

CALIFORNIA STATE UNIVERSITY, EAST BAY
Office of Academic Affairs

FACULTY RECRUITMENT PLAN 2020 – 2021
FOR TENURE TRACK OR FULL TIME ANNUAL LECTURERS

GOALS:

- ✓ To engage in a proactive recruitment process, which includes advertising as widely as possible to attract a diverse pool of qualified applicants.
- ✓ To identify a final set of candidates with background, experience and expertise to best serve the needs of our students, curriculum, department and relationships within our regional community.

Date of Submission: _____

Name of Department: _____

Search Committee: Chair: _____

- Position:
- Full Time Annual Lecturer
 - Assistant Professor
 - Associate Professor
 - Full Professor
 - Department Chair

Position Beginning Date: _____

- I. **Profile of Department's Faculty/Student Composition** (Any need for specialized outreach?)

II. **Advertisement of the Position:** (What, When, Where and How?)

III. **Direct Mailing to Individuals, Groups, Institutions, Organizations:**
(Who and Where?)

IV. **Networking and Personal Contacts:** (Who, How and When?)

V. **Potential Candidates in the Pipeline:** (Who, How and When?)

VI. **Position Description Qualifications** (Required, Preferred, Desirable)

- VII. **Criteria for Screening, Selection and Priority Rating:** (Prepare a screening form based on the qualifications and duties in position announcement.) Attach Rating Form. Differential criteria values should be noted.
- VIII. **Telephone Interviews and Rating Protocol:** (Proposed telephone interview questions and ratings protocol form.) Attach Proposed Telephone Questions and Rating Form.
- IX. **Reference Checks:** (Who, What, How and When?) Should select same types of references for all candidates, e.g., immediate supervisor, colleague, and unit administrator. Attach questions with rating protocol.

TIME TABLE FOR POSITION RECRUITMENT

<u>ACTION</u>	<u>TARGET DATE</u>
I. Submission of position announcement	_____
II. Prepare Recruitment Plan	_____
III. Engage in proactive recruitment of candidates	_____
IV. Application review and screening. (Identify Candidates for telephone interviews)	_____
V. Conduct telephone interviews	_____
VI. Select candidates for on-site interviews and proposed date for visit	_____
VII. Conduct on-site interviews	_____
VIII. Complete reference check (by Dept. Chair or Dean)	_____
IX. Recommendation to Chair	_____
X. Recommendation to Dean	_____
XI. Decision on final candidate	_____

Note: Goal is to complete by end of Fall Semester.

cc: Department Chair
College Dean

Academic Affairs
5/8/2020 kjl

Criteria for Screening of Applications, Selection, and Priority Rating

Telephone Interview Questions and Rating Protocol