



CALIFORNIA STATE UNIVERSITY, LONG BEACH

THE OFFICE OF FACULTY AFFAIRS

For Your Reference ONLY
Checklist for Tenure-Track Faculty Appointments
(Recruitment Documents to Upload in PageUp)

Candidate Name		Job Number	
Department		Search Year	

☐ **1. Recommendation-Evaluation**

Written recommendation and appraisal of candidate's teaching effectiveness, scholarly and creative activities, and University/community service as described in the position description from:

☐ **1a.** Department Chair and/or Department Committee with copies to committee members.

(Per Tenure-Track Search Protocol: Committee prepares a written memorandum that includes an analysis of each candidate, including a statement regarding their potential to be successful with our diverse student population.)

☐ **1b.** College Dean, with copy to chair.

[To be included in the appointment letter: rank, salary, one or two years prior service credit (if any), assigned time, start-up funds, moving expenses, and other specifics such as Visa for work authorization, as appropriate.]

☐ **2. Current/Most Recent Employer Reference**

Statement from the Dean or Chair summarizing the oral evaluation of the tenure-track candidate's qualifications from his/her most recent employer.

[Include date, name and title of individual providing the information.]

☐ **3. Terminal Degree Requirement**

☐ **3a.** Letter from University official, if degree requirements completed and when degree will be awarded. [ABD candidate shall submit a degree completion letter from the institution verifying anticipated degree completion and conferral date of degree]

☐ **3b.** Official Transcript or Certified copy of diploma, if transcript is not available from the institution.

Foreign degrees **must** be evaluated by the Center for International Education (CIE) for U.S. degree equivalency (include evaluation from CIE with appointment file).

[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 Faculty Affairs.]

☐ **4. Reference**

Summary of References. For Department opted-in for live or verbal references

(Department who **elected** for confidential letters of recommendation **does not submit a summary** of references. Letters are reviewed in the candidate's online file)

All search documents during and following the search are confidential.

☐ **5. Department Action**

☐ **5a.** Recruitment and Advertising Plan – Approved by Equity and Compliance

☐ *Attachment shall include copies of **ALL** actual advertising efforts – as it appeared on print/publication, websites, etc.*

☐ **5b.** Screening and Selection Process – Approved by Dean

☐ *Attachment shall include all 5 documents*

☐ **5c.** Search Committee Chair's request for Dean's approval of applicant pool with copy to Equity and Compliance

☐ **5d.** Copy of Dean's approval of semi-finalists (e-mail request from Search Committee Chair shall be included)

☐ *Attach list of semi-finalists*

☐ **5e.** Copy of Dean's approval of finalists for On-Campus/On-Zoom Interviews (e-mail request from Search Committee Chair shall be included)

☐ *Attach list of finalists*

☐ **6. Department Action Log: Additional Information FORM**

Please complete **all** relevant recruitment information

All search documents during and following the search are confidential.