Action Log. (See attached Department Action Log). This log is for department records and is to be copied and forwarded to Academic Personnel as an item on the Tenure-track Checklist submitted with the final appointment file. (See attached Checklist for Tenure-track Faculty Appointments.) Copies of all ads used for recruitment should be attached to the log.

Step 7: Documentation: Tenure-Track Applicant Log

Each department must maintain a Tenure-Track Applicant Log. (**See attached Guide for Tenure-Track Applicant Log**). This log is for department records and is to be copied and forwarded to Academic Personnel as an item on the Tenure-track Checklist submitted with the final Appointment File. There is no standard list, but the department 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

Step 8: Processing Applications in the Department

Upon receipt of an indication of interest in the position, the Department sends the candidate an acknowledgment letter, including:

- a. An SC-1 form (Statement of Preparation and Experience). The SC-1 form may be sent to finalists only, as determined by the department.
- b. A list of the materials needed for a complete application.
- c. The following statement: “CSULB does not discriminate on the basis of disability. 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.”
- d. 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 application materials are received, a file is created for each applicant. The Department must maintain the confidentiality of the files in a secure location in the Department Office throughout the search. All members of the Search Committee are given access to the files.

Tenured and tenure-track faculty who are not members of the Search Committee may view the following materials only: Letter of application, vitae, syllabi, exams, scholarly and creative work. They may not view: Letters of recommendation, SC-1 form, transcript, student evaluation summaries. Lecturers and students are not permitted access to any of the search files or materials. (Note: When open lectures/forums are conducted on campus, it is practice that the vitae is available to all who may attend. Any reference names at the end of the vitae should not be included.)

Step 9: Monitoring the Applicant Pool

The Office of Equity and Diversity monitors recruitment efforts and the applicant pool to ensure a sufficiently large and diverse pool of applicants for each position.

WEEKLY: The Department sends the applicant list of names and email addresses, with the recruitment number and department name at the top, to the Office of Equity and Diversity until the pool is ultimately approved by the Dean. (Submissions are only necessary when there are significant additions to the list.)

The Office of Equity and Diversity sends an email to all applicants and solicits the on-line return of the Confidential Data Sheet.

Step 10: Pool Approval for Screening of Applications

Prior to the initial screening of applications, the applicant pool must be approved by the Dean, in consultation with the Director of Equity and Diversity. The Search Committee may request approval from the Dean of the applicant pool no earlier than thirty days after the first publication of the position announcement.

Step 11: Screening of Applicants

- a) The Search Committee conducts an initial screening of applicants to determine those who meet Minimum Qualifications, as detailed in the position description. All applicants who pass this initial review will be given further consideration.
- b) Adhering to the criteria and procedures outlined in the Description of Screening and Selection Process, the Search Committee then conducts a screening of those who have passed the Minimum Qualifications screening.

Step 12: Telephone Interviews (Optional)

The Search Committee may choose to identify a list of semi-finalists for telephone interviews. This list, including a brief description of each candidate with highest degree and current employer, is forwarded to the Dean for approval. A common set of questions will be developed by the Search Committee to be used for all candidates. If not already included in the original Description of Screening and Selection Process, this list must be approved by the Dean or designee.

Step 13: On-Campus Interviews

The Search Committee may choose to forgo telephone interviews and proceed directly to on-campus interviews. The list of finalists for on-campus interviews, including a brief description of each candidate with highest degree and current employer, is forwarded to the Dean for approval. Upon approval by the Dean, the Search Committee invites candidates for on-campus interviews. Reasonable accommodation will be offered to any candidate(s) with disabilities, as needed.

Transcripts (copies accepted) and SC-1 forms will be requested of all finalists. (Note: an official transcript will be required when an appointment file is forwarded to the Provost.)

Each candidate interviewed on campus will participate in a similar list of activities. This list includes, at a minimum, interviews with the Search Committee, the Department Chair, the Dean, and a representative of the Provost's office. The complete list of activities, including classes, lectures, or other presentations during the on-campus visit, is to be included in the Department's Description of Screening and Selection Process.

Step 14: Recommendation for Appointment

Following the on-campus interview, the Search Committee should solicit input from faculty members not on the Search Committee. Gathering of student input is encouraged.

The Search Committee meets and tries to reach a consensus on which, if any, candidate(s) to recommend for appointment. Documentation of discussion and reasons for decisions is maintained by the Search Committee. If consensus cannot be reached, a majority vote will be used to make the decision.

The Chair of the Search Committee meets with the Department Chair and provides a written evaluation of each candidate, with copies to the Search Committee. This evaluation could include a request for appointment, including years of service credit and a recommendation for rank, if negotiable. The Department Chair forwards the Search Committee's original recommendation to the Dean, attaching a separate assessment/recommendation.

The Dean or the Department Chair will contact the finalist's most current employer to obtain an evaluation of qualifications and will provide a written statement about the results of the verbal conversation, including the date and name of the contact.

Once a first choice candidate has been identified, the Dean or the Department Chair will contact that candidate to notify him/her of intention to recommend for appointment. The Dean will then forward to the Provost an Appointment File, which includes the following: 1) recommendation letter from the Dean outlining the specifics of the offer, 2) Personnel Transaction Form (PTF) prepared by the department office, and 3) complete Appointment File prepared by the Department, including the Checklist for Tenure-track Faculty Appointments, Department Action Log, Tenure-track Applicant Log, and Description of Screening and Selection Process document.

Step 15: Equity and Diversity Oversight

In addition to the general monitoring process, each year the Director of Equity and Diversity will select one or two of the Colleges and conduct a heightened review of their searches. Early in the recruitment process, and before approval of the Description of Screening and Selection Process, the Director will inform the Dean(s) that their College has been selected.

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 Proposition 209 and to prevent discrimination on the basis of any protected class status, including race, gender, sexual orientation, national origin, religion, age, or disability. The Director will work closely with Colleges and Departments and offer support in an effort to produce significantly diverse and highly qualified applicant pools.

The Director will review the application letters and vitas of the following applicants:

- 1) Those selected by the committee who have met the minimum and at least some preferred qualifications, normally 8-12 applicants
- 2) Semi-finalists selected for telephone interviews
- 3) Finalists selected for on-campus interviews

It is understood that some departments may not conduct telephone interviews. However, before contacting individuals for either telephone or on-campus interviews, approval must be obtained from the Director. The Director's 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 16: Retention of Search Files

The Department shall maintain a copy of the College Search Protocol, Position Description, Recruitment and Advertising Plan, Description of Screening and Selection Process, Department Action Log, and Tenure-track Applicant Log. These documents and all applications, rating sheets, and correspondence to applicants are kept for three (3) years. If these documents are on computer they should 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.

Candidate materials: Photocopied materials, curriculum vitae, transcripts, and letters of recommendation shall all be archived in the Department Office for three years. It is mandatory that these files be secured in a confidential and secure area within the Department.

2) Flyers are sent to all colleges and universities with historically predominant enrollment of underutilized/targeted groups. **(Keep documentation lists)**

1) The position is publicized and aggressive recruiting carried out through other faculty efforts as well. Emphasis is placed upon recruitment of applicants from targeted groups through networking conducted by the Search Committee and department faculty. **(Keep documentation: List of calls and/or print-out of emails)**

Dean

Date

Equity/Diversity Director

Date

_____ Appointment file sent to College Office with Department Action Log



Office of Academic Personnel
<http://csulb.edu/aa/personnel> 562-985-4128

Guide for Tenure Track Applicant Log

9/7/05

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

Applicant Log – 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 Log 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 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.



Office of Academic Personnel
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Checklist for Tenure-Track Faculty Appointments

9/7/05

Faculty
Name _____

Recruitment # _____

Department _____

1. Personnel Transaction Form [PTF] *[Completed by department]*
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
 - Description of Screening and Selection Process document

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