OAA (Office of Academic Affairs) Position Number: ______________________________

PS Position Number: ____________________________
(Academic Affairs will obtain this number from the Budget Office prior to initiating the job requisition in PS.)

Job Requisition Number: ______________________________
(This number is created after entering the PS position number; this number is necessary for applicant tracking.)

DEPARTMENT (S): __________________________________________________

MEMBERS OF SEARCH COMMITTEE:

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<th>Name</th>
<th>Department</th>
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Checklist

1. Department submits written request to recruit for tenure track faculty to provost via dean (deans will specify time frame for such requests).

2. If recruitment is authorized, provost informs the dean. The OAA position number, PS position number, and job req. number are established by the Office of Academic Affairs.

3. Department search committee is elected (Article 12.23 of Unit 3 CBA), and orientation session with chair and dean is held.

4. Position announcement and recruitment plan are prepared by the search committee, in consultation with the department chair. Chair sends request for position number (see #2), via the dean, to the provost with accompanying position announcement. After review, Office of Academic Affairs assigns the position number (see #2).
5. All recruitment materials (e.g., short position announcements and supplemental recruiting fliers) must be endorsed by the dean and forwarded to the provost electronically for approval. Some modification in content may be recommended.

6. Position announcement to be used for advertising and the journals and newspapers in which the ad is to be placed are forwarded to the dean (cost, submission deadlines, and addresses to be included). Costs are handled by dean's office. Requisition is prepared by the department.

7. Approved position announcement with OAA position number is forwarded to the Office of Academic Affairs.

8. Enter applicant information into PS.

9. Department to acknowledge all written inquiries and/or applications via PS and send all applicants the Pre-employment Invitation to Self-identify for Faculty Form (pre-stamped). NOTE: The Pre-employment form, with all appropriate CSUEB information, is forwarded to the dean and department chair with authorization for the search. Make copies of this form and mail to all applicants.

10. Evaluate applicants.

11. Request authorization to interview. A brief report of the recruiting process and the Profile of All Applicants with an alphabetized list of applicants recommended for interview along with their vita or dossier must be submitted to the provost via the dean before proceeding with interviews. Insert applicable information in the Profile (e.g., ranking/recommendation, by entering the appropriate disposition code into PS). NOTE: This process applies to telephone and on-campus interviews.
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<td>12.</td>
<td>Before beginning on-site interviews, department chair submits to dean locations from which applicants will be traveling and estimated travel and lodging costs. Expenses can be tracked in PS, if desired. <strong>NOTE:</strong> The Office of Academic Affairs is to be notified if the search committee is considering non-citizens for interviews.</td>
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<td>13.</td>
<td>Recruitment report and other materials identified in number eleven reviewed by the dean and, if acceptable, forwarded to the provost and for approval to interview.</td>
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| 14. | Provost approves interviews after review of all materials  

OR
Provost does not authorize interviews and informs department and college about action necessary to receive authorization to proceed. | | |
| 15. | Interviews proceed. Arrangements should be made for finalists to be interviewed by the dean or the dean’s designee. Chair should request permission from finalists to contact all references. | | |
| 16. | Search committee submits recommendations to department chair with justifications. | | |
| 17. | Department Chair prepares a statement of support or prepares a separate recommendation and forwards both to the dean. Include justification for rank and salary, credit toward tenure, moving expenses, start-up costs, and a brief explanation of individual recommended vis-à-vis potential of candidate to contribute to building a pluralistic university to serve our diverse region and state. **NOTE:** Dean should specify in advance the form of recommendations expected from the search committee and department chair (e.g. candidates in rank order, or a list of candidates acceptable to the committee and/or department chair with a description of their strengths and limitations. | | |
Recruitment of Academic Personnel Checklist
Page 4

Checklist (con’t)

18. If dean approves of recommendation, consultation occurs among dean, department chair, and top candidate to develop Probationary Faculty Development Plan (Resources Support and Mentoring Plan)--department chairs may initiate discussion about such plans when candidates visit campus for interviews.

19. Adjust ranking/recommendation on the Profile of All Applicants form.

20. Chair forwards recommendations to the provost via the dean. The following should be included: (1) search committee’s recommendations; (2) department chair’s recommendations; (3) three confidential letters of recommendation; (4) other supporting evidence; (5) Faculty Appointment Recommendation Form; (6) Profile of All Applicants form; (7) Academic Application Form; (8) Probationary Faculty Development Plan.

21. If the provost concurs, authorization to make an "informal offer" is granted. (The dean is normally the person authorized to make the informal offer to the candidate).

22. Dean notifies provost that informal offer has been accepted. The Dean now informs the department to prepare the e-FAF.

23. An official appointment letter is then forwarded to the candidate from the provost's office and it includes a date for acceptance or denial of the offer.

24. Notify other candidates (refer to PS standard rejection letter and contact Academic Resources if you have questions about this process).

NOTE: It is recommended that you retain all application materials for a period of three (3) years.