Stage One: **Elect The Committee**

- Elect a Search Committee of Tenured/Tenure-track Faculty, **Spring Quarter** (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.")

- Select one person on the Committee to be the Diversity Advocate

- Submit Committee names to the College Dean’s and Provost’s Offices

- Dept. Chair convene committee and schedule future meetings

Stage Two: **Attend the Required Tenure-Track Search Committee Orientation**

Hosted by the Office of Academic Affairs (OAA)

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

*Position Announcement Template is in Interfolio, edit as necessary.*

See also: [http://www.csueastbay.edu/oaa/files/docs/policy-files/patemplate.doc](http://www.csueastbay.edu/oaa/files/docs/policy-files/patemplate.doc)

- Prepare a position announcement using the current template for FULL-TIME TENURE-TRACK positions (See link, above)

- Carefully choose the qualifications and criteria for selection:
  - Flexible vs. rigid requirements advisable (preferred vs. required, should vs. must).
  - Prioritize selection criteria (assign relative value) and enter them into Interfolio under “Evaluation Settings, Criteria.” Assure the priorities are apparent in the position description.
  - Note: Broad rather highly specialized announcements usually attract more diverse candidates.

*Prepare Faculty Recruitment Plan (FRP) and upload into Interfolio*


- Meet with DELO (Diversity & Equity Liaison Officer) and UDO (University Diversity Officer)
- Review Faculty & Student Composition Data (accessible from Institutional Research)
- Complete the Faculty Recruitment Plan (FRP) and upload it into Interfolio for the position announcement under “Internal Notes, Hiring Plan.”

Stage Four: Submit the Position Announcement for the Required Approvals

Approval is signified by the changing of the position’s status.

- Change the position status in Interfolio to:
  - Chair Approval [Dept. Chair | Approve the Position and Change the Status to Dean Approval | Email the Dean]
  - This position status signifies the position announcement and FRP is awaiting review and approval by the Department Chair.
  - Email the Department Chair and (cc the Admin) to let them know the position announcement and FRP is ready for their review and approval.
  - Approval is signified by the changing of the position’s status.

- Department Chair – to approve the position announcement and FRP after review, change the position status to:
  - Dean Approval [College Dean | Approve the Position and Change the Status to DELO Approval | Email DELO, Copy AA]
  - This position status signifies the position announcement is awaiting review and approval by the Dean.
  - Email the Dean (cc the Admin) to let them know the position announcement is ready for their review and approval.
  - Approval is signified by the changing of the position’s status.

- Dean – to approve the position announcement and FRP after review, change the position status to:
  - DELO Approval [DELO | Approve the Position and Change the Status to UDO Approval | Email UDO, Copy AA]
  - This position status signifies the position announcement is awaiting review and approval by the DELO.
  - Email the DELO (kim.geron@csueastbay.edu) (cc the Admin) to let him know the position announcement is ready for his review and approval.
- Approval is signified by the changing of the position’s status.

- DELO and then the UDO will review the position announcement and FRP, suggest changes if needed, and after approval, submit to the Provost’s office for review and approval.

- Provost’s Office Review and Approval – after approval by the Provost’s office, the OAA position number and PeopleSoft (PS) number will be assigned and the position announcement will be published/active in Interfolio for applicants to submit applications.

### Stage Five: Screening Applications in Interfolio

- **Change the position status to:** Screening 1 - Committee Members Rank all Applications [Committee Chair | Change the Status to Screening 2 When Ready]

- Interfolio automatically sends acknowledgements to all applicants recognizing receipt of their completed application

- Decide whether the screening/review and rating of applications by Search Committee members will be by “Blind Review” – select appropriate setting in Interfolio

- Review each application using approved screening criteria, loaded in Interfolio, assigning the appropriate star rating per criteria

- Add comments or labels to applicant files in Interfolio as needed

### Stage Six: Obtain Approval to Conduct Telephone Interviews

- Approval is signified by the changing of the position’s status.

- **Designate the applicants selected for telephone interviews, by changing an Applicant’s status to “Telephone Interview,” in Interfolio under a particular applicant’s name/file**
  
  - Change Position Status to: Screening 3 - Committee Members Recommend 3-10 for telephone interviews [Committee Chair | Change the Status to Screening 4 When Ready | Email the Chair]

- **After all applicants selected for telephone interviews have been designated, change the position status in Interfolio to:**
  
  - Screening 4 - Chair Review [Chair | Change the Status to Screening 5 | Email the Dean]

  - This position status signifies the list of selectees for telephone interviews is awaiting review and approval by the Department Chair.
• Email the Department Chair and (cc the Admin) to let them know the proposed list of telephone interviewees is ready for their review and approval.

**Department Chair – to approve the proposed list of applicants selected for telephone interviews after review, change the position status to:**

• Screening 5 - Dean Review [College Dean | Change the Status to Screening 6 | Email UDO and DELO]

• This position status signifies the proposed list of applicants selected for telephone interviews is awaiting review and approval by the Dean.

• Email the Dean (cc the Admin) to let them know the proposed list of applicants selected for telephone interviews is ready for their review and approval.

• For a dissenting opinion, please submit an email to Gina Traversa (gina.traversa@csueastbay.edu)

**Dean – to approve the proposed list of applicants selected for telephone interviews after review, change the position status to:**

• Screening 6 - UDO and DELO Review [UDO or DELO | Change the Status to Screening 7 | Email Gina, Karen, Linda]

• This position status signifies the proposed list of applicants selected for telephone interviews is awaiting review and approval by the DELO and UDO.

• Email the DELO (kim.geron@csueastbay.edu) and UDO (dianne.woods@csueastbay.edu) (and cc the Admin) to let them know the proposed list of applicants selected for telephone interviews is ready review and approval.

• For a dissenting opinion, please submit an email to Gina Traversa (gina.traversa@csueastbay.edu)

**DELO and then the UDO will review the proposed list of applicants selected for telephone interviews, as well as data on applicants, current workforce, calculated availability for the discipline, and faculty/student composition. After approval, the list will be submitted to the Provost’s office for review and approval.**
- Provost’s Office Review and Approval – after approval by the Provost’s office, notification will be sent to the Search Committee and telephone interviews can begin.

Stage Seven: **Conduct Telephone Interviews and Reference Checks Using Approved Protocol**

- Upload the telephone interview questions (from the FRP) in Interfolio under “Evaluation Settings, Criteria.”
  - Make sure to designate them as:
    - Phone Interview Question #1, …
    - Phone Interview Question #2, …

- **Reference Checks – for all applicants selected for telephone interviews**
  - Reference Check questions should be located in the Faculty Recruitment Plan (see Stage Three, above)
  - Reference Check results should be uploaded into Interfolio as an attached file (see Stage Eight, below)

- Committee chair should change the Position Status to the following, when appropriate:
  - Telephone Interviews [Committee Chair | Change the Status to Reference Checks]
  - Reference Checks [Committee Chair | Change the Status to Recommends 3-5 | Email the Chair]
  - Recommends 3-5 for on campus interviews [Committee Chair | Change the Status to Chair Approval for On Campus Interview | Email the Chair]

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

- Designate the applicants selected for on-campus interviews, by changing an Applicant’s status to “On Campus Interview,” in Interfolio under a particular applicant’s name/file
- In Interfolio, upload the following documents for each semi-finalist in the applicant’s file, under “Add/Update Note,” select “Add a Hiring Note” for each required document:
  - Results of the reference checks on protocol
  - Location from which the applicant will be traveling from and estimated travel and lodging costs
In Interfolio, upload the following documents in the position, under “Internal Notes” edit, “Add File:”

- Proposed on-campus interview questions with rating protocol
- Proposed on-campus interview schedule
- Telephone interview Summary of Ratings if not directly scored in Interfolio

After all applicants selected for on-campus interviews have been designated and required documents uploaded, change the position status in Interfolio to:

- Chair Approval for On Campus Interview [Chair | Change the Status to Dean Approval for On Campus Interviews | Email the Dean]

This position status signifies the list of selectees for on-campus interviews and required documents are awaiting review and approval by the Department Chair.

- Email the Department Chair and (cc the Admin) to let them know the list of selectees for on-campus interviews and required documents are ready for their review and approval.

For a dissenting opinion, please submit an email to Gina Traversa (gina.traversa@csueastbay.edu)

Department Chair – to approve the proposed list of applicants selected for on-campus interviews and documents after review, change the position status to:

- Dean Approval for On Campus Interviews [Dean | Change the Status to DELO Approval for On Campus Interview | Email DELO kim.geron@csueastbay.edu]

This position status signifies the list of selectees for on-campus interviews and required documents are awaiting review and approval by the Dean.

- Email the Dean and (cc the Admin) to let them know the list of selectees for on-campus interviews and required documents are ready for their review and approval.

- For a dissenting opinion, please submit an email to Gina Traversa (gina.traversa@csueastbay.edu)

Dean – to approve the proposed list of applicants selected for on-campus interviews and documents after review, change the position status to:

- DELO Approval for On Campus Interview [DELO | Change the Status to Academic Affairs Approval for On Campus Interview | Email Gina, Karen, and Linda]
• This position status signifies the list of selectees for on-campus interviews and required documents are awaiting review and approval by the DELO and UDO.

• Email the DELO (kim.geron@csueastbay.edu) and UDO (dianne.woods@csueastbay.edu) (and cc the Admin) to let them know the list of selectees for on-campus interviews and required documents are ready for their review and approval.

• For a dissenting opinion, please submit an email to Gina Traversa (gina.traversa@csueastbay.edu)

  ▪ DELO and UDO will review the proposed list of selectees for on-campus interviews and required documents. After approval, the list will be submitted to the Provost’s office for review and approval.

  ▪ Provost’s Office Review and Approval – after approval by the Provost’s office, notification will be sent to the Search Committee.

  ▪ Change Position Status to: On Campus Interviews [Committee Chair | Change the Status to Final Recommendation | Email Dept. Chair]

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

1. Submit a Memo Recommendation to Department Chair from Search Committee Chair making recommendation. All members of Search Committee must sign recommendation. Address strengths/weaknesses of each candidate and sources of evidence used.

2. Memo to Dean from Department Chair concurring or dissenting with Search Committee recommendation. Department Chair must include a recommended starting salary, years’ credit toward tenure, moving funds if applicable, and start-up costs.

3. Letter to Provost from College Dean concurring or dissenting from Department Chair recommendation. Dean must include a recommended starting salary and a request for years’ credit toward tenure, moving funds if applicable, and start-up costs.

4. Complete pages 1 and 2 of the *Faculty Appointment Recommendation Form* (FARF), with all appropriate signatures – see: http://www.csueastbay.edu/oaa/files/docs/policy-files/ARFTT.pdf

5. **Faculty Development Plan** – for guidelines, see: http://www.csueastbay.edu/oaa/files/docs/policy-files/probfd.pdf
End Note

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 Provost’s Office.

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