



CALIFORNIA STATE UNIVERSITY, LONG BEACH

THE OFFICE OF FACULTY AFFAIRS

Tenure-Track Search Screening and Selection Checklist (Upload to PageUp)

Position-Specialization		
College/Department		Job Number #

This signed *Checklist* must be completed for each recruitment and upload in PageUp before the Dean gives pool approval to search committee to begin review of applicant files.

All five (5) documents cited below **must be attached** with the *Checklist*.

☐	1. Required Qualifications Rating Sheet [Items must be taken <u>directly</u> from the Position Description.]
☐	2. Preferred Qualifications Rating Sheet [Items must be taken <u>directly</u> from the Position Description.]
☐	3. Electronic Interview Questions (for Semi-Finalists) Questions must be approved by the Dean in consultation with the Provost or Designee. [The list of candidates must be approved by the Dean.]
☐	4. On-Campus Interview Questions (for Finalists) Questions must be approved by the Dean in consultation with the Provost or Designee. [The list of candidates must be approved by the Dean in consultation with the Provost.]
☐	5. On-Campus Visit Activities Each finalist interviewed on campus will be scheduled to participate in a schedule of similar activities. This schedule shall include, at a minimum, a meeting with the Search Committee, with the Department Chair, and with the Dean. Additional standard activities typically include such activities as a presentation of a research seminar to the faculty, teaching an undergraduate class, dinner with members of the Search Committee, campus tour, etc. [The list of finalists as well as the list of activities must both be approved by the Dean.]

Dean Signature

Date