

COLLEGE OF EDUCATION TENURE-TRACK SEARCH PROTOCOL

Step 1: Position Approval

Consistent with department procedures, the department develops a position description specific to the requirements of the position. (See the Academic Personnel web site for a template that contains required language for all positions, <http://www.csulb.edu/aa/personnel>.) The position description includes, for example, effective date, minimum qualifications, preferred qualifications, duties/responsibilities, required applicant documentation, date when applications will be reviewed and contact information. The position description and accompanying justification for the position are then submitted to the Dean.

The Dean requests approval of the position(s) from the Provost by forwarding the position description(s) to the Associate Vice President, Academic Personnel. A review of the College affirmative action goals/action plan in relation to the requested position is conducted at this time by the Dean or designee.

Step 2: Search Committee

Concurrent with review and approval of the position description by the Associate Vice President, Academic Personnel, a departmental search committee is established, consistent with department procedures and within the requirement that tenured and tenure-track faculty members may be elected to serve on search committees. In addition:

- FERP faculty may be elected to serve if they are employed both fall and spring semesters. One semester FERP Faculty cannot serve, unless the search process is completed in the semester of service. FERP faculty cannot volunteer to serve. FERP faculty are eligible to vote to elect the search committee during their teaching semester.
- Pre-Retirement Faculty are eligible to serve if they teach both semesters.
- Faculty on sabbatical or difference-in-pay may serve if they are willing and available both semesters.
- A list of the members of the search committee is forwarded to the Dean's Office.

Step 3: Recruitment and Advertising Plan

Prior to developing its **Recruitment and Advertising Plan**, the search committee reviews the University, Division of Academic Affairs, and College affirmative action goals and action plans. The **Recruitment and Advertising Plan** is approved by the Dean or designee and forwarded to the Director of Equity and Diversity for approval. The position may not be advertised before approval of the **Recruitment and Advertising Plan** by the Director of Equity and Diversity.

Step 4: Recruitment Log

The Search Committee maintains a detailed recruitment log, including descriptions of all recruiting and advertising efforts, as well as copies of all advertisements for the position. The log or establishment of an applicant log shall be maintained including documenting when acknowledgment letters, phone calls, and final notifications letter have been sent to applicants. This log(s) help document steps and dates of events in the recruitment process.

Step 5: Processing Applications

Upon receipt of an indication of interest in the position, the Chair sends candidates a letter acknowledging their further interest. Candidates are requested to complete their application file by sending the following:

- a. A formal letter of application (if one has not already been received).
- b. A curriculum vita.
- c. Official Transcripts.
- d. Three recent letters of recommendation.

- e. An SC-1 form (supplemental application form). The SC-1 form can be sent to only finalists, as determined by the department. If the form is not sent to *all* applicants, initial letters acknowledging applications are to include the following similar statement contained in the SC-1 form: **“CSULB does not discriminate on the basis of disability against otherwise qualified applicants. CSULB will make reasonable accommodation to the applicants with identified disabilities. If you need accommodation in the pre-employment selection process (applications, tests, interviews, etc.) please contact me.”**
- f. Evidence of teaching effectiveness such as student evaluations, peer evaluations, or performance reviews.
- g. Evidence of professional activity, research and publications such as copies of journal articles, conference presentations or other publications.
- h. A completed Affirmative Action Confidential Data Sheet with return envelope addressed to the Office of Equity and Diversity. A strong statement is included in the letter stressing the importance of returning this form. A statement similar to the following is suggested, **“Please be aware that a low response rate could delay the selection process. If you choose not to complete this form it should be returned with the name field completed so that it can be counted against the overall return rate.”**

Candidates who do not return the above listed documentation promptly are contacted by the search committee and requested to do so.

As the above materials are received, they are placed in a file folder labeled with the corresponding candidate's name. The folders are kept in a file in **a confidential and secure location** in the Department Office and all members of the Search Committee are given access to the file box.

The Office of Equity and Diversity is sent an updated list of names and addresses of candidates who have returned SC-1 forms and/or letters of application each week until an appointment is approved. If the search is canceled, the Department Chair notifies the Office of Equity and Diversity immediately.

Step 6: Monitoring of Applicant Pool

As applications are received, the applicant pool is monitored by the Dean and the Search Committee for return rates of confidential data sheets (by checking periodically with the Office of Equity and Diversity).

Step 7: Pool Approval

Approval of the candidate pool and authorization to commence screening by the Search Committee is sought from the Dean a minimum of 30 days after the first publication of the position announcement.

Step 8: Development of Description of Screening and Selection Process

Prior to the commencement of screening, the Search Committee will develop a Description of Screening Process, for approval by the Dean. The steps to be followed in the screening and selection process are to be developed by the Search committee. Steps should contain a careful discussion of process--how something is done— and criteria used. Operational definitions should be provided for all criteria used; criteria should be objective and measurable. Screening of applicants for minimum Qualifications may not begin until the description of screening and selection is approved.

Step 9: Screening of Applicants/Identification of Interview Pool

Adhering to criteria and procedures outlined in the approved description of Screening and Selection, the Search committee conducts (1) initial screening of applications to determine those who meet Minimum Qualifications, and then (2) further screening of those meeting Minimum Qualifications in order to identify the interview pool (finalists). A Search committee may include in its screening process an intermediate step (for example, telephone interviews) to further reduce the size of a pool of semi-finalists to a smaller number of finalists; such a step, if utilized, must be included in the description of Screening and Selection Process and requires approval from the Dean prior to the interviews.

New Procedures

Each year the Director of Equity and Diversity will select a limited number of searches to review. The goal of reviewing these searches is to ensure that there is no preferential treatment on the basis of gender or race as required by Prop. 209 and to prevent discrimination on the basis of any protected class status, including race, gender, sexual orientation, national origin, religion, age, and disability. In addition, the Director, hopes to build close relationships with the Colleges and offer her support in an effort to produce significantly diverse and highly qualified applicant pools.

Before approving the Screening and Selection Process to continue for those searches selected for review, the Director will review the application letters and vitas of 1) the applicants selected by the committee who have met the minimum and, at least some preferred qualifications (normally 8-12 applicants); 2) the applicants selected for phone interview to condense the pool; and 3) the finalists selected for on-campus interview. It is understood that some departments may at times combine these three steps in their deliberations, but before proceeding with contacting individuals for phone or campus interviews, approval must be obtained by the Director. Review of the files will normally be completed within a 24 hour period and will take place at the department offices with no duplication of the search files being required.

Step 10: Approval of Interview Pool

Approval of the candidate interview pool (finalists) is sought from the Dean or by the Equity and Diversity Director as noted above.

Step 11: On-campus Interviews

Subsequent to approval of the interview pool, the Search Committee will invite candidates for on-campus interviews. In the interview process, reasonable accommodation will be offered to any candidate(s) with disabilities, as needed.

Each candidate interviewed on campus will be scheduled to participate in a similar schedule of activities. Such schedule shall include, at a minimum, an interview with the Search Committee (with essentially the same questions asked of each candidate) and meetings with the Dean and a representative of the Provost's office. The schedule of activities during the on-campus visit is to be included in the department's Description of Screening and Selection Process.

Step 12: Recommendation for Appointment

After the Search Committee has decided on which candidate(s) to recommend for appointment, the Chair of the Search Committee assembles a package of relevant documentation, including evidence of appropriate Affirmative Action efforts and other recruitment activities, and the rationale for the Department's recommendation. These efforts are documented in the recruitment log. The package is then sent to the Dean for consideration and approval, and transmittal to the Office of Academic Affairs.

In forwarding the final recommendation to the Office of Academic Affairs, the Dean includes specific explanation for the selection of the recommended candidate over other finalists interviewed. (See Check List for documentation to include in the file on the academic personnel web site.) Should the Dean reject the recommendation(s) of the Search Committee, the faculty meet to decide whether to appeal the decision of the Dean to the Provost or to recommend another candidate.

Step 13: Retention of Search Files

Departments maintain copies of the search protocol, recruitment and advertising plan, screening and selection process, recruitment log, all applications, rating sheets, and correspondence to applicants for three (3) years prior to purging. If these documents are on computer they shall be copied onto disks for filing. Within this period, files are made available to the Office of Academic Personnel and Equity and Diversity as requested. It is mandatory that these files be secured in a confidential file or area within the department.

Department of [Department Name]
Position []
Recruitment No. []

- a) Academic Personnel will submit University/College-wide tenure-track announcements in **The Chronicle of Higher Education, Women in Higher Education, The Voice** (Hispanic Association of College and Universities — HACU, **Hispanic Outlook**, and **Black Issues in Higher Education**.
- b) Academic Personnel will place the announcement on the Academic Personnel web site.
- c) Academic Personnel will place the announcement on the California Employment Development Department (EDD) web site.
- d) The department advertises in the **[list discipline-related professional association publications and newsletters and professional associations used by academicians within the discipline; send the job advertisement to the professional associations and e-mail representatives from the Latino, African American, and Asian American caucuses, the feminist/women's caucuses, and the gay and lesbian caucuses within these professional associations]**.
- e) A cover letter and approved announcement are sent to each institution of higher education in the United States granting doctorates and to institutions with outstanding graduate and undergraduate programs in the field.
- f) Position announcement is posted by faculty at **[list discipline related local, regional, and national conferences]**. List of faculty in attendance will be documented.
- g) The position announcement is mailed electronically (e-mail) to professionals whose names appear on a variety of e-mail directories related to the field of **[name of department]**. **[List e-mail directories used.]**
- h) The following recruitment activities, designed to target potential candidates from underrepresented/underutilized groups are undertaken:
 - 1) Directories of women and ethnic minority doctoral candidates such as the **Directory of Women and Ethnic Minority Doctoral Candidates, CIC Directory**, and the **Directory of Recipients of the CSU Forgivable Loan Program** are reviewed. The search committee sends letters and announcements to those individuals pursuing either degrees and/or research appropriate for the position(s).
 - 2) Flyers are sent to all colleges and universities designated as "Hispanic serving" or with significant Hispanic enrollment [indicate mailings to all targeted groups — i.e., those from which there is underutilization — such as historically black colleges and universities, colleges with predominantly female enrollment, etc.].

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|------|------|---------------------------|------|
| Dean | Date | Equity/Diversity Director | Date |
|------|------|---------------------------|------|

Department of [Department Name]
Position []
Recruitment No. []

CREDENTIALS NECESSARY FOR REVIEW FOR MINIMUM QUALIFICATIONS:

- ## 1. SCREENING FOR MINIMUM QUALIFICATIONS

2. SCREENING FOR DESIRED/PREFERRED QUALIFICATIONS

6-18-07

- a. **Relevance of Teaching Experience.** Candidates are rated on a scale of 0-5 based on the relevance of their teaching experience to the area(s) of specialization sought.
- b. **Evidence of Teaching Effectiveness.** Candidates are rated on a scale of 0-5 on their teaching effectiveness, based on evaluation of submitted materials, such as letters of reference, syllabi and course materials, computerized teaching evaluation forms completed by students and independently tabulated by a central university office, peer teaching evaluations, or other performance reviews
- c. **Scholarly and Creative Potential.** A candidate with a newly awarded doctorate is expected to have a defensible plan of research related to the area of specialty. In addition to this requirement, candidates who have finished the doctorate should have a record of scholarly and creative endeavor consistent with the RTP requirements for appointment at the rank at which the appointment is to be made. Candidates are rated on a scale of 0-5, based on the quality of their publications and/or research plans, as assessed by members of the Search Committee. Consideration will be given also to the quality of the journal in which a publication appears.
- d. **Ability to work in an ethnically and culturally diverse campus community.** Candidates will be rated on a scale of 0-5, based on evidence of successful experience working in culturally diverse communities (such as in letters of reference, participation in relevant initiatives and activities, etc.).
- e. **Additional considerations.** [As described in the position description.]

The Search Committee will document the key considerations used to reach decisions on the candidates.

3. ON-CAMPUS INTERVIEWS

After approval of the interview pool (finalists) by the Dean or Director of Equity and Diversity as appropriate, each finalist is invited to campus to participate in the following activities:

- a. Meet with the Search Committee during which time a formal interview will be conducted. The interview will consist of an identical set of directly job-related questions asked in the same order to each candidate. Follow-up questions may vary from candidate to candidate based on the need for clarification or further elaboration.
- b. Make a presentation on the subject of their current research before the faculty and students of the Department.
- c. Conduct a lecture presentation to an undergraduate course to which faculty, graduate students, and majors are invited. A period of time is provided for questions from students and faculty in attendance.
- d. Meet with the faculty both individually and as a group.
- e. Meet with the Dean or designee and the Vice President for Academic Affairs or his designee and with other members of the College and University faculty and administration as time permits.
- f. Tour the campus.
- g. Lunch/dinner with as many members of the Search Committee, as feasible.
- h. Tour the local area (if candidate desires).
- i. Appropriate paper work is completed in order to reimburse candidates for allowed expenses as expeditiously as possible.

4. DECISION ON RECOMMENDATION

Before meeting to decide on a final recommendation(s) to the Dean, the Search Committee will solicit input from faculty members not on the Search Committee and others who met with the finalists during the on-campus interviews.

The Search Committee meets, discusses and tries to reach a consensus on which, if any candidate(s), is (are) to be recommended for appointment. Documentation of discussion and reasons for decisions is maintained by the Search Committee. If consensus cannot be reached, a majority vote will be used to make the decision(s) **[Note: The process for making this decision is the option of the Search Committee]**. The Chair of the Search Committee then assembles a package of relevant documentation to submit to the Dean.

Dean

Date