

CALIFORNIA STATE UNIVERSITY, EAST BAY
Office of Academic Affairs

FACULTY RECRUITMENT PLAN
FOR TENURE TRACK OR
FULL TIME ANNUAL LECTURERS 2017-2018

Electronic version located at: http://www20.csueastbay.edu/oa/files/policy_files/frptt.pdf

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 Number: _____

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. **Recruiting at Meetings and Conferences:** (Who, Where, When, How?)

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

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

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

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

VIII. **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.

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. Meet with DELO and UDO	_____
III. Prepare Recruitment Plan	_____
IV. Engage in proactive recruitment of candidates	_____
V. Application review and screening. (Identify Candidates for telephone interviews)	_____
VI. Conduct telephone interviews	_____
VII. Select candidates for on-site interviews and proposed date for visit	_____
VIII. Complete reference checks	_____
IX. Conduct on-site interviews	_____
X. Recommendation to Chair	_____
XI. Recommendation to Dean	_____
XII. Decision on final candidate	_____

Note: Goal is to complete by end of Winter Quarter.

cc: Department Chair
College Dean
Diversity and Equity Liaison Officer
University Diversity Officer