

California State University, East Bay  
Office of Academic Affairs

**Tenure-Track Search Process Guidelines**

**2015-2016**

**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.")
- **Submit Committee names to the College Dean's and Provost's Offices**
- **Convene Committee and schedule future meetings**

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

**Stage Three: Develop the Position Announcement**

- **Prepare a position announcement using the current template for FULL-TIME TENURE-TRACK positions** (See position description reference document)
- **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). Assure the priorities are apparent in the position description.**
- **Submit to Provost's Office, via Department Chair and via College Dean, for approval and OAA position number, PS position number and Job Opening ID.**

**Stage Four: Prepare Recruitment Plan**

- **Meet with DELO (Diversity & Equity Liaison Officer) and UDO (University Diversity Officer)**
- **Review Faculty & Student Composition Data**
- **Complete the recruitment plan**
- **Submit plan for approval to the Provost's Office, via Department Chair and via College Dean, prior to requesting telephone interviews**

- Send approved copies of FDP to Department Chair, Dean, DELO and UDO

**Stage Five: Acknowledge and Screen Applications**

- Send acknowledgements of all applications
- Review each application using approved screening criteria
- Prepare a tally sheet of ratings of each candidate by each committee member (Applicant Screening Summary of Ratings)
- Forward individual forms to Dean's Office

**Stage Six: Consider the Composition of the Pool (DELO and UDO)**

- Review data on applicants, current workforce, calculated availability for the discipline, and faculty/student composition
- Determine sufficiency to move forward

**Stage Seven: Obtain Approval to Conduct Telephone Interviews**

Submit a memo to Provost, via Department Chair and via College Dean, from Search Committee Chair. This must include a list of the names of recommended applicants and a brief paragraph describing the recruitment process. If dissenting opinion, Department Chair and Dean must submit separate letters.

- (1) PeopleSoft *Profile of All Applicants* with appropriate status codes marked
- (2) Applicant documents: Vita only at this stage
- (3) Proposed Telephone Interview Questions with Rating Protocol (see attached sample of telephone interview questions)
- (4) Applicant Screening Summary of Ratings

**Stage Eight: Conduct Reference Checks Using Approved Protocol**

**Stage Nine: Obtain Approval for On-Campus Interviews**

Submit a memo to Provost, via Department Chair and via College Dean, from Search Committee Chair. Must include a list of the names of recommended applicants, locations from which the applicants will be traveling and estimated travel and lodging costs. If dissenting opinion, Department Chair and Dean must submit separate letters.

- (1) Updated PeopleSoft *Profile of All Applicants* with appropriate status codes marked
- (2) Applicant documents: Vitas of and results of reference checks on protocol for each semi-finalist
- (3) Proposed On-campus Interview Questions with Rating Protocol
- (4) Proposed On-campus Interview Schedule
- (5) Telephone Interview Summary of Ratings

**Stage Ten: Submit Final Recommendations**

- (1) 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 star-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) Updated PeopleSoft *Profile of All Applicants*, and complete *Faculty Appointment Recommendation Form*, with all appropriate signatures.**
- (5) Finalist documents: original vita, cover letter, original letters of recommendation**
- (6) Faculty Development Plan**

**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

*Individual rating forms are to be retained by the Dean's Office. All other documents will be retained in the Provost's Office.*