

CAL STATE SAN BERNARDINO

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

Recruitment and Appointment of Tenure-line Faculty

Faculty Affairs and Development (FAD) office serves as the resource to Deans, Department Chairs, and Faculty Recruiting Committees regarding California State University, San Bernardino's policies and procedures related to the recruitment and appointment of probationary tenure-line faculty ([FAM 642.4](#)). Our goal is to ensure that a successful recruitment process will result in a diverse pool of candidates 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 need to elect the Faculty Recruiting Committee in alignment with procedures in FAM 642.4 prior to proceeding to step 2.	<i>Dean / Department Chair</i>
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.	<i>Dean / Department Chair</i>
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).	<i>Department Chair / Department ASC</i>
STEP 4	FAD posts the position in PageUp — Dean/Chair notified. FAD Advertising includes the following career sites: 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.	<i>Faculty Affairs & Development</i>
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.	<i>Dean / Department Chair / Committee Chair</i>

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 candidate files.

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PHASE 2: RECRUITMENT PROCESS

Step	Action / Description	Person(s) Responsible
STEP 1	SUCCESSFUL CANDIDATE PROCESS – After the committee reviews candidate materials, candidates who meet the minimum qualifications are identified. Department Chair/ASC updates candidate statuses in PageUp. - Department Chair/ASC moves the candidate(s) into the "Diversity Check – 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. UNSUCCESSFUL CANDIDATE PROCESS – Department Chair/ASC moves candidate(s) into the status "Minimum Qualifications Not Met" in PageUp and a system-generated communication is sent to candidates.	Recruitment / Search Committee Chair
STEP 2	SUCCESSFUL DIVERSITY CHECK - If the candidate 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. UNSUCCESSFUL DIVERSITY CHECK-If the Associate Provost of Faculty Affairs and Development does not approve the diversity Check and 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 candidate pool. If the hiring unit and the Associate Provost of Faculty Affairs and Development still disagree on whether the search should proceed, the matter is referred to the College Dean. If the Dean agrees with the Associate Provost of Faculty Affairs and Development, the search is halted and may reopen. If the Dean agrees with the hiring unit, the hiring unit, the Dean, and the Associate Provost of Faculty Affairs and Development 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)	Diversity Officer / Faculty Affairs and Development
STEP 3	FOLLOWING APPROVAL OF DIVERSITY CHECK: - Search committee will review candidates and notify the Department Chair/ASC of those identified as "Successful"- moving candidates forward to a semifinalist. - 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"- not moving candidates forward to a semifinalist. - Department Chair/ASC will move unsuccessful candidates into the application step of "Initial Review Unsuccessful" and a system-generated communication is sent to candidates.	Recruitment / Search Committee Chair
STEP 4	INVITE TO ZOOM/VIRTUAL INTERVIEW: - Department Chair/ASC will move the "Successful" candidates into the application step of "Invite for Zoom/Virtual Interview Event 1". - If interview times have been pre-established in PageUp by the Committee Chair/Department Chair, the candidates will receive an email notification of the	Department Chair / Department ASC

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	invite via page up. Alternatively, Committee Chair/Department Chair may email successful candidates via email to invite for zoom interview. ACCEPT/DECLINE ZOOM/VIRTUAL INTERVIEW - If candidate accepts the zoom/virtual interview, the Department Chair/ASC will move candidates to "Virtual/Zoom Interview Event 1 Accepted" - If candidate does not accept the zoom/virtual interview, the Department Chair/ASC will move candidates to "Virtual/Zoom Interview Event 1 Declined"	
STEP 5	For candidates who accepted the zoom/virtual interview, move candidate to "Initiate letters of recommendation". This will send emails to the recommenders to request letters of recommendation. Note: <i>Three letters of recommendation must be in the candidates file for the committee and chair to request on campus interview approval from the dean.</i>	<i>Department Chair/ Department ASC</i>
STEP 6	- Following the completion of all zoom/virtual interviews, the search Committee identifies candidates that had a successful Zoom interview and determine which candidates they want to request to bring for an on-campus interview and notifies the Department Chair/ASC. - Department Chair/ASC moves the candidate into the application step of "Virtual/Zoom Interview Event 1 Successful". The committee/department chair will ensure the candidates files are fully complete, including 3 letters of recommendation before moving forward.	<i>Recruitment / Search Committee / Department Chair</i>
STEP 7	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/ Department ASC</i>
STEP 8	SUCCESSFUL DIVERSITY CHECK - If the final candidate pool is approved by the Associate Provost of Faculty Affairs and Development, the candidate pool will be moved into the application step of "Request Dean Approval of Finalist for Campus Visit". 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. UNSUCCESSFUL DIVERSITY CHECK-If the Associate Provost of Faculty Affairs and Development does not approve the diversity Check and 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 candidate pool. If the hiring unit and the Associate Provost of Faculty Affairs and Development still disagree on whether the search should proceed, the matter is referred to the College Dean. If the Dean agrees with the Associate Provost of Faculty Affairs and Development, the search is halted and may reopen. If the Dean agrees with the hiring unit, the hiring unit, the Dean, and the Associate Provost of Faculty Affairs and Development 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>Diversity Officer / Faculty Affairs and Development</i>

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STEP 9	The College Dean/College Analyst/Dean's Assistant will move the candidate or pool into one of the application steps: ● 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. ● Following candidates that are moved into the application step of "Dean Approved for Campus Visit", the dean must also be moved into the following application steps to request the Disclosure and Release forms required by Education Code 89521: ○ a) "Applicant Disclosure Form EC 89521 Request - External Applicants Only (manual move)." When the status changes to "Applicant Release Form Completed", move the candidate (s) into the following step: ○ b) "Applicant Release Form EC 89521 Request - External Applicants Only (manual move)". Proceed with the search process. The status will automatically update to "Applicant Release Form Completed" when the applicant completes the form. ● 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: Application step "Candidate Not Approved for Campus Visit (Status Notifies Candidate)" sends a system-generated email to the candidate.	Dean/ College Analyst/Dean's Assistant
STEP 10	● 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. ● 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.	Department Chair /Department ASC
STEP 11	● Following candidates accepting the invitation for a campus visit, move candidate to "Campus Interview Event 2 Accepted" and begin to prepare for their visit. ● Schedule on-campus visits (recommended a minimum of 3 candidates). ● On-campus interview should normally include per FAM 632.4: ○ A teaching demonstration ○ A presentation on research, scholarship, or creative activities ○ Meetings with the head of the hiring unit and the dean ○ Meetings with the hiring unit faculty ○ Meetings with directors of campus resources	Recruitment / Search Committee / Department Chair

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	○ Meeting with the Center for International Studies and Programs if the candidate self-identifies as a non-US resident or citizen ● The Provost requests each candidate be scheduled for a 30-minute visit with Associate Provost for Faculty Affairs & Development. Contact Elizabeth Arvizu, EArvizu@csusb.edu to schedule.	
STEP 12	● After conducting campus visit interviews, the committee notifies the Department Chair of the finalist(s) that were successful. The Department Chair/ASC collects the completed Candidate Hiring Folder Documents from the Recruitment/Search Committee (located on the FAD website. ● 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 "Candidate 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". ● 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". ○ Following "Dean Approved for Offer", move candidate to "Applicant Assessment Form EC 89521- In Progress" ○ FAD will conduct the EC 89521 assessment and notify the hiring departments by moving candidate into the application step of "Applicant Assessment Form EC 89521- Completed". The hiring departments will also receive an email notification that they can move forward with preparing the Offer Card. ○ 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-	Dean's Assistant / College Analyst

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STEP 13	generated email notification will be sent to these candidates notifying them they were unsuccessful at this step.	
	• After FAD reviews the Offer Card completed by the Dean's Assistant and/or College Analyst, Faculty Affairs and Development generate 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>