



CALIFORNIA STATE UNIVERSITY, LONG BEACH

THE OFFICE OF FACULTY AFFAIRS

TENURE-TRACK SEARCH PROTOCOL

Overview

California State University, Long Beach is committed to recruiting highly qualified, diverse faculty, in support of student success and to reflect diverse student population. The purpose of this protocol is to outline the procedures and responsibilities for a successful tenure-track search, assure equity and fair treatment for all applicants, and provide guidance to Search Committees, Department Chairs/Directors, Deans, and Faculty Affairs to ensure all processes meet regulatory and policy requirements.

Search Process: Roles and Responsibilities

The Deans, Department Chairs, Department Search Committees, Faculty Equity Advocate college representatives, and the Office of Equity and Compliance are responsible for ensuring that the evaluation/assessment of all candidates is equitable and consistent in all stages of the recruitment, including documented processes and verifiable evidence. Listed below are the general roles and responsibilities.

Role of the Dean

- Ensures process is implemented in compliance with the Collective Bargaining Agreement (CBA) and with campus recruitment policies and procedures
- May review files at any stage of the search process
- Makes recommendation/requests to the Provost
- Reviews and approves position description
- Reviews recruitment and advertising plan
- Reviews and approves evaluation criteria
- Reviews and approves applicant pool
- Reviews and approves list of semi-finalists
- Reviews and approves list of finalists
- Reviews files of all finalists
- Meets with all on-campus finalists
- Recommends appointment of final candidate to the Provost
- Maintains strict confidentiality concerning all information received, reviewed, and discussed

Role of the Department Chair

- Ensures process is implemented in compliance with the CBA and with campus recruitment policies and procedures
- May review files at any stage of the search process
- May consult with the Dean throughout the process

- Monitors the recruitment process and keeps it moving in a timely manner
- Facilitates the election of the Department Search Committee
- May collaborate with the Search Committee to develop the position description and recruitment and advertising plan
- Maintains strict confidentiality concerning all information received, reviewed, and discussed

Role of the Department Search Committee

- Ensures process is implemented in compliance with the CBA and with campus recruitment policies and procedures
- Participates in training facilitated by the Office of Equity and Compliance (OEC)
- Proactively recruits and advertises the position announcement
- Screens applicants to determine which meet required qualifications
- Evaluates candidates using approved Screening and Selection process
- Solicits feedback from all tenured and tenure-track faculty and takes that feedback into consideration when evaluating candidates and recommending finalists
- Submits finalists' recommendation to the Dean
- Follows established protocol throughout the search
- Maintains strict confidentiality concerning all information received, reviewed, and discussed

Role of the Faculty Equity Advocate (FEA)

- May participate in training facilitated by Faculty Affairs and the Office of Equity and Compliance (OEC)
- Reviews position description and makes recommendations, if any
- Reviews recruitment and advertising plan and makes recommendations, if any
- Reviews evaluation criteria and makes recommendations, if any
- Reviews applicant pool in various stages (e.g., Initial, Semi-Finalists, and Finalists pool)
- Follows established protocol throughout the search
- Maintains strict confidentiality concerning all information received, reviewed, and discussed

Role of the Office of Equity and Compliance (OEC)

- Ensures process is implemented in compliance with campus recruitment policies and procedures
- Ensures that all relevant federal and state laws and court decisions related to recruitment are addressed in the recruitment process
- Provides information on fair employment practices
- Facilitates training for the Department Search Committee
- Provides support/resources in appropriate distribution of the position description
- Reviews and approves the recruitment and advertising plan
- Evaluates diversity of the pool in relation to the recruitment
- Reviews and approves the applicant pool
- Maintains strict confidentiality concerning all information received, reviewed, and discussed

Resources and Related Policies

- CBA Article 12: Appointment
- CBA Article 13: Probation and Tenure
- CBA Article 20: Workload
- Academic Senate Policy 19-19: Nepotism Policy

Step 1: Tenure-Track Search Authorization Request and Approval

The Provost initiates the tenure-track search authorization process with a “Call For Requests” to the Deans to submit requests for authorizations for tenure-track searches for the upcoming academic year. Each college submits requests, with justifications/rationales as requested by the Provost. The Provost consults with the Deans as needed and provides formal notification of those positions that are approved for recruitment.

Step 2: The Search Committee

The elected Search Committee with a minimum membership of three faculty is established consistent with department procedures and within the requirement that tenured and tenure-track faculty members are elected to serve on Search Committees. (College or Department Constitution/Bylaws shall not apply in electing tenure-track Search Committee). In addition:

- Department faculty are encouraged to assemble a diverse Search Committee through their election process in line with the University’s goal of diversity, equity, inclusion, and access.
- FERP faculty may be elected if they teach both fall and spring semesters. FERP faculty are eligible to vote to elect the Search Committee during their teaching semesters. However, FERP faculty *may not* volunteer to serve. All Search Committee members must be elected.
- Faculty on sabbatical or difference-in-pay leave may serve on a Search Committee if they are willing and available both semesters. Faculty must submit a “A Sabbatical/Difference-in-Pay Exception to Conditions of Leave Form”, approved by the Provost, to serve.
- A list of the members of the Search Committee is forwarded to the Dean's Office. Normally, a Department Chair shall abstain from being a Search Committee member.
- Members of the Search Committee shall be finalized prior to the first convening meeting.

The Dean (or Designee) will convene each Search Committee meeting to discuss search procedures and to ensure that the process focuses on hiring faculty members who will be able to support the success of our diverse student body. The Search Committee Chair is also elected at this time.

During the first Search Committee meeting, members of the Search Committee are expected to participate in the workshops provided by Faculty Affairs and the Office of Equity and Compliance for an overview and information on Search Committee responsibilities, confidentiality, and best practices and compliance guidelines for Diversity, Equity, Inclusion, and Access.

Step 3: The Position Description (PD)

Using the PD template provided by Faculty Affairs (*Attachment A*; also available online [Faculty Affairs: Recruitment Resources](#)), and consistent with department procedures, the department, in collaboration with the Search Committee and the Faculty Equity Advocate college representative(s), develops a Position Description (PD) specific to the requirements of the position. The Department Chair and Search Committee Members are encouraged to consult the document “Quick Guidelines: Creating, Reviewing, Developing Position Description” (*Attachment B*; also available online [Faculty Affairs: Recruitment Resources](#)) when developing the PD. The PD includes the following: Effective date, rank, anticipated salary hiring range, required qualifications, preferred qualifications, duties, required

applicant documentation, date when review of applications will begin, and the contact information, including phone/email, for the person who should be contacted for information regarding the search.

Departments should be cognizant of the following when developing the PD:

- Departments are encouraged to develop broadly defined position descriptions, where appropriate or feasible. A PD with two or more areas of specialization tends to attract a larger and more diverse applicant pool.
- All PDs will include, as part of the required documentation from applicants, a Student Success Statement about their teaching or other experiences, successes, and challenges in working with a diverse student population. **Note:** Department/College may develop a separate rubric for the Student Success Statement.

Once the PD is finalized within the department, it is signed by the department chair and then submitted to the Dean for review. After consultation and revision, as needed, the Dean signs the PD and forwards it to Faculty Affairs for review. Please note that **each** PD must be assigned an active position number (from PeopleSoft) for the appropriate position and department prior to forwarding it to Faculty Affairs for review. The position number is essential to initiate posting in [PageUp](#).

Faculty Affairs (FA) reviews the PD and may request clarification and/or revision from the department and/or college. After review and approval of the PD by Faculty Affairs:

- FA emails the approved PD (with a Job Number), with required revisions indicated (if needed), to the College. FA also provides the Application Configuration Form (ACF) (*Attachment C*; also available online [Faculty Affairs: Recruitment Resources](#)) for the Department/Department Search Committee Chair, and College Dean (or Designee) to complete, review and/or approve. The ACF is required to be submitted for every recruitment prior to posting/advertising the position. The purpose of the ACF is for FA to configure the recruitment online application in [PageUp](#).
- The College returns the final PD and AFC electronically to FA with all required revisions completed.
- The final PD is published in [PageUp](#).

Step 4: The Recruitment and Advertising Plan (R&A Plan)

Using the R&A plan template provided (*Attachment D*; also available online [Faculty Affairs: Recruitment Resources](#)) as well as other recruiting resources provided by the Office of Equity and Compliance (OEC), the department, in consultation with the Search Committee and Faculty Equity Advocate college representative(s), develops a Recruitment and Advertising Plan (R&A Plan) and may submit it to the Dean (or Designee) for review as an option.

The R&A Plan is forwarded to the OEC for review and approval. The OEC may require consultation and/or revision prior to approval. The position may not be advertised before approval of the R&A Plan by the OEC and the approval of the PD by Faculty Affairs.

NOTE: The R&A Plan should be submitted to the OEC while the position description approved by the Dean is submitted to FA.

The R&A Plan must include a list of **specific** efforts by the Search Committee and the department to attract the most robust and diverse pool of highly qualified applicants. The R&A Plan includes **specific identification** of recruitment announcements and other activities that the department will provide. The following are general categories within which specific examples are to be provided on the R&A Plan.

The Department Responsibilities

- Advertises in discipline-related professional association publications, newsletters, professional associations used by academicians within the discipline; sends the job announcement to professional associations and e-mails representatives from the Latine/x, African American/Black, and Asian American caucuses, the feminist/women's caucuses, and the LGBTQ+ caucuses within these professional associations.
- Sends an announcement to each institution of higher education in the United States granting doctorates and to institutions with outstanding graduate and undergraduate programs in the discipline.
- Posts announcements at discipline-related local, regional, and national conferences and identifies which individual faculty will be in attendance.
- Sends announcements electronically to professionals whose names appear on a variety of e-mail directories related to the discipline.
- Undertakes recruitment activities designed to target potential candidates from underrepresented/minoritized groups.
- Reviews directories of women and ethnic minority doctoral candidates; sends letters and announcements to those individuals pursuing either degrees and/or research appropriate for the position(s).
- Sends announcements to colleges and universities designated as Minority-Serving.
- Identifies potential applicants in targeted groups (with input from department faculty) and encourages their application for the position.

NOTE: The Search Committee and Department/College are expected to complete *all items* identified on the R&A Plan and *to provide documentation of each and upload documents in the DOCUMENT section within [PageUp](#)* as part of the recruitment process. The department must consult with the Dean early in the recruitment process if it is unable to complete any part of the R&A Plan and should provide an explanation of why that information is not provided.

Should the Search Committee or Department include additional recruitment efforts that are not listed on the approved R&A Plan, a separate list of these recruitment efforts must be provided along with proof of advertising.

Step 5: Tenure-Track Search Screening and Selection Checklist (S&S Checklist)

A Tenure-Track Search Screening and Selection Checklist (Attachment E; also available online [Faculty Affairs: Recruitment Resources](#)) must be completed for each position. The signed S&S Checklist (with the five required documents included) must be approved by the Dean and uploaded in [PageUp](#) by the College before the Dean may give the initial pool approval (following consultation with OEC) to the Search Committee to start reviewing applicant files.

The S&S Checklist includes the following five (5) items:

- 1) Required Qualifications Rating Sheet: A “yes/no” rating sheet with items taken directly from the PD.
- 2) Preferred Qualifications Rating Sheet: A rating sheet, typically on a 1-5 scale, with items taken directly from the PD. Rating sheeting may be weighted.
- 3) Electronic Interview Questions for Semi-Finalists: All questions to be used for electronic interviews must be approved by the Dean (or Designee): At least one question that addresses the candidate’s *demonstrated commitment to working successfully with a diverse student population* must be included. The Interview Questions for Semi-Finalists must be approved by the Dean in consultation with the Provost (or Designee).
- 4) On-Campus Interview Questions for Finalists: All questions to be used for on-campus interviews must be approved by the Dean (or Designee): At least one question that addresses the candidate’s *demonstrated commitment to working successfully with a diverse student population* must be included. The on-Campus Interview Questions for Finalists must be approved by the Dean in consultation with the Provost (or Designee).
- 5) On-Campus Visit Activities: Each candidate interviewed on campus will be scheduled to participate in similar activities. This list shall include, at a minimum, a meeting with the Search Committee, a meeting with the Department Chair, and a meeting with the Dean (or Designee). Additional activities typically include a research presentation to the faculty, teaching an undergraduate class, demonstration of other relevant job skills, a meal with members of the Search Committee, campus tour, etc.

NOTE: The Department/College is expected to complete *all items* identified on the S&S Checklist and to *upload the approved documents in the DOCUMENT Section in [PageUp](#)* as part of the recruitment process.

Step 6: Requesting Pool Approval to Begin Review of Applications

The Dean first consults with the AVP of Equity and Compliance for a review of the aggregated data provided as the *Equal Employment Opportunity (EEO)* report. The AVP of Equity and Compliance either recommends approval or recommends additional recruitment strategies. A pool that is insufficiently robust or diverse may result in an additional period of advertising. If the pool is sufficiently robust and diverse, the Dean grants approval and provides written notification to the Search Committee Chair. Should the pool be denied, the Dean shall communicate this to the Search Committee Chair and Department Chair for further consideration and discussion of next steps.

EEO Report: Monitoring of the Applicant Pool

Monitoring or reviewing the applicant pool requires the aggregated data. The aggregated data from the EEO Report is derived from information provided by each applicant with 100% response rate in [PageUp](#). The EEO Report is provided by FA to be reviewed ONLY by the Dean, the AVP of Equity and Compliance, and the AVP of Faculty Affairs on as-needed basis for each recruitment until an appointment is approved. FEA college representatives may review the EEO Report only with permission granted by the Dean. The EEO Report is confidential and **not for distribution**.

Pool Approval by the Dean

After a minimum of thirty (30) days following the first posting of the position description or by the established review deadline as advertised on the PD, the Search Committee Chair may seek the Dean's approval of the initial applicant pool and authorization to begin screening the applications.

A written record of the Dean's approval/denial of the applicant pool must be uploaded in the DOCUMENT section in [PageUp](#) as part of the recruitment process.

If the pool is determined to be insufficient or inadequate, the Dean shall consult with the Provost to determine if the search is to be cancelled.

NOTE: The Screening & Selection Checklist must be approved by the Dean and uploaded in [PageUp](#) by the College before the Dean may give the initial pool approval to the Search Committee to start reviewing applicant files.

Early Pool Access

The College may grant Departments early pool access for recruitments, especially recruitments with anticipated high yield of applications. As part of the condition of "early pool access", the Search Committee members cannot convene a meeting or discuss application files until after the "application to review deadline."

NOTE: Search Committee Members' [PageUp](#) access to recruitment may be delegated to the Department Coordinator/College Coordinator.

Step 7: Processing Applications

As the applications are received, all members of the Search Committee are given [PageUp](#) access to the recruitment to review applications. Search Committee members are given early pool access (if granted by the College) or regular access once the pool is approved. No applicant pool access shall be granted to any Search Committee until the Screening & Selection Checklist is approved and uploaded in [PageUp](#).

Confidentiality

All faculty searches are confidential and, as such, all application files and discussion of the applicants throughout the search process MUST remain confidential. Only Search Committee members may review an applicant's entire file while it is in the general applicant pool or in the semi-finalist (those applicants selected for an electronic interview) group. Once the Search Committee has identified the

finalists (those applicants selected for an on-campus interview), department faculty may review the following items in a finalist's file: (1) the application letter; (2) the CV with personal information redacted; and (3) supplemental materials pertaining to teaching as well as scholarly and creative activity. Faculty members not on the Search Committee MAY NOT review teaching evaluations and reference letters.

Application Acknowledgement E-Mail

Upon receipt/submission of application, an automatic e-mail communication through **PageUp** is sent to applicants acknowledging their interest.

For applicants with an incomplete application, an automated e-mail reminder is sent to applicants to complete their application file by providing any missing documentation as indicated in the position description before the deadline.

The Department Chair, Search Committee Chair, and Dean (or Designee) should consult the Guide to PageUp Communications (*Attachment F*; also available online [Faculty Affairs: Recruitment Resources](#)), provided as support in managing applications, throughout the recruitment process.

Applicant Status Guide: PageUp

The Department/College Coordinator manages the applications primarily using the Guide to Application Statuses (*Attachment G*; also available online [Faculty Affairs: Recruitment Resources](#)). For instance, the initial STATUS of each reviewed applicant shall be changed from “New Application” to either “Meets Required Qualification” or “Does Not Meet Required Qualification” STATUS in **PageUp**. Please consult the Application Status Guide for specific role and/or action based on STATUS.

Step 8: Initial Screening for Required Qualifications

The Search Committee conducts an initial screening of applications via a rating process to determine those who meet the Required Qualifications as identified in the position description. For a national search, at least thirty days should elapse between the announcement of the position and the beginning of initial screening.

The applicant rating process occurs outside **PageUp**. Each member of the Search Committee initially reviews the files independently and completes a ratings sheet for Required Qualifications. In the case of large applicant pools, a sub-committee of the Search Committee may be selected by the Search Committee to complete this initial screening. The sub-committee shall have a minimum of two members. However, any member of the Search Committee may request a reconsideration of an applicant's file determined by the sub-committee not to meet the Required Qualifications. The full committee shall then determine whether that applicant meets expectations and remains in the candidate pool.

Once the Search Committee completes the initial screening, the Search Committee chair provides the results of the screening, (i.e., a list of applicants that meet or do not meet the required qualifications) to the dean (or designee) for approval. After the dean's approval, the list is shared with the Department Coordinator. The Department Coordinator updates the applications, as determined by the

Search Committee and/or the dean. The STATUS of every applicant will be changed from “New Application to “Meets Required Qualifications” or “Does Not Meet Required Qualification” STATUS in [PageUp](#). Please consult the Application Status Guide (*Attachment G*) for specific role and/or action based on STATUS.

Regret E-Mail

An automated regret e-mail is sent to applicants in “Does Not Meet Required Qualifications” STATUS. The e-mail communication is triggered once the applicant’s status changed from “New Application” to “Does Not Meet Required Qualifications.”

Faculty Affairs highly recommends that departments endeavor to update the status of each applicant in the system expeditiously so that the applicants that **do not** meet the required qualifications can be notified in a timely manner and the remaining qualified candidates can move forward in the recruitment process. Please note that not every status requires or generates communication or notification. For instance, an applicant can remain in “Meets Required Qualifications” status until the end of the search process.

Every applicant who “Meets Required Qualifications” will then be reviewed for “Preferred Qualifications.”

Step 9: Screening for Preferred Qualifications and Selection of Semi-Finalists

Selection of semi-finalists from among the candidates meeting Required Qualifications will begin with each member of the Search Committee independently recording their ratings of preferred qualifications as stated in the position description for each candidate on the approved ratings sheet. A group discussion and consensus will identify the recommended semi-finalist pool (typically six to ten candidates), depending on the size of the pool. If consensus is reached, decisions will be made by a majority vote of the Search Committee members. **NOTE:** Semi-Finalists identified by the committee shall have the status of “Prospective Semi-Finalists.”

The list of semi-finalists recommended by the Search Committee, along with their CVs and Student Success Statements, will be forwarded to the Dean for approval. After approval of the candidate list by the Dean and the Provost (or Designee), telephone/virtual interviews with the semi-finalists will be conducted.

Step 10: Semi-Finalists Approval (Final Approval by Provost)

The semi-finalist pool may be approved by the Provost (or Designee) if demonstrated efforts were made toward the goal of recruiting highly qualified, diverse candidates. The semi-finalist pool submitted by Dean to the Provost and AVP Faculty Affairs for approval shall include demographic data on the semi-finalist pool derived from [PageUp](#) (provided by FA) and College level data that includes race, ethnicity, and gender data on Tenure-Track/Tenured faculty and students for all departments that are hiring (provided by the department).

The Provost (or Designee), in consultation with the Dean, will approve the list of semi-finalists based on demonstrated efforts toward the goal of recruiting highly qualified, diverse candidates. The turnaround time for approval is expected to be within 72 hours. Once the semi-finalist pool is approved by the Provost (or Designee), the College uploads documentation of approval of the semi-finalists to [PageUp](#) and updates the status of the approved candidates in [PageUp](#) from “Prospective Semi-Finalists” to “Semi-Finalists – Approved by Dean” status. At this time, the Dean will notify the Search Committee Chair of the approved semi-finalists.

In coordination with the Search Committee Chair, the Department begins to schedule interviews according to the dates/times provided and send notices to candidates via [PageUp](#) or through other means of communication outside the [PageUp](#) system.

Step 11: Interviews of Semi-Finalists

Each candidate must be given an equivalent interview experience. Unless all semi-finalists can participate in a virtual interview, this process must not be offered, and interviews will be conducted by telephone.

All members of the Search Committee will interview each candidate in the semi-finalist pool to assess their level of interest in the position and to obtain further information on the qualifications of the candidate relevant to the search criteria as well as their responses to the student success questions. All candidates will be asked the same set of questions (approved and provided in the S&S Checklist), with follow-up as needed for answers provided.

Each semi-finalist interview will be briefly summarized by the Search Committee Chair in a written memorandum. This memorandum shall not include specific reference to the gender and/or ethnicity of the candidates.

NOTE: Any member of the Search Committee who is not present for an applicant’s interview may not participate in determining whether that applicant is recommended as a finalist.

Step 12: Selection of Finalists and Request for Approval for On-Campus Interviews

Following the electronic interviews of semi-finalists, the Search Committee will identify approximately three to four finalists (provided the size of the pool permits) to recommend for on-campus interviews. The selection of the finalists will be based on further discussion of the qualifications of each of the semi-finalists and will consider the overall result of interviews in that decision. The Search Committee will document the key considerations used to reach decisions on the candidates and the rationale for the recommendation of finalists. The recommendations of the finalists should also include evidence of the process by which the committee determined their selection (to achieve equity, diversity, inclusion, and accessibility goals) and a reflection of their demonstrated efforts to recruit highly qualified candidates from diverse backgrounds.

IMPORTANT: Official transcripts of each finalist shall be requested by the committee and provided to the Department or College prior to interviewing the final candidates (please note that a student issued/copy transcript is considered **unofficial**). A finalist with a foreign degree will need to have that degree evaluated (U.S. degree equivalency) by the Center for International Education (CIE) to confirm that the degree meets the Required Qualifications as stated in the PD.

The Search Committee's recommended finalists will be submitted to the Dean, who will consult with the Provost and AVP Faculty Affairs prior to granting approval of the list. The Dean will submit their rationale for their recommendation of finalists. The expectation is that the Search Committee Chair will be notified by the Dean/College of approved finalists within 48 hours of the Dean submitting its recommended finalists to the Provost and Designee.

Following consultation with the Provost, the Dean may identify additional candidates for interview prior to approving the finalists.

Upon receiving the approval of the Dean and Provost (or Designee), the Search Committee Chair (or Designee) will contact the finalists to invite them for on-campus interviews and to discuss travel arrangements. At that time, the Search Committee Chair will inform each of the finalists that their application will no longer be confidential.

IMPORTANT: Should a finalist(s) decline an on-campus interview or withdraw their application; the committee shall identify additional/new finalists from the semi-finalist pool and/or reviewing additional/new applicants from the pool.

If current CSULB lecturers applied for the position but did not make it to the "on-campus interview" stage, the Search Committee Chair will inform them of this as a courtesy before the list of interviewees is made public.

NOTE: The Dean, in consultation with the Provost (or Designee), is the only approving authority for the finalists for on-campus interviews.

Step 13: Preparing for On-Campus Interviews

Complete Prior to Interviewing Final Candidates:

- Request and review letters of recommendation unless requested earlier in the recruitment.
- Request official transcript of terminal degree. Please note that a student issued/copy transcript is considered unofficial.
- Determine questions to be asked of each reference. Committee is required to document the reference questions for the finalists' references.
- Inform finalists that references, except for current employer, will be checked.
- Request additional references if references are not available or cannot be reached.
- Inquire if reasonable accommodations are needed for campus visit. If yes, notify FA.
- Interviewers are to pay careful attention to those areas of questioning that are not to be initiated by the committee but may be responded to if initiated by the candidate (e.g., candidates may

not be asked if they have children, but committee members may respond and provide information if candidates volunteer that they have children and are interested in information about daycare and local schools).

For each search, a designated individual (i.e., Dean, Department Chair, members of the Search Committee), determined by the Dean, will be assigned the responsibility of checking the finalists' references.

Step 14: Conducting On-Campus Interviews

Each candidate interviewed on campus will be scheduled to participate in similar activities. This schedule shall include, at a minimum, a meeting with the Search Committee, a meeting with the Department Chair, and a meeting with the Dean. The schedule of activities during the on-campus visit is to be included in the S&S Checklist and the activities must be the same for each candidate.

In addition to speaking with members of the department, candidates may wish to talk with faculty who represent a particular affinity group on campus. The Search Committee may contact the OEC or FA to procure the names of willing campus representatives from the relevant groups. Conversations between candidates and affinity group representatives may occur on the day of the interview or, if the faculty member is unavailable, immediately thereafter.

Again, should a finalist(s) decline an interview or withdraw their application or no viable candidate is identified from the finalist pool, the Search Committee, with the approval from the Dean, shall identify additional/new finalists from the semi-finalist pool and/or reviewing additional/new applicants from the pool.

IMPORTANT: Only the Provost and the Dean have the authority to negotiate the terms of an appointment. Under no circumstances should anyone not authorized to negotiate these terms make any promises or offers to a candidate, either verbally or in writing. Matters that might be negotiated by those authorized to do so include compensation, service credit, moving expenses, start-up funding, reassigned time, or other terms of the appointment.

Step 15: Search Committee Recommendation for Appointment to the Dean

The Search Committee may solicit feedback, consistent with department procedures, from faculty, students, and staff who have participated in search activities during the on-campus interviews. After the interviews of all the finalists, the Search Committee convenes to discuss the qualifications of the candidates based on the Committee's assessment of their applications and their performance during the on-campus interviews. The 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. In addition, this memorandum shall not include specific reference to the gender and/or ethnicity of the candidates. The Dean may also request a ranked list provided by the department.

NOTE: Members of the Search Committee who did not attend an on-campus applicant visit must recuse themselves from the final decision on whether that applicant will be recommended for appointment.

The Search Committee Chair copies all committee members and Department Chair on their recommendation to the Dean. The Search Committee Chair may e-mail their recommendation as opposed to a memorandum and ensure that all committee members are copied in the communication. The Search Committee Chair shall also provide a copy of the recommendation to the College to be *uploaded in the DOCUMENT section in [PageUp](#)* as part of the recruitment process.

The Search Committee shall be notified if the Dean rejects their recommendation(s), including the rankings of the finalists (if applicable). Members of the Search Committee will then have a conversation or meeting with the Dean to discuss the Dean's decision and next steps (including the decision to invite additional candidates for on-campus interviews). If agreement cannot be reached, both the Dean and the Search Committee will consult with the Provost (or Designee).

NOTE: The College may establish guidelines on the format and content of the Search Committee's recommendation (for example, articulating strengths and weaknesses of each finalist, whether each finalist is highly recommended/recommended/not recommended, etc.).

Step 16: Dean Recommendation for Appointment to the Provost

The Dean consults with the Provost regarding the finalist recommended for appointment. The Provost and Dean discuss the terms and conditions of the offer. These typically include salary, start-up funding and/or equipment, reassigned time, service credit (if any), additional relocation funding (if any), and any other additional resources or conditions that are to be included in the appointment letter.

NOTE: The Dean must identify at that time candidates who have not yet been conferred the required degree.

The Dean provides proposed salaries to be offered to up to 3 finalists per position in rank order, taking into consideration the current salaries of a comparable faculty rank in the hiring department as well as the qualifications and experience of potential candidates.

The previously submitted demographic data on semi-finalist pool and College level data that includes race, ethnicity, and gender data on Tenure-Track/Tenured faculty and students for all departments that are hiring (provided by the department) will again be reviewed.

Complete Prior to Verbal Offer

The Dean, Department Chair, or Search Committee Chair will obtain permission from the finalist being recommended for appointment to contact their current/most recent employer.

The required current employer reference check: The Dean (or the Department Chair or Search Committee Chair) will contact the finalist's current employer and provide the set of questions used, a written statement summarizing the content of the verbal conversation with the current employer. The statement should include the date of the conversation and the name and title contacted as current employer. The College shall upload this statement in the DOCUMENT section in [PageUp](#) as part of the recruitment process (See Step 17).

Verbal Offer: Top Choice Candidate

Once the terms and conditions of the employment offer are approved by the Provost, the Dean discusses the terms and conditions of the offer to the candidate. These typically include salary, start-up funding and/or equipment, reassigned time, service credit (if any), additional relocation funding (if any), and any other additional resources or conditions that are to be included in the formal offer letter.

Once the verbal offer is accepted, candidate anticipates an e-mail confirming the terms of the verbal offer pending the official formal offer letter. The verbal offer e-mail confirmation shall include “Employment Verbal Offer Condition” (*Attachment H*) as part of the communication.

NOTE: If all approved finalists decline an offer of employment, the Dean may consult with the Search Committee on whether to request that additional semi-finalists be invited for on-campus interviews. The Dean would then consult with the Provost and AVP Faculty Affairs prior to approving any additional candidate(s) for an interview.

Step 17: Submitting the Final Appointment: Formal Offer

Once a candidate has been approved for an offer of employment, all the required documents shall be available for review in the DOCUMENT section in [PageUp](#) as part of the recruitment process. Please consult the Checklist for Tenure-Track Appointment for reference to all the required upload documents to prepare formal offer (*Attachment I*; also available online [Faculty Affairs: Recruitment Resources](#)).

For recruitments with tenure

Eligible tenured faculty in the appropriate department/program vote on tenure for the candidate. Numeric summary of votes shall be submitted to the Dean for inclusion in the file and shall be available for review in the DOCUMENT section in [PageUp](#) as part of the recruitment process.

For recruitments with more than one rank

Eligible tenured faculty in appropriate department/program at same or higher rank can vote on rank for candidate. For example, an Associate Professor can vote on the rank of Assistant or Associate and a Full Professor can vote on the rank of Assistant or Associate or Full Professor. A numeric summary of votes shall be submitted to the Dean for inclusion in the file and shall be available for review in the DOCUMENT section in [PageUp](#) as part of the recruitment process.

Step 18: Notification Letter to Applicants Not Selected for Appointment

After the formal offer is *accepted* by the candidate, the Department Coordinator sends a notification to all other applicants through [PageUp](#). The Search Committee Chair personally notifies all finalists who are not selected. The Department shall update the status of all other applicants in the pool in [PageUp](#) including those who have not received any communication and update on their STATUS as “Search Concluded.”

NOTE: As the search process is confidential, an applicant is not provided with the Committee’s specific rationale for not having been selected.

Step 19: Department Action Log: Additional Information

As part of the recruitment process, the Department completes and uploads the Department Action Log form (Attachment J; also available online [Faculty Affairs: Recruitment Resources](#)) in **PageUp** at the conclusion of the search.

Step 20: Confidentiality and Retention of Search Files – Three Years (3)

Departments must retain copies of the approved *Position Description, Recruitment and Advertising Plan, Tenure-Track Search Screening and Selection Checklist, Department Action Log, and Applicant Lists in paper or digital form*. These documents and all rating sheets, and correspondence to applicants are kept for **three (3) years** prior to purging. Within this three-year period, files are made available to the Office of Faculty Affairs and Office of Equity and Compliance, as requested.

Selected documents (*Recruitment and Advertising Plan, Tenure-Track Search Screening and Selection Checklist, Department Action Log, and Applicant Lists*) are also accessible through PageUp with current retention schedule under review.

REMINDER: All search documents during and following the search are confidential.

List of Attachments

Attachment A: Tenure-Track Position Description Template

Attachment B: Quick Guidelines: Creating, Reviewing, Developing Position Description

Attachment C: Application Configuration Form

Attachment D: Recruitment and Advertising Plan

Attachment E: Screening and Selection Checklist

Attachment F: Guide to PageUp Communications

Attachment G: Guide to PageUp Application Statuses

Attachment H: Employment Verbal Offer Condition

Attachment I: Checklist for Tenure-Track Faculty Appointment

Attachment J: Department Action Log Form

CALIFORNIA STATE UNIVERSITY, LONG BEACH
Tenure-Track Position Opening

Job Number: To be provided by Faculty Affairs

Position Number* (from CMS Position Management -provided by College):

***required to post the position in PageUp**

Position: Rank Professor of XXX

Effective Date: August 17, 2026 (Fall Semester)

Salary Range: The Assistant Professor (Academic Year) classification salary is \$0,000 to \$00,000/per month (12 monthly payments per academic year). The anticipated hiring range is \$0,000 to \$0,000/per month. Salary offered is commensurate with qualifications and experience.

Application Deadline: Review of applications to begin Month Day, Year. (allow a minimum of 30 days from date posted) Position opened until filled (or recruitment canceled).

California State University, Long Beach ([CSULB](#)) is a Hispanic Serving Institution (HSI) and an Asian American and Native American Pacific Islander-Serving Institution (AANAPISI). CSULB earned the prestigious Seal of Excelencia in 2023, joining a distinctive group of colleges and universities who have been recognized for its commitment to Latine/x student success. CSULB is committed to serving diverse students and has established and actively supports the Black Excellence Collegium, dedicated to promoting Black excellence and advancing Black Student Success, and El Concilio for Latinx Success at the Beach, whose mission is to build capacity and promote inclusive servingness across initiatives and efforts for the benefit of all students. The President's Equity & Change Commission is dedicated to achieving inclusive excellence in our community and culture and throughout the university. [CSULB's Beach 2030](#) University Action Plans prioritize engaging all students; expanding access to higher education; promoting intellectual achievement; building community; and cultivating resilience.

College of XX
Department of XX

Required Qualifications:

Degree level and subject area/specialization. Degree at time of application or official notification of completion of the doctoral degree by August 1, 202X

Demonstrated potential/effectiveness/excellence for teaching and related areas such as research, scholarly and creative activities, etc.

Demonstrated commitment to working successfully with a diverse student population, including low socioeconomic and first-generation students.

Preferred Qualifications:

Additional/specific qualifications or experience or demonstrated potential/effectiveness/excellence standard in teaching, research scholarly and creative activities, etc.

Experience successfully working with populations demographically and/or socioeconomically similar to the CSULB student body.

Experience mentoring or supporting students using inclusive and culturally relevant teaching strategies in a diverse classroom.

Duties:

[Teach...](#) [] (Mode of instruction may include in-person, hybrid, online, and/or any combination thereof.)

[Responsible for/engage in/etc. as appropriate](#)

CSULB seeks to recruit faculty who enthusiastically support the University's strong commitment to the academic success of all of our students, including students with disabilities, students who are first generation to college, veterans, students with diverse socio-economic backgrounds, and students of diverse sexual orientations and gender expressions. CSULB seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the People of California, to maintain the

excellence of the University, and to offer our students a rich variety of expertise, perspectives, and ways of knowing and learning.

College and/or Department Distinctions – INSERT HERE

Information on excellent benefits package available to CSULB faculty is located here: [CSU Employee Benefits](#)

How to Apply - Required Documentation:

- A Student Success Statement about your teaching or other experiences, successes, and challenges in working with a diverse student population (maximum two pages, single-spaced). For further information and guidelines, please visit: [Student Success Statement](#)
- Letter of application addressing the required and preferred qualifications
- CV
- Names and contact information for three references (to be contacted for **a**) verbal references **or b**) confidential letters of recommendation [Select ONE Option] should you reach the **a**) semi-finalist **or b**) finalist stage
- [Any additional documentation\(s\) required by the department](#)
- **Finalists** should be prepared to submit an official transcript (e-transcript preferred, if available)

How to Apply: Click Apply Now icon to complete the CSULB online application

Requests for information and process should be addressed to:

[\[Contact Name\]](#), Title
California State University, Long Beach
Department of [XXX](#)

[Telephone Number and/or E-Mail](#)

Requests for information about the position should be addressed to:

[\[Contact Name\]](#), Title
[Telephone Number and/or E-Mail](#)

EMPLOYMENT REQUIREMENTS:

A background check (including a criminal records check and telephone reference check with most recent employer) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

Pursuant to the CSU Out of State Employment Policy, hiring employees to perform CSU-related work outside of California is prohibited effective January 1, 2022. By prohibiting employment outside of California, the CSU also prohibits hiring and retaining employees working permanently from a business location outside of the United States. Exceptions to the Policy are limited to approved and documented purposes for conducting CSU business outside of California.

All employees who assign and/or oversee work are responsible for ensuring that compliant work

controls and procedures consistent with Federal, State and local regulations and University policies are implemented and maintained to provide for the protection of individuals and to safeguard the environment. Everyone is expected to comply with applicable Environmental Health and Safety regulations and University policies, programs and procedures. For more information, the systemwide policy can be found at <https://calstate.policystat.com/policy/18172024/latest/> and questions may be sent to Environmental_Health_Safety@csulb.edu.

The CSU strongly recommends that all individuals who access any in-person program or activity (on- or off-campus) operated or controlled by the University follow the COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications and comply with other safety measures established by each campus. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to fahr@csulb.edu.

All university program and activities are open and available to all regardless of race, sex, color, ethnicity, or national origin. Consistent with CSU's Nondiscrimination Policy, as well as state and federal law, CSULB provides equal opportunity in education and employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity or national origin. To access CSULB's full statement on Equal Opportunity and Excellence in Education and Employment, please visit [Equity & Compliance](#).

Quick Guidelines

Creating, Reviewing, Developing Position Description

Committee

- The designated Faculty Equity Advocate (FEA) representative(s) in your College should be part of the conversation with the search committee members in developing the position description
- Elect diverse committee members
- For position that is interdisciplinary, Department may consider electing a committee member outside the Department with Dean's approval

Tenure

- Will the Department consider or is it possible to offer tenure for candidates who may seek tenure? This is open for negotiation if it is indicated on the position description.

Students

- Does the position description reflect who you are seeking to be effective at preparing our students?
- How are our values integrated as opposed to any other comprehensive university? Going beyond branding.
- Communicates the nature of our students and their aspirations to potential candidates
- Framing the position to attract candidates who supports diverse student populations

Qualifications

- The required and preferred qualifications should be considered in the *Required Documents* section of the application process to attain more information from each candidate that is relevant and informative. Request evidence of work, student evaluations, research paper sample, research statement.
- Order of importance when listing qualifications
- The committee can request letters of recommendation at any stage of the recruitment. To further leverage the recommendation letters, the committee may specify or have preference of topic, area of interest, candidate's work from academia, background, and contribution to the field
- Opportunity to review current and future directions that are developing within the discipline/specialization area
- Each qualification is directly related to functions of the position
- Align with your rubrics and interview questions
- Too many required qualifications may narrow a pool
- Identify specific course(s) relevant to success in the position
- Members of the committee have common interpretation of the criteria including the weight of each criterion to allow for consistent strategies for evaluating candidates

Recruitment and Advertising Plan

- Have a specific plan for networking, broad outreach, and specific actions to widen the pool. If possible, assign each member of the committee for specific recruitment efforts. What worked? What did not work? Any changes to implement? Unexpected and expected outcomes of previous recruitment efforts.

APPLICATION CONFIGURATION FORM ACADEMIC RECRUITMENT YEAR: 2025-2026

Job Number: _____

RECRUITMENT INFORMATION

Department: _____

Job Title: _____

CONFIGURATION DETAILS

Faculty Affairs requires a letter of application, curriculum vitae, three references, and a student success statement from every applicant in order to submit an online application for a tenured/tenure-track position via CHRS Recruiting in PageUp. Departments may require additional discipline specific materials as part of the application process.

Instructions:

1. Please list all application materials in the table below.
2. For each item, designate the status (Required, Optional, or If Applicable). The status will display next to each item within the online application.
3. For materials designated as "Required," please indicate if the item(s) should be configured in the application as "System Required." If "Yes," this configuration prevents the applicant from submitting any portion of the application without uploading the "System Required" item(s).

APPLICATION MATERIALS		Status	System Required
			Yes or No
1	Letter of Application	Required	Yes
2	Curriculum Vitae	Required	Yes
3	Student Success Statement	Required	Yes
4	Three References	Required	Yes
5			
6			
7			
8			
9			
10			

Search Committee Chair - Signature	Date	Dean/Associate Dean/Designee - Signature	Date



TENURE TRACK RECRUITMENT & ADVERTISING PLAN

Department
Position
Search Year
Recruitment No.

Step 1: The Search Committee meets and develops its Recruitment & Advertising Plan (R&A) for review and approval from Equity & Compliance. Faculty Affairs **must first approve** the Position Description (PD) before OEC can approve the R&A plan.

Step 2: Once the PD is approved, the Recruitment & Advertising Plan (R&A) will be reviewed by Equity & Compliance for approval.

Department Responsibility for Inclusion Recruitment Efforts:

-IMPORTANT-

The department is expected to ***complete all items*** identified on the R&A Plan and ***to provide documentation of each activity*** with the final appointment file that is provided to Faculty Affairs at the end of the recruitment process.

If the department is unable to complete any part of the R&A Plan, please submit a revised R&A. Should the Department include additional recruitment efforts that are not listed on the approved R&A Plan, a separate list of these recruitment efforts must be provided along with proof of advertising.

Below are examples of recruitment strategies your committee may consider using to ensure inclusive and thorough outreach. **IMPORTANT: For auditing purposes, please make sure to DELETE and EDIT any recruitment actions taken. Only items your committee will be completing should remain on this R&A Plan.** For each strategy you choose to implement, ***be sure to document the specific sources, names, dates, and other relevant details, as this documentation may be required for future reference or audit/compliance reviews.***

EXAMPLES TO EDIT AND CUSTOMIZE BELOW:

- **Advertising Sources:** List all sources and dates where the position is advertised. This may include professional association publications, newsletters, and email listservs. Share the job posting with caucuses that focus on specific communities or identities (e.g., Latino, African American, Asian American, women's, LGBTQ+) within those associations.
- **List of institutions:** Sends announcement to each institution of higher education in the United States granting doctorates and to institutions with outstanding graduate and undergraduate programs in the field.
- **Conference Outreach:** Announce the position at relevant local, regional, and national conferences. *Include the names of faculty attending and distributing the posting.*



- **List of e-mail directories or recruitment communications to specific individuals:** The position announcement is mailed electronically to individuals listed in professional directories relevant to the field or department.
- **Chancellor's Doctoral Incentive Program (CDIP):** *CDIP prepares doctoral students from across the nation for careers as CSU faculty. To share job opportunities with CDIP fellows, please post your job opportunities on LinkedIn and tag CDIP ([linked here](#)). You can also reach out to the program staff directly at cdip@calstate.edu and the faculty director at cdipdirector@calstate.edu to explore additional opportunities to promote your posting.*
- **Announcements sent to colleges and universities designated as Hispanic Serving Institutions (HSI) or with significant Hispanic enrollment** indicate mailings to all targeted groups — i.e., those from which there is underutilization — such as historically black colleges and universities, colleges with predominantly female enrollment, etc.
- **Identify specific recruitment efforts:** 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.

University Recruitment Response: (No Committee Action Needed) Faculty Affairs completes the following compliance recruitment efforts for all Tenure Track recruitments:

- **Submits each college-wide tenure-track announcement in *The Chronicle of Higher Education***
- **Places position announcement on the following web sites:**
 - Faculty Affairs <http://www.csulb.edu/faculty-affairs/employment-opportunities>
 - CSU Careers <http://csucareers.calstate.edu>
 - Vitae (Chronicle of Higher Education) <https://chroniclevitae.com>
 - Higher Ed Jobs www.higheredjobs.com
 - Hispanic Association of Colleges and Universities (HACU) www.hacu.net
 - Blacks in Higher Ed www.blacksinhighered.com
 - Native Americans in Higher Ed www.nativeamericansinhighered.com
 - LGBT in Higher Ed www.lgbtinhighered.com
 - Women and Higher Ed www.womenandhighered.com
 - Cal Jobs Service EDD <http://www.caljobs.ca.gov>

Please include the following Equal Employment statement in position announcements:

"All university program and activities are open and available to all regardless of race, sex, color, ethnicity, or national origin. Consistent with CSU's Nondiscrimination Policy, as well as state and federal law, CSULB provides equal opportunity in education and employment without unlawful discrimination or preferential



CALIFORNIA STATE UNIVERSITY

LONG BEACH

Office of Equity & Compliance

treatment based on race, sex, color, ethnicity or national origin. To access CSULB's full statement on Equal Opportunity and Excellence in Education and Employment, please visit [Equity & Compliance](#)."

Submit completed R&A plan to:

Larisa Hamada, Assistant Vice President, Office of Equity & Compliance

E-mail: OEC@csulb.edu

Office: 562-985-8256 Fax: 562-985-5982

FND 160

Assistant Vice President, Equity & Compliance

Date

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

Position-Specialization		
College/Department		Job Number #
This signed <i>Checklist</i> 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. <u>All five (5) documents</u> cited below <u>must be attached</u> with the <i>Checklist</i>.		
☐	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

GUIDE TO PAGEUP COMMUNICATIONS

RECRUITMENT STEP	PAGEUP APPLICATION STATUS	COMMUNICATION RECIPIENT	EMAIL COMMUNICATION TO RECIPIENT
Application Received	New Application	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Thank you for your recent application for the position of {JOBTITLE}, Job Number {JOBNO} at California State University, Long Beach. Your application will be reviewed and assessed in line with the specific requirements for this position. We appreciate your interest in California State University, Long Beach. Sincerely, The Search Committee"
Screen For Required Qualifications	X - Does NOT Meet Required Qualifications	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Upon the assessment of your application for the position of {JOBTITLE}, Job Number {JOBNO}, we regret to inform you that your application will not be pursued further. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee"
Screen For Preferred Qualifications	X - Preferred Qualifications Review - Unsuccessful	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Upon the assessment of your application for the position of {JOBTITLE}, Job Number {JOBNO}, we regret to inform you that your application will not be pursued further. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee"
Schedule Semi-Finalist Phone Interviews	EVENT - Invitation for Phone/Video Interview	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Thank you for your interest in the position of {JOBTITLE}, Job Number {JOBNO} at California State University, Long Beach. We are pleased to inform you that you have been selected for a phone interview. Please click HERE to respond to this invitation by selecting an available time slot for your interview. We are looking forward to the interview. Sincerely, The Search Committee"



GUIDE TO PAGEUP COMMUNICATIONS (continued)

RECRUITMENT STEP	APPLICATION STATUS	COMMUNICATION RECIPIENT	EMAIL COMMUNICATION TO RECIPIENT
Schedule Semi-Finalist Phone Interviews	X - Phone/Video Interview - Declined	Applicant	"Dear {FIRSTNAME} {LASTNAME}, This email confirms that you have declined a phone interview for the position of {JOBTITLE}, Job Number {JOBNO}. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee"
Phone/Video Interview Outcome	X - Phone/Video Interview - Unsuccessful	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Thank you for taking the time to discuss your qualifications for the position of {JOBTITLE}, Job Number {JOBNO} during our recent interview. Due to the unusual strength of the candidate pool, we regret to inform you that your application will not be pursued further. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee"
Letters of Recommendation (If Applicable)	REQUEST – Letters of Recommendation	Applicant	"Dear {FIRSTNAME} {LASTNAME}, This email serves as notification that the individuals listed as references in your application for the position of {JOBTITLE}, {JOBNO} will be contacted shortly with a request to submit a letter of reference on your behalf. Thank you for your continued interest in CSULB. The Search Committee"
Schedule Finalist On-Campus Interviews	X - On-Campus Interview - Declined	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Thank you for your recent application for the position of {JOBTITLE}, Job Number {JOBNO} at California State University, Long Beach. Your application will be reviewed and assessed in line with the specific requirements for this position. We appreciate your interest in California State University, Long Beach. Sincerely, The Search Committee"
Verbal Offer	X - Verbal Offer - Declined	Applicant	"Dear {FIRSTNAME} {LASTNAME}, This email is to confirm that you have declined a verbal offer of employment for {JOBTITLE}, Job Number {JOBNO}. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee."



GUIDE TO PAGEUP COMMUNICATIONS (continued)

RECRUITMENT STEP	APPLICATION STATUS	COMMUNICATION RECIPIENT	EMAIL COMMUNICATION TO RECIPIENT
Formal Offer	Formal Offer - Extended	Applicant	“Dear {FIRSTNAME} {LASTNAME}, Your formal offer of employment for the position of {JOBTITLE}, Job Number {JOBNO} is available for your review by logging into California State University's applicant portal here. Once you accept the position, you will be taken directly to the CSULB's onboarding portal. Should you require assistance accessing your offer or have any questions, please do not hesitate to contact Faculty Affairs at {JOBOWNERPHONE}. Sincerely, Office of Faculty Affairs California State University, Long Beach
Formal Offer – Candidate Response	X - Formal Offer - Declined	Applicant	“Dear {FIRSTNAME} {LASTNAME}, This email is to confirm you have declined a formal offer of employment for the position of {JOBTITLE}, Job Number {JOBNO}. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Office of Faculty Affairs California State University, Long Beach
Search Conclusion	X - Search Concluded – Applicant Not Selected	Applicant	“Dear {FIRSTNAME} {LASTNAME}, You were not selected for the position of {JOBTITLE}, {JOBNO}. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee”
	X – Search Cancelled – Applicant Notified	Applicant	“Dear {FIRSTNAME} {LASTNAME}, [INSERT CUSTOM LANGUAGE HERE] Sincerely, The Search Committee”

GUIDE TO PAGEUP COMMUNICATIONS (continued)

RECRUITMENT STEP	APPLICATION STATUS	COMMUNICATION RECIPIENT	EMAIL COMMUNICATION TO RECIPIENT
Search Conclusion	X - Application Withdrawn by Applicant	Applicant	“Dear {FIRSTNAME} {LASTNAME}, This email is to confirm you have withdrawn your application for the position of {JOBTITLE}, Job Number {JOBNO} at California State University, Long Beach. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee”



GUIDE TO PAGEUP APPLICATION STATUSES

The tenured and tenure-track recruitment process is comprised of clearly defined recruitment steps that can be accomplished in PageUp using Application Statuses. Each recruitment step has a corresponding Application Status(es) that not only provides the state of each applicant during the search process but can also triggers email communication to candidates as well as alerts to administrators to perform a particular task. Applicant Statuses drive each step in the recruitment; therefore, the proper use of Application Statuses is essential to the recruitment process in PageUp.

RECRUITMENT STEP	MANAGED BY	PAGEUP APPLICATION STATUS	DESCRIPTION	ACTION / TRIGGER	SENDS EMAIL NOTIFICATION
Application Received	System	New Application	Default system status upon submission of application.		Notifies applicant that their application has been received.
Screen For Required Qualifications	Department	Meets Required Qualifications	Select this status when committee determines applicant has met required qualifications.		
		X – Does NOT Meet Required Qualifications	Select this status when committee determines applicant has NOT met required qualifications.		! Notifies applicant the application will not be pursued further. (24-hour delay)
Screen For Preferred Qualifications	Department	Preferred Qualifications Review - Successful	Select this status when the applicant receives a successful rating of preferred qualifications.		
		X – Preferred Qualifications Review - Unsuccessful	Select this status when committee determines the application will not be pursued further based on an unsuccessful rating of preferred qualifications.		! Notifies applicant the application will not be pursued further. (24-hour delay)
Letters of Recommendation (If Applicable)	Department	REQUEST – Letters of Recommendation	Select this status to initiate an automated request for confidential letters of recommendation from the referees listed in the application.	TRIGGER: Initiates the automated confidential letters of recommendation process.	Notifies applicant that CSULB has initiated the request for confidential letters of recommendation from the referees listed in their application.



GUIDE TO PAGEUP APPLICATION STATUSES (continued)

RECRUITMENT STEP	MANAGED BY	APPLICATION STATUS	DESCRIPTION	ACTION / TRIGGER	AUTO EMAIL NOTIFICATION
Request Approval of Semi-Finalists	Department	Shortlist – Prospective Semi-Finalist	Select this status when committee has identified an applicant as a prospective semi-finalist to be submitted to the Dean for approval.		
Approve/Reject Semi-Finalists	College	Semi-Finalist – Approved By Dean	Select this status when Dean APPROVES applicant as a semi-finalist.	ACTION: Download the completed Semi-Finalist Approval Form from DocuSign and upload to the “Documents” section of the Job Card in PageUp.	
		Semi-Finalist – Rejected by Dean	Select this status when Dean REJECTS applicant as a semi-finalist.		
Schedule Semi-Finalist Phone Interviews	Department	EVENT - Invitation for Phone/Video Interview	Select this status when using the PageUp Events tool to invite applicant to a phone/video interview.	ACTION: Set-up a new event using the Events tool to fully automate the invitations, date and time selection, and responses.	Invitation sent to applicant for phone/video interview with prospective dates/times.
	System	Phone/Video Interview - Accepted	Default system status when applicant ACCEPTS invitation for phone/video interview.		
		X – Phone/Video Interview - Declined	Default system status when applicant DECLINES invitation for phone/video interview.		! Notifies applicant the application will not be pursued further. Includes confirmation that interview was declined.



GUIDE TO PAGEUP APPLICATION STATUSES (continued)

RECRUITMENT STEP	MANAGED BY	APPLICATION STATUS	DESCRIPTION	ACTION / TRIGGER	AUTO EMAIL NOTIFICATION
Phone/Video Interview Outcome	Department	Phone/Video Interview - Successful	Select this status when applicant has a SUCCESSFUL phone/video interview.		
		X – Phone/Video Interview - Unsuccessful	Select this status when the committee will NOT pursue an application further due to an UNSUCCESSFUL phone/video interview.		! Notifies applicant the application will not be pursued further. (24-hour delay)
Request Approval of Prospective Finalists	Department	Shortlist – Prospective Finalist	Select this status when the applicant has been identified by the committee as a prospective finalist to be submitted to the Dean for approval.		
Approve/Reject Finalists	College	Finalist – Approved By Dean	Select this status when Dean APPROVES an applicant as a finalist.	ACTION: Download the completed Finalist Approval Form from DocuSign and upload to the “Documents” section of the Job Card in PageUp.	
		Finalist – Rejected By Dean	Select this status when Dean REJECTS an applicant as a finalist.		
Schedule Finalist On-Campus Interviews	Department	On-Campus Interview - Accepted	Select this status when applicant is ACCEPTS the invitation for on-campus interview.		
		X – On-Campus Interview – Declined	Select this status when applicant DECLINES the invitation for on-campus interview.		! Notifies applicant the application will not be pursued further. Includes confirmation that interview was declined.

GUIDE TO PAGEUP APPLICATION STATUSES (continued)

RECRUITMENT STEP	MANAGED BY	APPLICATION STATUS	DESCRIPTION	ACTION / TRIGGER	AUTO EMAIL NOTIFICATION
Search Committee Recommendation	Department	Shortlist – Acceptable Hire	Select this status when the applicant is identified as acceptable for hire by the Search Committee.	ACTION: Attach Search Committee’s recommnedation to the Additional User auto-email communication.	
Verbal Offer Approval	Faculty Affairs	Verbal Offer – Approved By Provost	Faculty Affairs selects this status when the Provost approves the Dean’s request to extend a verbal offer to the applicant.		Notifies Dean that verbal offer has been approved by Provost.
Verbal Offer	College	Verbal Offer - Accepted	Select this status when applicant ACCEPTS a verbal offer.		
		X – Verbal Offer - Declined	Select this status when applicant DECLINES a verbal offer.		! Notification sent to applicant confirming that the verbal offer was declined.
Reference Check	College	Pre-Offer Reference Check - Successful	Select this status when applicant's reference check is SUCCESSFUL .		Notifies Faculty Affairs that the reference check was successful.
Formal Offer	Faculty Affairs	Prepare Formal Offer	Faculty Affairs selects this status to initiate the offer card to prepare and submit the formal offer.	TRIGGER: Offer Card is enabled.	
	System	Formal Offer - Extended	Default system status when a formal offer has been submitted to an applicant.		Notification sent to applicant that formal offer is available for review and response via the PageUp applicant portal.



GUIDE TO PAGEUP APPLICATION STATUSES (continued)

RECRUITMENT STEP	MANAGED BY	APPLICATION STATUS	DESCRIPTION	ACTION / TRIGGER	AUTO EMAIL NOTIFICATION
Formal Offer - Candidate Response	System	Formal Offer - Accepted	Default system status when applicant ACCEPTS formal offer.	TRIGGER: New Hire Form is enabled in the PageUp Applicant Portal.	
		X - Formal Offer - Declined	Default system status when applicant DECLINES formal offer.		! Notification sent to applicant confirming that the formal offer was declined.
Onboarding	System	New Hire Form – Completed	Default system status when applicant completes the new hire form.	TRIGGER: CSULB Onboarding Portal is enabled for applicant.	
	Department	HIRED / ONBOARDED	Select this status when the search has concluded to identify the new hire. NOTE: Access to the onboarding portal continues in this status.		
Search Conclusion	Department	X – Search Concluded – Applicant Not Selected	Select this status when search has concluded and an applicant was not selected.		! Notification sent to applicant that the search has concluded and they were not selected. (24-hour delay)
	Department	X – Search Cancelled – Applicant Notified	Select this status to notify applicant that the search was cancelled.		! Notification sent to applicant that the search was cancelled.
	System	X – Application Withdrawn by Applicant	Default system status when applicant withdraws their application.		! Notification sent to applicant confirming their application was withdrawn.

Conditional Offer – Contingent Upon Faculty Affairs Review and Provost Approval:

This communication is a preliminary intent to offer employment and does not constitute a formal or binding employment agreement. The offer is contingent upon successful review by Faculty Affairs, which includes verification of credentials, qualifications, and compliance with University policies and applicable laws.

A formal written offer, issued on behalf of the Provost, will be extended only after this review is complete. The written formal offer will serve as the official and binding offer of employment from the University (CSULB) which may include specific term(s) based on position (e.g., background checks, license, certificate, work authorization).

The University reserves the right to rescind this offer if:

- The candidate is found to have misrepresented or omitted material information regarding their qualifications, experience, education, and/or licensure(s);
- The candidate does not meet all the required qualifications as outlined in the official position description;
- Required licenses or certifications are not satisfactorily completed;
- Any other condition required by University policy or applicable law is not met

By continuing in the hiring process, the candidate acknowledges that this offer is conditional and subject to the above terms.

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

Department Action -Additional Information
Tenure-Track Faculty Recruitment
(Recruitment Document: Complete and Upload THIS form in PageUp)

TEMP Faculty Data (You can filter your applications –yellow “smiley face” =current CSU employee)

Among the applicants, how many are CSU lecturers _____

Number of CSU lecturers who received on-campus interviews _____

Number of offers made to CSU lecturers _____

AFTER CANDIDATE SELECTION

First candidate accepted	☐ Yes ☐ No	If no, why not? _____
Second candidate accepted	☐ Yes ☐ No	If no, why not? _____

RECRUITMENT CANCELLED?

Why was the position not filled?

- | | | |
|--|--|--|
| ☐ Budget Issues | ☐ Process Irregularities | ☐ COVID-19 |
| ☐ Change in Staffing Priorities | ☐ Inadequate Candidate Pool | ☐ All Offers Declined |