Candidate Name_____

Search Year _____

College _____

Subdiscipline _____

Department _____

Recruitment Number _____
☐ *Multiple Positions?*

Search Committee Members (Print Names)

_____, *Chair*

_____

_____

_____

_____

INITIAL RECRUITMENT PROCESS (INSERT DATES)

Action

_____   Position Description [PD] approved by Faculty Affairs and Recruitment Number assigned

_____   After approval – Position Description e-mailed to Faculty Affairs for posting on University web site

_____   Recruitment and Advertising Plan – Approved by Equity and Diversity
☐ *Attach copies of **ALL** actual advertising efforts – as it appeared on print/publication, websites, etc.*

_____   Screening and Selection Process – Approved by Dean

Each week until pool is approved, the department must send via e-mail a list of applicants with their e-mail address to the Office of Equity and Diversity.

_____   Request for Dean's approval of applicant pool with copy to Equity and Diversity

DEAN'S APPROVAL REQUIRED (INSERT DATES)

_____   Dean approves applicant pool to begin Screening
☐ *Attach record of Dean's approval*

_____   Dean approves semi-finalists
☐ *Attach list of semi-finalists*

_____   Dean approves Telephone/Electronic Interviews (consult your Screening and Selection Process)

_____   Dean approves finalists for On-Campus Interviews
☐ *Attach list of finalists*

AFTER INTERVIEWS (INSERT DATES)

_____   On-Campus Interviews completed
☐ *Attach list of those interviewed*

_____   **Total** Number of Applicants

TEMP Faculty Data

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? _____

_____   Appointment file sent to College Office with Department Action Log (including all attachments)