

Via Electronic MailMEMORANDUM

**Date:** March 12, 2020  
**To:** Deans and Department Chairs  
**From:** Seval Yildirim, Associate Provost for Faculty Affairs and Development  
**Re:** Changes to Faculty Searches During COVID-19 Restrictions

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Dear Colleagues:

I write regarding converting our upcoming faculty candidate campus visits to virtual visits.

While we have concluded a portion of our tenure-line faculty searches, a significant number of searches will be ongoing during the Spring 2020 quarter. Given the evolving situation with the novel COVID-19 virus, of particular concern are searches where campus visits are already underway and searches in the earlier stages, i.e. where campus visits have not yet been scheduled. Below, I address these two types of searches in turn.

***CAMPUS VISITS ALREADY UNDERWAY***

Even under the current evolving and unique circumstances, we continue to have an obligation to treat all candidates in a search equitably. To that end, please note:

- Please do your best to ensure that ***the same process is followed for all candidates in a search***. Failure to follow the same fundamental process equitably may lead to the cancellation of the search.
- If a candidate is unable or unwilling to come to campus due to safety concerns, then please contact the Office of Faculty Affairs and Development (FAD) immediately so that we can address the issue.
- If the Search Committee thinks any required part of the campus visit cannot be completed safely, please contact FAD immediately.
- If a change in the search process needs to be made due to circumstances outside the Search Committee's control (such as a candidate's refusal to come to campus out of safety concerns), then please notify FAD immediately.
- Converting any part of the interview process from "in-person" to "virtual" will need prior approval from FAD.
- Even if the Search Committee may be allowed to alter a part of the search process, the information gathered from the same element for preceding candidates ***may not form any basis*** of the final selection recommendation by the committee.

- To reiterate, any changes to a search where candidate campus visits are underway will require **approval from FAD before the Search Committee can proceed with the changes.**

### ***CAMPUS VISITS NOT YET SCHEDULED: Virtual Campus Visits***

For campus visits not yet scheduled, and given the evolving travel advisories and restrictions and safety concerns, we will be conducting the remainder of our searches virtually. In other words, for faculty searches where none of the campus visits have yet taken place, please schedule all of these visits to take place virtually.

In order to ensure that we treat all candidates equitably

- Please ***draft a virtual campus visit outline and submit to FAD for approval at least one week before the virtual visit by the first candidate in the search.*** This is simply to ensure that we are compliant with all our obligations to treat all candidates fairly and equitably. The virtual campus visits should include the formal interview with the Committee, meeting with the Department Chair, meeting with the Dean, meeting with Associate Provost Yildirim, and other elements your department ordinarily requires during campus visits, such as scholarly presentation to the faculty or classroom presentations.
- Please note that ***every virtual visit in the same search must be the same.*** Where it may become evident that this will not be possible, please contact FAD immediately before you proceed.
- Please make sure that ***all the members of the committee fully understand and appreciate how to evaluate the candidates during these virtual campus visits.***
- If invitations have been extended to some of the candidates, then please contact them immediately to let them know that all our future campus visits have been converted to virtual ones and that you will let them know of the details soon.
- Please notify FAD immediately if a candidate is unable to participate in a virtual campus visit.
- Please keep in mind that the failure to follow the same fundamental process equitably may lead to the cancellation of the search.

If you need any help or guidance with the processes described above, please do let me or my assistant, Ms. Heather Lint know. For purposes of all communication related to the processes described above, ***Ms. Lint is the contact person in FAD and she can be reached at [hlint@csusb.edu](mailto:hlint@csusb.edu)*** or at 909-537-5421. Please copy me on all e-mail communication regarding the searches.

Thank you very much for all your hard work to bring outstanding faculty to our campus and for your collaboration during this time. Please let me know if you have any questions or concerns.

Best,



Seval Yildirim

Associate Provost for Faculty Affairs and Development