



Tenure Track Librarian Search Protocol

10/11/2005

1. Decision of Hiring Authority to Recruit

The Dean of Library Services and the Provost/Senior Vice-President for Academic Affairs concur on the need to initiate recruitment because of staffing needs generated by librarian attrition, sabbatical leave absence, and/or assigned time.

2. Development of Position Description

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, 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 with the signed position description(s). A review of the Library affirmative action goals/action plan in relation to the requested position is conducted at this time by the Dean or designee.

The Provost forwards approval memo to Dean of authorized positions.

3. Development of *Recruitment and Advertising Plan*

The *Recruitment and Advertising Plan* (Attachment B) is prepared by the Dean or his/her designee; it addresses the specific measures to be undertaken in the current recruitment to inform and attract a diverse pool of qualified applicants. After being elected, the search committee will be provided with a copy of this document and given the opportunity to propose amendments. The search committee in conjunction with all appropriate personnel and offices also will develop and recommend other details of the search process, selection criteria, and evidence to be assessed for each criterion for the recruitment, based upon the position description.

4. Search Committee Selection

The Dean requests the Chair of the Library Faculty to initiate the election of a search committee from among the tenured library faculty. Probationary faculty may serve at the discretion of the department.

Concurrent with review and approval of the position description by the Associate Vice President, Academic Personnel, and 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 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.

5. Processing Applications

Upon receipt of an indication of interest in the position, the Library Office 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, which may not be removed from the Library Administrative Office.

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.

With approval of the Office of Academic Personnel some reference checks and resubmission of documentation may be waived for candidates who have been employed by the University Library within the immediate preceding three-year period

6. Candidate Pool

The candidate pool is referred periodically to the Office of Equity and Diversity by the Library Administrative Office for analysis. The candidate pool and the recruitment effort then are reviewed by the Dean (or his/her designee) with reference to the library's Equity and Diversity goals and Recruitment and Advertising Plan. The Dean determines whether the pool is acceptable for initial and subsequent appointments.

7. 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.

8. Approval of Interview Pool

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

9. 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.

10. 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.

11. 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.

12. Recommendations of the Search Committee

The search committee will determine from the interviews which candidates will be recommended to the Dean for appointment. The candidates forwarded may or may not be ranked. The strengths and weaknesses of each candidate will be identified in the committees' recommendations. The committee may also, if it wishes, offer a recommendation regarding appointment salary step.

13. Final Selection by the Dean of Library Services and Appointment Letter

The Dean will review the committee's recommendations, seek further information as necessary, and will make the verbal offer of appointment. The official appointment letter will be signed by the Provost.

Attachments:

Guide for Tenure Track Applicant List
Checklist for Tenure Track Faculty Appointments
Department Action Log



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.

