



Office of Faculty Affairs
<http://csulb.edu/aa/personnel> 562-985-4128

**Tenure-Track Search
 Screening a Selection
 Checklist**
 (Submit to Faculty Affairs)

Position-Specialization		
College/Department		Recruitment #

This signed *Checklist* must be completed for each search and submitted to Faculty Affairs before the Dean gives pool approval to review applicant files.

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

<input type="checkbox"/>	1. Required Qualifications Rating Sheet [Items must be taken <u>directly</u> from the Position Description.]
<input type="checkbox"/>	2. Preferred Qualifications Rating Sheet [Items must be taken <u>directly</u> from the Position Description.]
<input type="checkbox"/>	3. Telephone/Electronic Interview Questions (for Semi-Finalists) Questions must be approved by the Dean in consultation with the Provost. [The list of candidates must be approved by the Dean.]
<input type="checkbox"/>	4. On-Campus Interview Questions (for Finalists) Questions must be approved by the Dean in consultation with the Provost. [The list of candidates must be approved by the Dean in consultation with the Provost.]
<input type="checkbox"/>	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