

CAL STATE SAN BERNARDINO

Office of Faculty Affairs & Development: Guide to Recruitment & Hiring Process

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.

PHASE 1: CREATING / ADVERTISING POSITION PROCESS

Approx. 3–6 weeks, typically Fall

Step	Action / Description	Person(s) Responsible
STEP 1	Hiring units needs to elect the Faculty Recruiting Committee in align with procedures in FAM 642.4 prior to proceeding to step 2.	Dean / Department Chair
STEP 2	Hiring unit sends the following documents via Adobe sign and cc the facultyaffairsanddevelopment@csusb.edu office: Recruitment and Advertising Plan (including 3 evaluation rubrics), Diversity Action Plan, and Advertisement draft (forms can be found here and sample rubrics can be found here). Final approval will come from the Associate Provost of Faculty Affairs and Development.	Dean / Department Chair
STEP 3	Upon approval of the Recruitment and Advertising Plan, the Hiring Department will create the job requisition in PageUp (PageUp Resources can be found here).	Department Chair / Department ASC
STEP 4	FAD posts the position in PageUp — Dean/Chair notified. FAD Advertising includes: 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 Blacks in Higher Education, Black Doctoral Network.	Faculty Affairs & Development
STEP 5	Department Advertising: Discipline-specific media, university placement services, conferences, professional networks at other institutions, websites, affinity group publications, graduate schools/departments where underrepresented groups may be located.	Dean / Department Chair / Committee Chair

NOTE 1: Submit identical position descriptions to all media sources. When posting position announcements in media with word length limits, include a link to the CSUSB website.

NOTE 2: All recruitment committees will need to complete an orientation with the FAD office prior to reviewing applicant files.

PHASE 2: RECRUITMENT PROCESS

Step	Action / Description	Person(s) Responsible
STEP 1	SUCCESSFUL APPLICANT PROCESS – After the committee reviews applicant materials, applicants who meet the minimum qualifications are identified. Department Chair/ASC updates applicant statuses in PageUp. <ul style="list-style-type: none"> Committee identifies semifinalist(s). Department Chair/ASC moves the applicant(s) into the "Diversity Check 1 – Met Minimum Qualifications" application step in PageUp. The system will send an email to the Associate Provost of FAD listing the names of the candidates. 	Recruitment / Search Committee Chair

CAL STATE SAN BERNARDINO

Office of Faculty Affairs & Development: Guide to Recruitment & Hiring Process

	<p>UNSUCCESSFUL APPLICANT PROCESS – Department Chair/ASC moves applicant(s) into the status "Minimum Qualifications Not Met" in PageUp and a system-generated communication is sent to applicants.</p>	
<p>STEP 2</p>	<p>If the applicant pool is approved by the Associate Provost 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 is ready for review.</p> <p>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)</p>	<p><i>Diversity Officer / Faculty Affairs and Development</i></p>
<p>STEP 3</p>	<ul style="list-style-type: none"> • Search committee will review candidates and notify the Department Chair/ASC of those identified as "Successful". • Department Chair/ASC will move those candidates into the application step of "Initial Committee Review Successful". • Search Committee will notify the Department Chair/ASC of who is unsuccessful. • Department Chair/ASC will move unsuccessful applicants into the application step of "Initial Review Unsuccessful" and a system-generated communication is sent to applicants. 	<p><i>Recruitment / Search Committee Chair</i></p>
<p>STEP 4</p>	<ul style="list-style-type: none"> • Department Chair/ASC will move 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 2nd diversity check. • If approved, the Associate Provost of Faculty Affairs and Development will move the candidate pool into the application step of "Diversity Check 2 – Associate Provost 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. 	<p><i>Department Chair Diversity Officer / Faculty Affairs and Development</i></p>
<p>STEP 5</p>	<ul style="list-style-type: none"> • Department Chair/ASC will move those candidates in the application step "Diversity Check 2 – Associate Provost Approval for Zoom Interview" into the application step of "Invite for Zoom/Virtual Interview Event 1". • If interview times have been pre-established in PageUp by the Department Chair and/or Dept. ASC, the applicants will receive an email notification of the invite. 	<p><i>Department Chair</i></p>
<p>STEP 6</p>	<ul style="list-style-type: none"> • Search Committee identifies candidates that had a successful Zoom interview and notifies the Department Chair/ASC. • Department Chair/ASC moves the applicant into the application step of "Virtual/Zoom Interview Event 1 Successful". 	<p><i>Recruitment / Search Committee / Department Chair</i></p>
<p>STEP 7</p>	<ul style="list-style-type: none"> • Department Chair/ASC will move candidates with 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. • If approved, the Associate Provost of Faculty Affairs and Development will move the candidate pool into the application step of "Diversity Check 3 – Associate Provost Approval for Campus Visit". A system-generated email will be sent to the Dean, Department Chair, ASC, Committee Chair and Committee members notifying them of approval. 	<p><i>Department Chair Diversity Officer / Faculty Affairs and Development</i></p>

CAL STATE SAN BERNARDINO

Office of Faculty Affairs & Development: Guide to Recruitment & Hiring Process

STEP 8	<ul style="list-style-type: none"> 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. 	<i>Department Chair</i>
STEP 9	<p>The College Dean/College Analyst/Dean's Assistant will move the candidate or pool into one of the application steps:</p> <ul style="list-style-type: none"> DEAN'S APPROVAL: "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 of the approval. DEAN'S DENIAL: "Dean Denial of Campus Visit for Candidate" – a system-generated email will be sent to the Dean, Department Chair, ASC and Committee Chair notifying them that the pool has not been approved. Note: <i>Application step "Candidate Not Approved for Campus Visit (Status Notifies Candidate)" sends a system-generated email to the candidate.</i> 	<i>Dean</i>
STEP 10	<ul style="list-style-type: none"> Department Chair/ASC will move those candidates into the application step of "2nd – 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 they conduct the telephone inquiry and/or verify that letters of recommendation have been received for the finalist(s). SUCCESSFUL FINALIST(S) PROCESS – After conducting the reference check, the committee will notify the Department Chair/ASC of those finalists that were successful. 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 contact them to schedule the campus visit. UNSUCCESSFUL FINALIST(S) PROCESS – After conducting the reference check, 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 they were unsuccessful at this step. 	<i>Department Chair</i>
STEP 11	<ul style="list-style-type: none"> Campus visit scheduled (minimum of 3 candidates). Schedule candidate for a 30-minute visit with Associate Provost for Faculty Affairs & Development. After conducting campus visit interviews, the committee notifies the Department Chair of the finalist(s) that were successful. <p>The Department Chair/ASC collects the completed Applicant Hiring Folder Documents from the Recruitment/Search Committee (located on the FAD website at https://www.csub.edu/faculty-affairs-development/recruitment/recruitment-forms):</p> <ul style="list-style-type: none"> Interviewer's Comments Telephone Inquiry Notes Department Recruiting Committee Comments Department Faculty Voting Results Department Chair's Comments and Recommendations College Dean's Comments and Recommendations (can be uploaded by the hiring department or the college office) Department Chair/ASC uploads the "Applicant Hiring Folder" documents for the finalist(s) to the job requisition in PageUp so they are available for the Dean to review when the Recruitment/Search Committee sends the recommendation. Department Chair/ASC will move those successful finalist(s) into the application step of "Campus Interview Event 2 Successful". 	<i>Recruitment / Search Committee / Department Chair Dean's Assistant / College Analyst</i>

CAL STATE SAN BERNARDINO

Office of Faculty Affairs & Development: Guide to Recruitment & Hiring Process

	<ul style="list-style-type: none">● SUCCESSFUL FINALIST PROCESS – 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 the committee has recommended and requesting that, if the Dean approves, the finalists be moved into the application step of "Dean Approved for Offer". The Dean will notify the Dean's Assistant and/or College Analyst to move the finalists into the application step of "Dean Approved for Offer – Prepare Offer Card". Faculty Affairs and Development should be notified via email or phone after the Dean's Assistant and/or College Analyst completes their portion of the Offer Card. If there are no issues, FAD will proceed with generating the Offer Letter and sending it electronically to the finalist(s).● UNSUCCESSFUL FINALIST(S) PROCESS – 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 they were unsuccessful at this step.	
STEP 12	<ul style="list-style-type: none">● 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, Associate Provost of Faculty Affairs and Development, and the Provost. If approved, FAD will submit the offer electronically to the finalist(s) via PageUp.● 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.● SUCCESSFUL BACKGROUND CHECK PROCESS – FAD prepares the finalist(s) for hire and Faculty Orientation.● UNSUCCESSFUL BACKGROUND CHECK PROCESS – Final disposition will be reviewed by HR and the Associate Provost of Faculty Affairs and Development.	<i>Faculty Affairs and Development</i>