

Full-time Faculty Recruitment Procedures and Checklist

Phase I: SEARCH COMMITTEE CHAIR AND MEMBERS

- Step 1 – Complete **Faculty Recruitment Workshop** every two years and complete the **Searches and Recruitments in the CSU** module every year
- Step 2 – Email your **Certificate of Completion** to (Gennie Hardy) for access to your recruitment
- Step 3 – Read and complete the **Confidentiality Agreement form** and email (Gennie Hardy) per search committee
- Step 4 – Email Gennie Hardy the Faculty Requisition Plan and Position Description

Phase II: SEARCH COMMITTEE CHAIR AND MEMBERS

- Step 1 – Review all application materials in CHRS after the review date as advertised in the Position Description
- Step 2 – Email the “Phone/Video Questions” to (Gennie Hardy) for review and approval
- Step 3 – Determine which applicants are moving forward to phone/ video interviews
- Step 4 – Search Committee Chair, email Gennie Hardy the applicants to be rejected in CHRS
- Step 5 – Schedule phone/video interviews (once reviewed and approved by AVP of FA&D)
- Step 6 – Request Letters of Recommendation (LORs) from finalist/s that are being considered for the campus interviews (3-LORs for Tenured and Tenure-track, and 1-LOR for full-time Lecturers or Coaches)
- Step 7 – Determine which applicants are selected for the campus interviews
- Step 8 – Email the “Campus Interview Questions” to (Gennie Hardy) for review and approval
- Step 9 – Email the Dean and cc Gennie Hardy for Campus Interview **“approval”** containing the following:
 - Applicant’s Name
 - CV
 - Letters of Recommendation
 - Three (3) for Tenured or Tenure-Track Faculty
 - One (1) for Full-time Lecturers, Coaches
- Step 10 – Schedule campus interviews with Search Committee, Department Chair, and Dean **“upon approval”** from the Dean and Faculty Affairs and Development (i.e., interview location, reserve conference room, travel arrangements, car services, etc.)
- Step 11 – Write a Memorandum listing the strengths and weaknesses of each finalist and email the Dean and cc Gennie Hardy

Phase III: DEAN

- Step 1 – Complete the Phone Reference Checks on the preferred finalist and send them to Faculty Affairs and Development (Gennie Hardy) upon completion.
(Requirements: 3 phone reference checks for preferred finalist for Tenured/Tenure-track positions.
 1 phone reference check for preferred finalist for full-time temporary Lecturers, Coaches, and Visiting Faculty)

The Dean can delegate this task to the Department Chair, Search Committee Chair, or Search Committee Members.

- Step 2 – Email the Provost the Salary and Terms requesting approval to enter into negotiations and cc Faculty Affairs and Development (AVP and Gennie Hardy) that contains the following information:
- Strengths of finalist/s
 - Annual Salary
 - Department’s Name
 - Type of appointment (Academic Year or 12-month)
 - Credit towards Years (if applicable) (i.e., 1 Year or 2 Years, N/A)
 - Reassigned Time
 - Finalist Legal First and Last Name
 - Visa Assistance (if applicable)
 - Moving and Relocation Reimbursement (if applicable)
Max \$7,500 Out-state
Max \$3,500 In-state
 - Start-up Cost (if applicable)
 - Rank (i.e., Assistant, Associate, Full Professor, Department Chair, full-time Lecturer, Coach, Head Coach, etc.)
 - Start Date (i.e., MM/DD/YYYY)

- Step 3 – After receiving approval from the Provost, begin the Negotiations with the finalist by conducting the verbal offer and follow up with an email that includes the Salary and Terms.

- Step 4 – Prepare the formal Memorandum and email to (Gennie Hardy) and cc Academic Resource Manager that includes the Salary and Terms information:
- Strengths of finalist/s
 - Annual Salary
 - Department’s Name
 - Type of appointment (Academic Year or 12-month)
 - Credit towards Years (if applicable) (i.e., 1 Year or 2 Years, N/A)
 - Reassigned Time
 - Finalist Legal First and Last Name
 - Visa Assistance (if applicable)
 - Moving and Relocation Reimbursement (if applicable)
Max \$7,500 Out-state
Max \$3,500 In-state
 - Start-up Cost (if applicable)
 - Rank (i.e., Assistant, Associate, Full Professor, Department Chair, full-time Lecturer, Coach, Head Coach, etc.)
 - Start Date (i.e., MM/DD/YYYY)

Phase IV: ACADEMIC RESOURCE MANAGER

- Step 1 – Upon receiving the Memorandum from the Dean, please make sure the position number is updated with the correct job code and range.

Phase V: FACULTY AFFAIRS AND DEVELOPMENT

- Step 1 – Submit Background Check order
- Step 2 – Certify Background check clearance, official transcripts, and US Equivalency on International terminal degrees
- Step 3 – Draft the appointment letter and initiate the Request to Appoint in CHRS including closing the recruitment.

Phase VI: SEARCH COMMITTEE AND FACULTY AFFAIRS AND DEVELOPMENT

- Step 1 – Gennie Hardy will notify the search committee when the position is electronically accepted.
- Step 2 – Store all Recruitment documents in a secure location for up to three (3) years (i.e., emails, letters of recommendation, minute notes, phone/video/campus questions including answers, video/audio recordings). After three (3) years, shred documents. (FAD and College)