

RECRUITING AND APPOINTMENT OF TENURE-LINE FACULTY FAM 642.4

PURPOSE

The hiring of a tenure-line faculty requires the election of a faculty recruiting committee and involves position approval, position announcement, initial screening and interview, campus visit, and appointment. This document sets forth policies that govern all aspects of this process.

FACULTY RECRUITING COMMITTEE

The Faculty Recruiting Committee shall be composed of at least three (3) tenure-line faculty, one of whom must be tenured. If the hiring unit—which is typically an academic department or school—does not have three (3) tenure-line faculty or a tenured faculty, it shall elect needed faculty from closely related fields. The head of the hiring unit—the chair of a department or the director of a school—shall serve as an *ex officio* member, with voting rights. The committee shall select its chair.

The hiring unit shall strive to ensure that the committee is diverse in representation in terms of ethnicity, gender, and sexual orientation.

The college dean may appoint to the recruiting committee one additional faculty member for either of the following two purposes:

1. To enhance diversity in the hiring process. The appointee shall preferably be a faculty member in the same college and shall be selected in consultation with the head of the hiring unit and the elected committee. He or she will assist the committee in its efforts to enhance diversity in the hiring process in a range of aspects, for example to attract a diverse pool of applicants and to increase members' awareness of potential biases in the process. The appointee will not have voting rights on the committee.
2. To enhance the composition of the committee, for example to include a variety of employment longevity. The appointment should be made in consultation and agreement with the head of the hiring unit and a majority of the elected committee members. If the appointee is from within the hiring unit, he or she shall have voting rights. If the appointee is from outside the hiring unit, he or she shall not have voting rights.

Deliberations of the Faculty Recruiting committee shall be confidential.

POSITION APPROVAL

The filling of a tenure-line faculty position is typically initiated by the hiring unit and is approved by the college dean and the provost and vice president of Academic Affairs (hereafter "the provost"). The form used for this purpose is the Requisition/Recruitment Form (Appendix A), which shall include the position job description and the rank of the position to be filled.

POSITION ANNOUNCEMENT

The hiring unit is responsible for developing a vacancy announcement and a recruiting and advertising plan. The announcement and plan shall be approved by the college dean and the Office of Diversity. The vacancy announcement should include the rank and minimum qualifications for the position, the statement that salary is commensurate with experience, application deadline, the request for a diversity statement, and any other legal requirement not herein included. The recruitment and advertising plan should include strategies for attracting a diverse and qualified pool of applicants, sources to attract applicants from underrepresented groups, and a set of well-defined evaluation criteria.

The Office of Faculty Affairs and Development shall post and fund the position announcement on its own website, Chronicle of Higher Education, and CSU Careers. The hiring unit is responsible for advertising in its professional organizations' job websites or publications and is encouraged to distribute the job announcement to relevant terminal degree granting institutions.

Special efforts should be made by all parties to promote diversity in the hiring process. These efforts include, but are not limited to, contacting departments or programs where qualified members of underrepresented groups may be located, soliciting application via personal contacts, and advertising in targeted media outlets that attract underrepresented candidates.

INITIAL SCREENING AND INTERVIEW

The Faculty Recruiting Committee shall select from the candidate pool applicants for initial interview and then select from those interviewed a list of finalists for campus visit.

1. Initial Screening. To be considered for the first screening, a candidate's file on the electronic recruitment management system must include contact information, three (3) letters of recommendation, copies of transcripts of all degrees, and evidence of teaching effectiveness such as teaching portfolios,

reports on teaching observations, and/or student evaluations of teaching (if available),

The Faculty Recruiting Committee shall identify applicants who meet required qualifications. Those who meet required qualifications shall constitute the candidate pool. The Office of Diversity shall compile the diversity data of the pool and, within two working days, provide the hiring unit a recommendation—with justification—whether the search should proceed. If the recommendation is in the negative but the hiring unit does not agree, the hiring unit shall be given the opportunity to request reconsideration 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.

The Faculty Recruiting Committee shall select candidates from the pool for initial interview.

2. Initial Interview. The initial interview can be conducted either electronically (e.g. via telephone or video conferencing) or in person (e.g. at a professional conference). The Faculty Recruiting Committee shall select from the interviewees a list of finalists for campus visit and conduct reference checks of these candidates.

For the initial interview and the reference check, the same set of questions should be used for all candidates.

CAMPUS VISIT

Campus visits shall be approved by the college dean. A CV shall be made available to the hiring unit faculty.

The campus visit by a finalist should normally include the following activities:

1. A teaching demonstration.
2. A presentation on research, scholarship, or creative activities.
3. Meetings with the head of the hiring unit and the dean.
4. Meetings with the hiring unit faculty.

5. Meetings with directors of campus resources such as the Faculty Center for Excellence.
6. Meeting with the Center for International Studies and Programs if the candidate self-identifies as a non-US resident or citizen.

Participation in the campus visit by the hiring unit faculty is strongly encouraged. Those who do not participate shall not have the right to cast the advisory vote stipulated below.

APPOINTMENT

1. Process for Appointment. Following the completion of the campus visit, the Faculty Recruiting Committee shall select from the finalists a candidate or candidates to be recommended for appointment. The tenure-line faculty of the hiring unit shall then cast an advisory vote of acceptability of the selected candidate(s).

Recommendations by the Faculty Recruiting Committee, comments by the head of the hiring unit, and the results of the faculty's advisory vote are forwarded to the college dean.

If the college dean agrees with the recommendation(s), an unofficial offer of employment shall be made, with a statement that its final fulfillment is contingent upon the satisfactory completion of a background check by the university central administration and the approval of the provost. If the offer is accepted by the candidate, an appointment folder that includes Forms B and C (Appendices B and C) and the candidate's file is sent to the Associate Provost for Faculty Affairs and Development, who ensures the completeness of the file before presenting it to the provost for appointment. The appointment letter by the provost is the sole representation of the university's commitment to the candidate for employment.

If the dean, after extensive consultation with the hiring unit, does not agree with the recommendation of the Faculty Recruiting Committee, the candidate concerned will be out of contention.

2. Terms of Appointment
 - A. The period of the initial appointment is normally two (2) years.
 - B. The probationary period is normally six (6) years.
 - C. The appointee may be granted up to two (2) years of service credit towards probation based on prior experience. The granting of service credit must be recommended by the head of the hiring unit and the dean and approved by the provost.
 - D. If the appointee's required terminal degree is pending, s/he will be appointed as visiting professor for one (1) academic year, with the

understanding that tenure-line status will be granted when the degree is completed during that period.

3. Documentation for Appointment. The file appointment shall include the following:
 - A. Position description and copy of the Recruitment/Requisition Form (Appendix A).
 - B. Printout of the online recruitment tool with the applicant's name.
 - C. Letter of application and vita.
 - D. Diversity statement.
 - E. Official transcripts of all degrees.
 - F. Three (3) letters of recommendation.
 - G. Documentation on at least three (3) reference checks.
 - H. Evidence of teaching effectiveness, such as teaching portfolios, reports on teaching observations, and/or student evaluations of teaching (if available).
 - I. Comments from the initial interview.
 - J. Comments by members of the university from outside the hiring unit who have met the candidate.
 - K. Faculty Recruiting Committee comments.
 - L. The result of the the hiring unit's advisory vote.
 - M. Comments by the head of the hiring unit.
 - N. The college dean's comments and recommendation.
 - O. Signed appointment form by the chair of the Faculty Recruiting Committee, the head of the hiring unit, and the dean.
 - P. Justification for service credit (if applicable).

Should the appointee be hired out of a lecturer position at CSUSB, his or her file should include, in addition to the above and if available, documents of teaching effectiveness such as SOTEs, class visitation reports, and evaluation reports.

Appendix A: Requisition/Recruitment form and [web link](#)

Appendix B: Form B: template and [web link](#)

Appendix C: Form C: template and [web link](#)