



Faculty Recruitment Guide: Roles and Responsibilities

Review Prior to Beginning Recruitment Process:

University Policy Statement (UPS) 210.001

Recruitment and Appointment of Tenure-Track Faculty:

<http://hr.fullerton.edu/documents/recruitment/UPS210-001.pdf>

Roles:

DC = Department Chair
DSC = Department Search Committee
Dean = College Dean
PV = Provost
HRDI = Human Resource Diversity & Inclusion

Definitions:

Applicants = Individuals who applied for positions
Candidates = Individuals who meet the minimum qualifications for the position
Semifinalists = Individuals who will be considered for screening prior to on-campus interviews
Finalists = Individuals who will be invited to campus for an interview

I. Authorization of Faculty Position

- DC** – Submit request for new faculty position(s) to the Dean
- Dean** – Submit request to the Provost
- Provost** determines and notifies the Dean of the number of positions to be included in the faculty allocation for the following year.

II. Selection of Department Search Committee

- Tenured and tenure-track faculty in the department elect a DSC
- FERP faculty may be elected if willing to serve voluntarily throughout the recruitment process
- Tenure-Track faculty may serve as members of DSC, subsequent to the Dean's review and recommendation to the President or designee
- The DSC should strive to elect a diverse group of faculty
- DSC shall elect a chair from its membership
- Members shall participate in training provided by Human Resources, Diversity and Inclusion (HRDI)

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III. Position Announcement & Recruitment Plan

- ❑ **DSC** – Develop a **Position Announcement** and submit it for approval to the Dean and Office of Academic Human Resources (AHR) (Unit within the division of HRDI).
- ❑ **Dean** – Review and approve the **Position Announcement**.
- ❑ AHR – Review and approve the **Position Announcement**.
- ❑ **DSC & DC** – Use the **Recruitment & Advertising Plan Form** and submit the completed Plan for approval to the Dean and the Vice President of Human Resources Diversity and Inclusion. This submission should occur simultaneously with the submission of the Position Announcement.
- ❑ **Dean** – Review, approve and sign the Recruitment & Advertising Plan.
- ❑ **HRDI** – Review, approve and sign the Recruitment & Advertising Plan.
- ❑ Submit request for untenured faculty to be added to the search committee.
- ❑ Work with the Office of Academic Human Resources (AHR) to post the approved position announcement on CSUF website and other external job posting boards (CSU Careers & HigherEdjobs.com).
- ❑ When the Position Announcement is approved, in conjunction with the Recruitment and Advertising Plan, the position is eligible to be posted.

Soft (Guaranteed consideration by X date /"Open Until Filled") or Hard Closing Date:

IV. Applicant Pool Review Process / Screening Criteria

- ❑ **DSC** – Access recruitment files and application materials
- ❑ **DSC** – Complete the **Group Matrix/Search Statement** with the names of applicants, state/countries of residence, and degree status. Forward to the Office of AHR immediately after closing date. (Update periodically for recruitments that are open until filled).
- ❑ AHR – Prepares Applicant Pool Review form, based upon the Group Matrix, by including the demographic totals (from the Voluntary Self-Id form completed by the applicants) for review to Director of Employment Services (EEO review). After ultimate approval by the Vice President of HRDI, AHR communicates approval to the DSC (operationally, Department Secretary / Search Committee Chair).
- ❑ **DC** - Review and sign part 1 of the **Applicant Pool Review Form** approved by the Office of AHR, forward to College Dean.
- ❑ **Dean** - Review and sign part 1 of the Applicant Pool Review Form.
- ❑ **DSC** - When applicant pool is approved, DSC must notify the Office of AHR when they would like to close the position and have it pulled from the CSUF and external websites (unless open until filled). Forward the signed (part 1) Applicant Pool Review form to AHR.

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V. Screening of Applicants

Level 1 – Minimum Qualifications

- ❑ **DSC** - Establish screening criteria and screen all application materials to identify which applicants meet the minimum requirements. Indicate eliminated applicants on Group Matrix.
- ❑ **DSC** – Must screen candidates based on the required and preferred qualifications identified in the position announcement.

Level 2 – Discussion of Depth & Breadth of Qualifications – Semifinalists

- ❑ **DSC**– Review the applicant pool to identify candidates for rejection and make recommendations for semifinalists
- ❑ **DSC** – Update Group Matrix with the reasons for rejection of candidates
- ❑ **DSC** - Develop introductory script and standardized interview questions for telephone or conference interviews with semifinalists
- ❑ **DC & Dean** - Review introductory script and standardized interview questions from DSC
- ❑ **Dean** – Review and approve the introductory script
- ❑ **DSC** - Conduct phone/video or conference interviews with semifinalists (Minimum of two DSC members)
- ❑ **DSC & DC** – Make recommendation to Dean regarding finalists to be invited for on-campus interviews.
- ❑ **DSC & DC** - Submit names and applicant files of the finalists to the Dean
- ❑ **Dean** – Review and approve list of finalists.
- ❑ **DSC & DC** – Submit names and files of the finalists to Vice President of HRDI/AHR, and the appropriate Vice President. **Electronic copies are permissible.**
- ❑ **DSC & DC** – Complete applications’ screening and **Group Matrix** form identifying reasons for rejection; forward completed **Group Matrix** form to AHR with curriculum vitae of finalists.
- ❑ **AHR** – Review the CV’s of the finalists and sign part 2 of the Applicant Pool Review form
- ❑ **DC** – Review and sign part 2 of the **Applicant Pool Review Form** provided by the Office of AHR, forward to the Dean
- ❑ **Dean** – Review and sign part 2 of the Application Pool Review Form
- ❑ **DSC** – Forward the signed Applicant Pool Review form to AHR

Level 3 – Finalist Group (On-Campus Interviews)

- ❑ **DSC** - Develop introductory script, interview questions, and feedback form for department, students, and for department faculty who are not represented on the committee
- ❑ **DC & Dean** – Review introductory script and standardized interview questions from DSC

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- ❑ **Dean** – Review and approve introductory script
- ❑ **DC** – Have appropriate staff make travel arrangements for finalist candidates for on-campus interviews
- ❑ **DSC, DC, & Dean** - Conduct on-campus interviews with finalists
- ❑ **DSC** - Schedule reference calls (minimum of 2 DSC members per call) and keep notes

VI. Final Recommendations/Verbal Offer

- ❑ **DSC** – Make recommendation regarding the finalists to the Dean after obtaining input from the Department faculty (T&TT), in the form of a non-binding vote, and assessing responses from the finalists’ references
- ❑ **DSC** – Identify the finalists’ strengths and weaknesses and may choose to rank the finalists
- ❑ **DC & DSC Chair**– Consult with the Dean regarding the recommendation(s) and proposed terms of offer
- ❑ **Dean** - clear the verbal offer (academic rank, salary, etc.) with the Provost, make verbal offer to the successful candidate, set a deadline for this candidate’s response, and create an addendum letter outlining the terms of the offer; provide this addendum letter to HRDI. (Informal e-mails to the successful candidate are appropriate, outlining terms cleared by the Provost.)

VII. Process Summary & Appointment File Documents

- ❑ **DSC**– Complete the **Interview Summary** form to describe the reason(s) of rejection for finalists
- ❑ **DSC** – Complete first page of the **Process Summary (provided by AHR once the Interview Summary is submitted)**, forward to the DC and the Office of AHR
- ❑ AHR complete second page and collect AHR signature. Forward copy to DC/DSC
- ❑ **DC** – Collect signatures for the third page of the **Process Summary**
- ❑ **Dean** – Sign the third page of the **Process Summary**
- ❑ **DSC** – Provide DSC recommendation letter and recommended applicant’s documents (CV, reference letters, etc.) to the DC
- ❑ **DC** – Obtain remaining documents for appointment packet, forward to the Dean with the DSC recommendation memo and the Chair’s recommendation memo

VIII. Final Actions

- ❑ **Dean** – Once candidate has accepted a verbal offer, prepare recommendation memo to the Provost (include in appointment packet with addendum letter, if needed)
- ❑ **Dean** – Consults and receive approval from the VPAA/Provost
- ❑ **DC** – After consultation with the Dean, forward required documents to AHR
- ❑ Appointment offer letter is generated by HRDI and routed for approval to the Provost and Vice President of HRDI. Candidate signs letter and returns to HRDI

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- ❑ **Dean** – Onboard new hire (e-mail account, portal access, etc.) once HRDI notifies new hire has signed appointment offer
- ❑ **DSC/DC** – Send notification letter/e-mail to candidates who were not selected for an interview
- ❑ **DSC/DC** – Send notification letter or call interviewees who were not selected for hire

Special Note: If finalists request clarification about non-selection, inform them that it is University policy not to provide confidential information regarding personnel processes. *Do not communicate any specifics or details pertaining to their non-selection.*

All records and application materials shall be maintained for a minimum of three (3) academic years in the Dean's Office for as long as any grievance, complaint, or civil action is pending. The year the recruitment is implemented counts as year one.