

California State University, East Bay  
Office of Academic Affairs

*Tenure-Track Search Process Procedures*  
2023 – 2024

**Stage One: Elect The Committee**

- **Elect a Search Committee of Tenured/Tenure-track Faculty, during the Spring Semester** (CBA 12.22.a. "Each department or equivalent unit shall elect a peer review committee of tenured employees for the purpose of reviewing and recommending individuals for probationary appointments. At the discretion of the President and upon request of the department these peer review committees may also include probationary employees.")
  - Submit the results of the election/committee member names to the College Dean's office. The College Dean will approve and the position announcement details can be loaded into PageUp in "New Job." You will need a position PS# (issued by Academic Affairs) to enter the position announcement (see below for instructions).

**Stage Two: Required Orientation and Trainings** – in person or conducted by Zoom.

- Tenure-Track Search Committee Orientation and training on how to use PageUp

**Stage Three: Develop the Position Announcement and Faculty Recruitment Plan**

**Position Announcement – Prepare the required information for a position announcement using the template for EB-FACULTY TENURE-TRACK in PageUp.**

Carefully choose the required qualifications and criteria for selection:

- Flexible vs. rigid requirements advisable (preferred vs. required, should vs. must). The requirements listed as "must have" will be applied to every applicant.
- Prioritize selection criteria (assign relative value). Make sure the priorities are apparent in the position description.

Note: Broad rather than highly specialized announcements usually attract more diverse candidates.

A Diversity Statement is now a required document in an application.

## **A Position PS# will be issued by Academic Affairs**

The following information is needed to request a PS#:

1. Department
2. Job location (you can give the department office address)
3. Job code: 2360 for tenure-track positions (grade 3 for assistant professor, grade 4 for associate professor)
4. Job start date: Fall Semester, 2024
5. Full time
6. Reports to: department chair's name

## **Enter the Position Announcement and Job Details in PageUp**

PageUp login can be found at: <https://www.csueastbay.edu/oaa> → Policies and Procedures → Forms, Documents and Miscellaneous → PageUp

OR: <https://www.csueastbay.edu/myhr/csu-recruit.html>

Go to “Jobs” and click on “New Job.”

***IMPORTANT:*** The following information should be entered to set-up the position and access for search committee members in PageUp:

1. Internal Team: Select the appropriate Department
2. Recruitment Process: Select “EB-Faculty Tenure-Track”
3. Application Form: Select “EB-Faculty Tenure Track Application Form”
4. Job Code/Employee Classification: Enter “2360” for “Instr Fac AY”
5. Salary Range/Grade:
  - a. Grade 3 – Assistant Professor
  - b. Grade 4 – Associate Professor
6. CSU Working Title: “Assistant Professor of DEPARTMENT, (Specialty),  
*e.g.:* Assistant Professor of Management (Operations)
7. Campus: “East Bay” (should already be defaulted from job template)
8. Division: “Academic Affairs” (should already be defaulted from template)
9. College/Program: Select the appropriate college
10. Department: Select the appropriate department
11. Requisition Number: leave blanks
12. Positions: defaulted to 1. Select the Type: “New”

13. Auxiliary Recruitment: “No”
14. Reason: “New Position”
15. Work Type: “Instructional Faculty-Tenured/Tenure-Track”
16. Hiring Type: “Probationary”
17. Job Status: “Regular”
18. Time Basis: “Full Time”
19. CSU Campus: “California State University, East Bay”
20. Complete the Job Details with requirements of the position announcement
21. Posting Type: “Open Recruitment”
22. Review Begin Date: select a date, *if desired*, is not required
23. Posting Location: “East Bay”
24. Advertising Summary: Enter the details of the position that will appear as a summary on the CSU East Bay Careers site
25. Advertising text: the complete position announcement details – please complete the position announcement template
26. Search Committee Chair: Name of the search committee chair
27. Search Committee Members: Click “Add Search Committee Member” and add each search committee member’s name. Also add the DELO’s name (Kyzyl Fenno-Smith) as a search committee member to provide access to the Job Card/position announcement.
28. Reports to Supervisor Name: enter the name of the **College Dean**
29. Administrative Support: Name of the administrative assistant who will oversee the search (Dept. or College Admin)
30. Hiring Administrator: enter the name of the **Department Chair**
31. Approval Process: Select “EB-Faculty Tenure Track Job Approval” and enter the names of the appropriate approvers:
  - Dept. Chair
  - Dean’s office designee: (Dean)
  - Faculty Affair: Karen Ling
  - Associate Provost: Silvina Ituarte

32. HR/Faculty Affairs Representative: enter “Karen Ling”

33. Recruitment Status: Select “Pending Approval”

Required Documents – the following documents/information are required for a complete application:

1. Cover letter that details areas of interest
2. Curriculum Vitae (CV) or resume
3. Email information for three Confidential Letters of Recommendation – Three (3) confidential letters of recommendation are required for each applicant that is invited for on-campus interviews. PageUp handles the collection of these letters.
4. Diversity Statement

Optional Documents – the following are optional (specify in position announcement):

1. Please upload any supporting documents required for this position
2. Portfolio
3. Transcripts
4. Other supporting documents

**Required Qualifications** – please be sure to review the stated required qualifications for the position and keep in mind that the eventual proposed hire will need to possess those stated requirements. Be sure to check the Terminal Degrees List:

<https://www.csueastbay.edu/oa/files/docs/terminaldegrees.pdf>

### **Upload the required documents for the position announcement**

In the “Documents” tab at the top of the Job Card, please upload (in PDF format):

1. **Faculty Recruitment Plan (FRP)** - which includes a recruitment timeline, the application screening criteria, proposed phone/video interview questions and ratings protocol, proposed on-campus interview questions and ratings protocol, proposed reference check questions, etc.

See: <http://www.csueastbay.edu/oa/files/docs/policies-and-procedures/frppt.pdf>

2. **Review Faculty & Student Composition Data (accessible from Institutional Research)** – We have streamlined how you access this program-specific data through the CSUEB Program Specific Data:

<https://capr.csueastbay.edu/index.html>

(password “csueb”)

**Please upload all files in PDF format** and title the document appropriately, as other documents will be uploaded in this section throughout the process.

**Academic Affairs places ads for all positions in the Chronicle of Higher Education online and Higher Ed Jobs online on a continual basis. All other ads are the responsibility of Departments/Colleges and should be thoughtfully targeted to associations or publications that will reach the most diverse pools relevant to your department's discipline.**

**Be sure to also reach out to professional listservs for your field/department.**

**Stage Four: Submit the Position Announcement for the Required Approvals**

Once the position announcement and FRP are ready for review and approval, be sure to select the approval process: Approval Process: Select "EB-Faculty Tenure Track Job Approval" and enter the names of the appropriate approvers (be sure to hit "enter" to confirm the name/email):

Dept. Chair  
Dean's office designee (Dean or Associate Dean)  
Faculty Affairs: Karen Ling  
Associate Provost: Silvina Ituarte

The position will automatically be routed to the first approver in the chain (Department Chair), who should review the drafted language in the position announcement, the FRP, and the proposed telephone/on-campus interview questions and screening criteria. When approved, PageUp will automatically notify the next approver.

Provost's Office – after review and approval by the Associate Provost, the position announcement will be published for applicants to submit applications.

**Stage Five: Screening Applications in PageUp**

Applicants/application materials are received in PageUp. Review each application using the approved screening criteria, assigning the appropriate rating per criteria. It is best to score all applicants in a MS Excel or Word document and then uploaded into the "Documents" section of the Job Card.

**Required:** the following information from the rating/scoring process must be done on a separate sheet and uploaded into the position/job card under "Documents:"

- a. Scoring by criteria (including diversity statement) for each applicant
- b. Scoring by each evaluator
- c. A summary or total of all scoring per applicant
- d. Any comments about the applicants by the search committee members

## **Stage Six: Obtain Approval to Conduct Phone/Video Interviews**

Designate the applicants selected for phone/video interviews by changing an Applicant's status to "Chair Review for Phone Interview" under a selected applicant's name.

Department Chair – Be sure that each committee member has scored each application. After reviewing the screening/ranking the proposed applicants designated for phone/video interviews, to approve the list of applicants selected for phone/video interviews: Change the applicant's status to: "Dean Review for Phone Interview." This can be done one-by-one (individual applicant) or bulk move (group of applicants). An automatic notification will be sent by PageUp to the Dean.

College Dean – after reviewing the applicant demographics data with the DELO and Associate Provost the screening/ranking the proposed applicants designated for phone/video interviews, to approve the list of applicants selected for phone/video interviews: Change the applicant's status to: "Phone Interview Approved." This can be done one-by-one (individual applicant) or bulk move (group of applicants). An automatic notification will be sent by PageUp to the Search Committee.

After Dean's approval for phone/video interviews, search committee can conduct phone/video interviews. Change Applicant's Status to: "Invite for Phone/Video Interview." You may use PageUp's EVENT features or schedule using the usual way. Please refer to the PageUp Guide for use of EVENTS.

Note: all candidates must be interviewed using the same modality (phone or video). Interviews may not be recorded.

## **Stage Seven: Conduct Phone/Video Interviews Using Approved Questions**

Conduct phone/video interviews with the approved phone interview questions and ratings protocol – load scoring/ranking sheets into the position's "Documents" section.

Review/approvals cannot proceed without the committee's scores/rankings on each criteria and any notes/comments on the applicants' qualifications.

One of your scoring criteria for ALL candidates who receive a phone/video interview **MUST be a scoring of their written references (letters of recommendation).**

When the phone/video interview is completed for a particular applicant, you can change their status to: "Phone/Video Interview Successful" or "Phone/Video Interview Unsuccessful."

## **Stage Eight: Obtain Approval for On-Campus Interviews – Search Committee**

After all approved phone/video interviews and scoring/ranking of candidates have been conducted and the scores/rankings/comments have been uploaded to the position in PageUp, the Search Committee Chair should change an applicant's status to: "Chair Review for On-Campus Interview."

The following documents should also be uploaded into the Job Card in the "Documents" section:

1. Summary of the locations from which the applicants will be traveling and estimated travel and lodging costs (one document/file titled: "**Travel Costs for On-Campus Interviews**"), if applicable.
2. Proposed on-campus interview questions (titled: "**Proposed On-Campus/Zoom Interview Questions**")
3. Proposed on-campus Rating Protocol (titled: "**Proposed On-Campus/Zoom Rating Protocol**")
4. Proposed on-campus interview schedule (titled: "**Proposed On-Campus/Zoom Interview Schedule**")
5. Ratings for the Phone/Video Interviews (by criteria, evaluator, and summary), (titled: "**Phone/Video Scores**")

Department Chair – review the proposed list of applicants selected for on-campus interviews and uploaded documents. Be sure that each committee member has scored each candidate. To approve: change an applicant's status to: "Dean Review for On-Campus Interview."

College Dean – review the proposed list of applicants selected for on-campus interviews and uploaded documents. To approve: change an applicant's status to: "Provost's Office Review for On-Campus Interview." **Assign the application when prompted to: [silvina.ituarte@csueastbay.edu](mailto:silvina.ituarte@csueastbay.edu)**

Provost's Office Review – after approval by the Provost's office, notification will be sent to the Search Committee, and the applicant status will be changed to: "On-Campus Interview Approved."

Search Committee can now conduct the On-Campus/Zoom Interviews. See APPENDIX D for A Guide to Interview Questions.

Candidates should be advised that one verbal reference check will be conducted prior to any offer being made.

Scoring should be done on a spreadsheet and uploaded into "Documents." See APPENDIX B for a sample template.

## **Stage Nine: Submit Final Recommendation for Tenure-Track Hire**

Upload a memo to the Department Chair from Search Committee Chair making a recommendation and indicate in the memo that all members of the Search Committee agree with this recommendation. Address strengths/weaknesses of each candidate and sources of evidence used. Change the recommended applicant's status to: "Verbal Reference Check Requested."

**VERBAL Reference Check** – Before proceeding with an informal offer request, a reference check must be conducted by Department Chair, Associate Dean, or Dean; they must speak to **at least one** of the **current** references: a professor, supervisor, or department chair at the candidate's current place of employment.

Reference Check results should be uploaded into PageUp under the applicant's file "Add Document" (Applicant Card).

Department Chair – Assuming the verbal reference check is positive, upload a memo to the position's (Job Card) "Documents" section to Dean from Department Chair concurring or dissenting with Search Committee recommendation. Department Chair must include a recommended years' credit toward tenure, if applicable, moving/relocation funds if applicable, and start-up costs. Change the applicant status to: "Verbal Reference Check Successful."

College Dean – upload a memo to the Provost from College Dean with the hiring recommendation. To launch/open the Offer Card in PageUp, change applicant status to "Prepare Offer Details" and complete the Offer Card with: a recommended salary range and if applicable: a request for years' credit toward tenure moving/ relocation expenses, release time and/or start-up funds. The Offer Card also needs to contain the appointment start date, highest educational information, whether it is the terminal degree for the discipline, the date of completion, the major code and institute code. If candidate is ABD, select ABD and the degree type.

To move forward, change the applicant's status to: "Informal Offer Requested." A notification will only be sent automatically to the Provost's Office for review when the applicant status is set to "Informal Offer Requested." .

### **Stage Ten: Informal Offer, Background Check, Formal Offer, and Acknowledgement**

- (1) After Provost's Office approval, College Dean to make conditional offer to the selected candidate within the approved parameters. If the candidate accepts, update the Offer Card with the agreed salary.
- (2) After acceptance of the informal offer, change the applicant's status to "Informal Offer Accepted." The system will then order the required background check (after Accurate Background integration is completed).
- (3) Once the background check is completed and clears, the formal offer letter and summary of benefits will be sent to the candidate. All information contained in the Offer Card is what will be reflected in the formal offer letter, issued by the Provost to the candidate.



- (4) After formal acceptance is received, the College will be notified, and should coordinate with the Department about any messages they wish to send to the applicants. The search will then be closed.

**End Notes**

Cal State East Bay gratefully acknowledges the work of Sacramento State's Office of Faculty Advancement whose "Faculty Recruitment Guide," helped shape some of this document.

CSU Records Retention Requirements for ***Recruitment Records***: (HR Technical Letter, Oct 13, 2004):  
*Typical documents*: Applications, resumes, reference checks, writing samples, advertising records, rating sheets, etc. *Minimum Retention Period*: Three years after close of recruitment.

*All documents will be retained in the PageUp system, CHRS Recruiting.*

Academic Affairs  
Rev. 11/14/2023 kjl/si

## APPENDIX A

### PageUp Applicant Statuses for Tenure-Track Faculty Search

1. New Application	32. Informal Offer Declined
2. Search Committee Review	33. Background Check In Progress
3. Search Committee Review Successful	34. Background Check Unsuccessful
4. Search Committee Review Unsuccessful	35. Offer Revised
5. Chair Review for Phone Interview	36. Online Formal Offer Extended
6. Dean Review for Phone Interview	37. Online Formal Offer Accepted
7. Phone Interview Approved	38. Online Formal Offer Accepted/Form Complete
8. Invite for Phone/Video Interview	39. Online Formal Offer Declined
9. Phone/Video Interview Event Accepted	40. Removed
10. Phone/Video Interview Event Declined	41. Withdrawn
11. EVENT - Invite for Phone/Video Interview	42. Ineligible
12. EVENT - Phone/Video Interview Event Accepted	43. Incomplete
13. EVENT - Phone/Video Interview Event Declined	44. Submitted
14. Phone/Video Interview Unsuccessful	45. Removed
15. Phone/Video Interview Successful	
16. Chair Review for On-Campus Interview	
17. Dean Review for On-Campus Interview	
18. Provost's Office Review for On-Campus Interview	
19. On-Campus Interview Approved	
20. On-Campus Interview Invite	
21. On-Campus Invite Accepted	
22. On-Campus Interview Declined	
23. On-Campus Interview Successful	
24. On Campus Interview Unsuccessful	
25. Verbal Reference Check Requested	
26. Verbal Reference Check Successful	
27. Verbal Reference Check Unsuccessful	
28. Prepare Offer Details	
29. Informal Offer Requested	
30. Informal Offer Approved	
31. Informal Offer Accepted	

## APPENDIX B Sample Screening Sheets

Screening Criteria Required Qualifications Sheet <b>SAMPLE</b>										
Position:							OAA#:			
Committee Member:							Date:			
Candidate - <b>SAMPLE</b>	Required Degree	Teaching Experience	Academic Background	Professional Experience	Knowledge & Abilities	Possess certifications or License	Ability to work w/diverse population	Total Score (sort by this column)▼	Notes	
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Screening Criteria Required Qualifications Summary Sheet <b>SAMPLE</b>										
Position:							OAA#:			
Department:							Date:			
Candidate - <b>SAMPLE</b>	Required Degree	Teaching Experience	Academic Background	Professional Experience	Knowledge & Abilities	Possess certifications or License	Ability to work w/diverse population	Total Score (sort by this column)▼	Notes	
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