

I

APPOINTMENT

1. Regular Year Appointment

1.1 The normal full-time faculty appointment will be at Instructor or Assistant Professor level. Lecturers who have not had a prior appointment with the University will normally be appointed at Range A or B.

1.2 Summer Quarter Appointment

Summer Quarter appointments of non-CSUEB faculty will normally follow the same rules as indicated in this memorandum. Positions to be filled by other than tenured and tenure-track CSUEB faculty will, in most cases, be advertised and filled at a rank no higher than Lecturer B. Rank at other colleges and universities is not determinative of the level of Summer Quarter appointment. (Summer Quarter appointments for extra pay are considered to be of an "over-time" nature.)

II

PROCEDURES FOR RECRUITING

1. University policy provides that there will be extensive recruiting to fill faculty positions. The goal is to make certain that there is a diverse pool of applicants

NOTE: Wherever appropriate throughout this policy memo, substitute the phrase University Librarian for dean.

for each position. In the instances of Adjunct Professors, who are essentially volunteer faculty, and of part-time faculty teaching 2.5 WTU or less per quarter, advertising is not required. It is expected that in these exempt instances the department will be mindful of equal employment opportunity requirements.

Nationwide advertising is required at the time of the vacancy for new tenure-track and full-time lecturer appointments, and is normally required for those appointed to full-time, coaching track positions. Except as stipulated in the CBA, all lecturer positions for both full-time faculty and part-time faculty must be considered vacant and available as of the end of the Spring Quarter and a new search conducted.* When a department hires a number of part-time faculty, recruiting for a department pool is encouraged.

2. Procedures for Recruitment of Full-Time Faculty

- 2.1 At the time recruitment steps are initiated for full-time faculty, each department chair through the college dean will seek authorization from the Provost and Vice President for Academic Affairs for approval of the departmental needs for full-time tenure-track faculty and full-time lecturers for the following year. Once approved, proposed Position Announcements must be submitted to the provost by the college deans in a timely manner.
- 2.2 All position announcements will contain type of position (e.g., lectureship or tenure-track), position availability date and duration, qualification requirements, equal employment opportunity statement, where and to whom application should be made, and initial screening date of applications (you may insert an initial screening date, followed by the phrase "position will be considered open until filled"). At least 30 days should be allowed between the announcement of the position vacancy and the closing date for initial screening of applications.)
- 2.3 The Provost and Vice President for Academic Affairs will either approve or disapprove the request to advertise for a vacant position. The approval may include the requirement that the advertisement indicate that the position is conditional upon availability of funds. The Provost will also assign a position number¹.
- 2.4 Subsequent to the approval of the advertising of the position, any advertisement for which there is a charge shall be placed by sending a requisition with a copy of the cleared advertisement to the college dean. The college dean will approve or disapprove. If approval is given, the requisition will be sent to the Purchasing Office via PS. Approval is not necessary for advertising involving no charge to the University. An electronic copy of each recruiting flyer should be sent to the Office of the Provost and Vice President for Academic Affairs for posting.
- 2.5 The department will acknowledge all written inquiries and applications and will send all applicants the Confidential Faculty Data Form – also identified as the "Pre-Employment Invitation to Self-Identify for Faculty". A copy of the form with the appropriate PS position number and JO number will be sent to the college and the department with the official written approval of the search. The department will xerox this form to send to all applicants. The form is pre-addressed to Human Resources.
- 2.6 A log must be kept of applicants, interviews and the reasons for non-interview

¹Position number: OAA position number, PS position number, Job Opening number

*Exceptions require the approval of the Provost and Vice President, Academic Affairs.

and non-appointment as required. A sample *Profile of Applicants* packet is attached. The log is to be kept for each position and a copy forwarded with the appointment papers.

- 2.7 Before beginning interviews, the department chair and the college dean will prepare a written report of any changes to the recruitment plan, the number of applicants and the names of applicants who the department proposes to interview. The report, the Profile of Applicants and the vita of applicants recommended for interviews (both telephone and on-campus interviews) will be sent to the Office of the Provost and Vice President for Academic Affairs. This process applies to requests for telephone interviews, if applicable, and subsequent requests for on-campus interviews. If the process is not approved, the department will be informed of the action that will be necessary to proceed with the search process.

3. Recruitment of Part-Time Faculty

- 3.1 Department chairs will initiate recruitment for part-time faculty by seeking authorization from the college dean. Requests seeking such authorization will provide position announcements as described in Paragraph 2.2 above. A copy of the request will be sent to the Provost and Vice President for Academic Affairs. The dean's approval or disapproval will provide copies to the same offices.

- 3.2 Recruitment of part-time faculty may be done individually or on a "pool basis." If a significant number of part-time appointments occur, a pool must be established.

- 3.3 When part-time faculty are recruited on a "pool basis," the pool will be established annually. If done on a pool basis, the department will determine its possible needs for part-time faculty for the following year during the Spring Quarter prior to development of its Fall Schedule of Classes. A general announcement will indicate that the department may have needs for part-time faculty with various specialties during the coming year. On the basis of response to the announcement, the department will maintain a pool of faculty from which part-time appointments will be made for the following year. A closing date for application need not be specified. All temporary faculty who wish to be considered for employment, including incumbents, must apply for the pool annually and submit current resumes. Application and confidential data forms will be handled as in Paragraph 2 above. Candidates will be informed by the department chair whether or not they have been placed on the eligibility list (Profile of All Applicants form) and the list of those eligible will be sent to the college dean. A copy will be sent by the college dean to the Provost and Vice President, Academic Affairs. This list must be forwarded prior to the processing of appointment recommendations for the new academic year. All incumbent temporary faculty who have applied to the pool must be given careful consideration for employment as prescribed in section 12.7 of the CBA.

4. Qualifications for Appointment

The following shall be included among the factors to be given primary consideration in making faculty appointments:

- 4.1 Possession or likelihood of possession of the doctorate or the normal terminal degree.

- 4.2 Teaching effectiveness as reflected, in part, through the academic credentials of applicants, and demonstrated ability to advise and work with a diverse urban student body. (Departments will make every effort to assess these qualities by observing the candidate in a classroom situation and by learning of the candidate's experience in working with multicultural populations.)
- 4.3 Potential professional development including scholarly and artistic accomplishments.
- 4.4 Willingness to assume out-of-class responsibility in advising and committee work (tenure-track faculty).
5. When possible, interviews of prospective appointees will be conducted. Telephone calls verifying prior experience and performance of recommended appointees shall be made by the department chair and/or department committee, and by the college dean.
6. Requirements of CBA (see Article 12).

Requirements should be determined by reading the appropriate article of the current CBA, if applicable.
7. No commitment, direct or implied, for appointment or salary can be made by an officer of the University other than the president, provost and vice president for academic affairs, or the dean of the college. The latter can make such commitments only for the rank of Instructor or Lecturer, Range A.
8. At the time a department begins serious consideration of the appointment of a non-citizen, immediate notice is to be given to the Office of the Provost and Vice President for Academic Affairs so that visa status can be clarified. Securing the appropriate visa is complex, particularly for tenure-track positions, and the department and dean should be aware of possible delays in the arrival of such faculty.
9. No commitment, expressed or implied, concerning an eventual promotion or tenure decision will be made to any candidate by any officer or faculty member of the University.
10. If a Summer Quarter appointment is contemplated for faculty from another CSU campus, a determination must be made if a "pay dock" is necessary because of overlapping pay periods. The pay dock will be made at CSUEB, but the faculty member must be informed that this will happen. Any questions about a "pay dock" should be directed to the Associate Vice President, Academic Resources.

III

PROCEDURES FOR APPOINTMENT

1. The recommendation to make a tenure-track or new full or part-time lecturer appointment will be submitted in writing by the department chair to the dean of the college. The recommendation must include (1) a justification for salary and rank; (2) evidence of consultation with tenured members of the department regarding the candidate recommended for appointment; (3) discussion of how the search process reflects the university's commitment to equal employment opportunity (describe the search process); and (4) discussion of the potential of the recommended candidate to contribute to building a pluralistic university to serve our diverse region and state. The dean will add a recommendation for appointment, forward both, along with the official folder and the Appointment Recommendation Form, to the Provost and Vice President for Academic Affairs, via the Office of Academic Resources, for a final decision. An appointment will not be made without the concurrence of the chair of the department and the dean of the college.
2. An official folder will be compiled for each candidate recommended for appointment. The official folder will accompany the recommendation for appointment. The completeness of the folder is the responsibility of the department chair and must contain (1) a completed Academic Application Form, (2) three confidential letters of recommendation (or placement file), (3) other supporting evidence (see 1. above), (4) Profile of Applicants, (5) Probationary Faculty Development Plan (for probationary faculty only), and (6) Appointment Recommendation Form.
3. Only under exceptional circumstances may part-time faculty appointments be made other than from lists of qualified applicants. Requests for such exemptions must be accompanied by detailed justification.

Attachment: Profile of All Applicants

Academic Affairs:jat
10/01/2007

xc: Academic Resources