

Faculty Affairs and Development (FAD) serves as the resource to Deans, Department chairs, and Faculty Recruiting committees on California State University, San Bernardino’s policies and procedures related to the recruitment and appointment of probationary faculty (*FAM 642.4*). Our goal is to ensure that a successful recruitment process will result in a diverse pool of applicants to the greatest extent possible who meet qualifications and candidates who can contribute to the diversity and excellence of the academic community through their research, teaching and service.

**CREATING/ADVERTISING POSITION PROCESS** (*approx. 3-6 weeks, typically Fall*)

**PERSON(S) RESPONSIBLE**

<b>STEP 1</b>	<ul style="list-style-type: none"> <li>Hiring unit sends a hard copy of the Recruitment and Advertising Plan to Faculty Affairs and Development for approval.</li> </ul>	Dean/Department Chair
<b>STEP 2</b>	<ul style="list-style-type: none"> <li>Upon approval of the Recruitment and Advertising Plan, the Hiring Department will create the job requisition in PageUp</li> </ul>	Department Chair/Department ASC
<b>STEP 3</b>	<ul style="list-style-type: none"> <li>FAD - Posts the position in PageUp: Dean/Chair notified.</li> <li>Faculty Affairs &amp; Development Advertising: <i>CalJobs, CSU Careers, Chronicle of Higher Education, Diverse Education, Blacks in Higher Education, Native Americans in Higher Education, Higher Ed Jobs, HBCU Connect, Higher Education Recruitment Consortium, Journal of Black in Higher Education, CSU Careers, Higher Ed Jobs, Black Doctoral Network.</i></li> </ul>	Faculty Affairs/Development
<b>STEP 4</b>	<p>Department Advertising: <i>Discipline specific media, university placement services, conferences, professional networks at other institutions, web sites, affinity group publications, graduate schools/departments where underrepresented groups may be located.</i></p> <p><b>NOTE:</b> <i>Submit identical position descriptions to all media sources. When posting position announcements in media with word length limits, include link to CSUSB website.</i></p>	Dean/Department Chair/Committee Chair

**RECRUITMENT PROCESS**

<b>STEP 1</b>	<p><b>SUCCESSFUL APPLICANT PROCESS</b> – After the committee reviews the applicant materials, applicants who meet the minimum qualifications are identified. Department Chair/ASC updates the applicant’s statuses in PageUp.</p> <ul style="list-style-type: none"> <li>Committee identifies semifinalist(s). Department Chair/ASC moves the applicant(s) into the “Diversity Check 1- Met Minimum Qualifications” application step in PageUp.</li> <li>The system will send an email to the Diversity Officer, listing the names of the candidates.</li> </ul> <p><b>UNSUCCESSFUL APPLICANT PROCESS</b> - Department Chair/ASC moves applicant(s) into the application status of “Minimum Qualifications Not Met” in PageUp and a system generated communication is sent to applicants.</p>	Recruitment/Search Committee Recruitment Committee Chair
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<p><b>STEP 2</b></p>	<p>If the applicant pool is approved by the Office of Diversity and the AVP of Faculty Affairs and Development, the candidate pool will be moved into the application step of “Initial Committee Review”. A system generated email will be sent to the Department Chair, ASC, Committee Chair and Committee members notifying them that the pool has been approved and ready for their review.</p> <p><i>If the recommendation is in the negative but the hiring unit does not agree, the hiring unit shall be given the opportunity to request consideration by producing evidence of its good-faith effort to obtain a diverse applicant pool. If the hiring unit and the Office of Diversity still disagree on whether the search should proceed, the matter is referred to the college Dean. If the dean agrees with the Office of Diversity; the search is halted and may reopen. If the dean agrees with the hiring unit, the hiring unit, the Dean, and the Office of Diversity shall meet together with the Provost to discuss the matter. The Provost’s decision, which should be rendered either at the meeting or immediately after, is final. (FAM 642.4)</i></p>	<p>Diversity Officer/Faculty Affairs and Development</p>
<p><b>STEP 3</b></p>	<ul style="list-style-type: none"> <li>• Search committee will review the candidates and notify the Department Chair/ASC of those identified as “Successful”.</li> <li>• Department Chair/ASC will move those candidates into the application step of “Initial Committee Review Successful”.</li> <li>• Search Committee will notify the Department Chair/ASC of who is unsuccessful.</li> <li>• Department Chair/ASC will move the unsuccessful applicants into the application step of “Initial Review Unsuccessful” and a system generated communication is sent to applicants.</li> </ul>	<p>Recruitment/Search Committee Chair</p>
<p><b>STEP 4</b></p>	<ul style="list-style-type: none"> <li>• Department Chair/ASC will move those candidates in “Initial Committee Review Successful” into the application step of “Diversity Check 2- Prior to Zoom Event”. An email notification will be sent to the Diversity Officer informing them that the pool is ready for the 2<sup>nd</sup> diversity check.</li> <li>• If approved, the AVP of Faculty Affairs and Development will move the candidate pool into the application step of “Diversity Check 2 – AVP Approval for Zoom Interview”. A system generated email will be sent to the Department Chair, ASC, Committee Chair and Committee members notifying them that the pool has been approved.</li> </ul>	<p>Department Chair  Diversity Officer/Faculty Affairs and Development</p>
<p><b>STEP 5</b></p>	<ul style="list-style-type: none"> <li>• Department Chair/ASC will move those candidates in the application step “Diversity Check 2 – AVP Approval for Zoom Interview” into the application step of “Invite for Zoom/Virtual Interview Event 1”.</li> <li>• If the interview times have been preestablished in PageUp by the Department Chair and/or Dept ASC, the applicants will receive an email notification of the invite.</li> </ul>	<p>Department Chair</p>

<p><b>STEP 6</b></p>	<ul style="list-style-type: none"> <li>• Search Committee identifies candidates that had a successful zoom interview and notifies the Department Chair/ASC.</li> <li>• Department Chair/ASC moves the applicant into the application step of “Virtual/Zoom Interview Event 1 Successful”.</li> </ul>	<p>Recruitment/Search Committee/Department Chair</p>
<p><b>STEP 7</b></p>	<ul style="list-style-type: none"> <li>• Department Chair/ASC will move those candidates that had a successful Zoom Interview to “Diversity Check 3 – Prior to Campus Visit”. An email notification will be sent to the Diversity Officer informing them that the pool is ready for the 3rd diversity check.</li> <li>• If approved, the AVP of Faculty Affairs and Development will move the candidate pool into the application step of “Diversity Check 3 – AVP Approval for Campus Visit”. A system generated email will be sent to the Dean, Department Chair, ASC, Committee Chair and Committee members notifying them that the pool has been approved.</li> </ul>	<p>Department Chair  Diversity Officer/Faculty Affairs and Development</p>
<p><b>STEP 8</b></p>	<ul style="list-style-type: none"> <li>• Department Chair/ASC will move those candidates into the application step of “Request Dean Approval of Finalist(s) for Campus Visit”. A system generated email notification will be sent to the Dean requesting approval of the pool for the campus visit.</li> </ul>	<p>Department Chair</p>
<p><b>STEP 9</b></p>	<ul style="list-style-type: none"> <li>• If approved, the College Dean/College Analyst/Dean’s Assistant will move the candidate pool into the application step of “Dean Approved for Campus Visit”. A system generated email will be sent to the Dean, Department Chair, ASC, Committee Chair and Committee members notifying them that the pool has been approved.</li> </ul>	<p>Dean</p>
<p><b>STEP 10</b></p>	<ul style="list-style-type: none"> <li>• Department Chair/ASC will move those candidates into the application step of “2<sup>nd</sup> - Reference Check in Progress (Phone Inquiries)”. A system generated email notification will be sent to the Department Chair, ASC, Search Committee Chair and Search Committee members requesting that they conduct the telephone inquiry and/or to verify that the letters of recommendation have been received for the finalist(s).</li> <li>• <u>SUCCESSFUL FINALIST(S) PROCESS</u> - After conducting the reference check process, the committee will notify the Department Chair/ASC of those finalist that were successful.</li> <li>• Department Chair/ASC will move those candidates into the application step of “Invite for Interview 2 – Campus Visit”. A system generated email notification will be sent to the candidates informing them that the hiring department will be contacting them to schedule the campus visit.</li> <li>• <u>UNSUCCESSFUL FINALIST(S) PROCESS</u> - After conducting the reference check process, the committee will notify the Department Chair/ASC of those finalist(s) that were unsuccessful. Department Chair/ASC will move those candidates into the application step of “Reference Check Unsuccessful (phone inquiries)”. A system generated email notification will be sent to these candidates notifying them that they were unsuccessful at this step in the recruitment process.</li> </ul>	<p>Department Chair</p>

<p><b>STEP 11</b></p>	<ul style="list-style-type: none"> <li>• Campus visit scheduled (<i>minimum of 3 candidates</i>).</li> <li>• Schedule candidate for a 30-minute visit with Associate Provost for Faculty Affairs &amp; Development.</li> <li>• After conducting the campus visit interviews, the committee notifies the Department Chair of the finalist(s) that were successful.</li> <li>• The Department Chair/ASC collects the completed (Applicant Hiring Folder Documents from the Recruitment/Search Committee), located on the Faculty Affair and Development website in the Recruiting Forms section. <a href="https://www.csusb.edu/faculty-affairs-development/recruiting/recruitment-forms">https://www.csusb.edu/faculty-affairs-development/recruiting/recruitment-forms</a>. The Department Chair/ASC uploads the “Applicant Hiring Folder” documents for the finalist(s) to the job requisition in PageUp. This ensures that the documents are available for the Dean to review when the Recruitment/Search Committee sends over the recommendation.</li> <li>• Department Chair/ASC will move those successful finalist(s) into the application step of “Campus Interview Event 2 Successful”. A system generated email notification will be sent to the Department Chair, ASC and Search Committee Chair and Search Committee members informing them to move the finalist(s) into the application step of “Committee Recommendation to Dean”.</li> <li>• <u>SUCCESSFUL FINALIST PROCESS</u> - Department Chair/ASC will move the finalist(s) identified as successful into the application step of “Committee Recommendation to Dean”. A system generated email notification will be sent to the Dean listing the finalists that the committee has recommended and requesting that if the Dean approved to move the finalists into the application step of “Dean Approved for Offer”. <b>The Dean will need to notify the Dean’s Assistant and/or the College Analyst to move the finalists into the application step of “Dean Approved for Offer-Prepare Offer”. This will require that the Dean’s Assistant and/or College Analyst prepare the Offer Card in PageUp.</b></li> <li>• <i>Faculty Affairs and Development should be notified via email or phone after the Deans Assistant and/or College Analyst completes their portion of the Offer Card. If there are no issues with the Offer Card, FAD will proceed with generating the Offer Letter and sending it electronically to the finalist(s).</i></li> <li>• <u>UNSUCCESSFUL FINALIST(S) PROCESS</u> - After conducting the campus interviews, the committee will notify the Department Chair/ASC of those finalists that were unsuccessful. Department Chair/ASC will move those candidates into the application step of “Campus Interview Event 2 Unsuccessful”. A system generated email notification will be sent to these candidates notifying them that they were unsuccessful at this step in the recruitment process.</li> </ul>	<p>Recruitment/Search Committee/Department Chair</p> <p>Dean’s Assistant/College Analyst</p>
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<p><b>STEP 12</b></p>	<ul style="list-style-type: none"> <li>• After FAD reviews the Offer Card completed by the Dean’s Assistant and/or College Analyst, Faculty Affairs and Development generates the offer letter and submits it online for approval by the Dean, AVP of Faculty Affairs and Development and the Provost. If approved, FAD will submit the offer electronically to the finalist(s) via PageUp.</li> <li>• Upon receiving the offer of acceptance from the finalist(s) via PageUp, FAD will initiate the background check. A system generated email will be sent to the Department Chair, Creator of the Requisition, Dean and FAD Representative notifying them of the employee’s Acceptance.</li> <li>• <u>SUCCESSFUL BACKGROUND CHECK PROCESS</u> - FAD prepares the finalist(s) for hire and Faculty Orientation</li> <li>• <u>UNSUCCESSFUL BACKGROUND CHECK PROCESS</u> - Final disposition will be reviewed by HR and the AVP of Faculty Affairs and Development.</li> </ul>	<p>Faculty Affairs and Development</p>
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