

Full-time Faculty Recruitment Procedures and Checklist

Phase I: SEARCH COMMITTEE CHAIR AND MEMBERS

- ☐ Step 1 – Complete **the Searches and Recruitments in the CSU** module every recruitment season and **Faculty Recruitment Workshop** every two years.
- ☐ Step 2 – Email your **Certificate of Completion for the Searches and Recruitments in the CSU** to Cheryl Atienza for access to your recruitment upon review begin date
- ☐ Step 3 – Read and complete the [Confidentiality Agreement](#) and email Cheryl Atienza for each search committee
- ☐ Step 4 – Complete the [Faculty Requisition Plan](#) and Position Description and email to Cheryl Atienza

Phase II: SEARCH COMMITTEE CHAIR AND MEMBERS

- ☐ Step 1 – Review all application materials in CHRS/Page-up after the review date as advertised in the Position Description
 - *Only review applications in [Search Committee Review status](#) – Reviewing applications in any other status will not be recorded correctly and will need to be re-entered accordingly.*
 - *An Outcome (rating) must be selected for each Selection Criteria, for each applicant in order for the screening to be complete.*
- ☐ Step 2 – Email the [Video Interview Questions](#) to Cheryl Atienza for review and *await approval*
- ☐ Step 3 – Search Committee Chair to email Cheryl Atienza with:
 - A list of the applicants the who will no longer be considered for the position
 - A list of the applicants are moving forward to video interviews for approval by the AVP of Faculty Affairs and Development and *await approval*
- ☐ Step 4 – Schedule video interviews (*after approval has been obtained*)
- ☐ Step 5 – Email On-campus Interview Questions to Cheryl Atienza for review and approval by the AVP and *await approval*
- ☐ Step 6 – Search Committee Chair to email Cheryl Atienza the list of applicants to be moved forward to on-campus interviews for approval by the AVP and *await approval*
- ☐ Step 7 – Email the Dean, with a cc to Cheryl Atienza, for On-campus Interview **“approval”** containing the following:
 - Applicant Names
 - CVs
 - Letters of Recommendation*
 - Three (3) for Tenured/Tenure-track recruitments
 - One (1) for Full-time Lecturers/Coaches

** One letter of recommendation for each candidate must be received before they can be approved/scheduled for an on-campus interview. Further, all three (3) letters of recommendation must be received for the the seleted tenured/tenure-track finalist before the Dean can make a soft offer.*

On-campus Interview Approvals

*Approval **must** be obtained from both the College Dean and AVP of Faculty Affairs and Development*

- ☐ Step 8 – Upon approvals from the [both](#) the Dean and AVP, contact candidates to schedule on-campus interviews with Search Committee, Department Chair, and Dean. Please work with your Dean's Office and College Academic Resource Manager to make necessary hospitality and travel arrangements.
- ☐ Step 9 – Email the Dean, cc'ing Cheryl Atienza, a memorandum that includes a brief summary of the recruitment and listing of the strengths and weaknesses of each finalist

Phase III: DEAN

- ☐ Step 1 – Complete the [Phone Reference Checks](#) on the preferred finalist and send them to Cheryl Atienza 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, with a cc to the AVP and Cheryl Atienza, requesting approval to enter into negotiations with the finalist. The email **must** contain the following information:
- | | |
|--|---|
| • Strengths of finalist/s | • Whether Visa assistance is needed |
| • Annual Salary | • Whether the finalist is eligible for Moving and Relocation Reimbursement
Max \$7,500 Out-state
Max \$3,500 In-state
(greater than 50 miles from CSUDH) |
| • Department's Name | • Start-up Cost (if applicable) |
| • Type of appointment
(Academic Year or 12-month) | • Rank
(i.e., Assistant, Associate, Full Professor, Department Chair, Full-time Lecturer, Coach, Head Coach, etc.) |
| • Credit towards Years (if applicable)
(i.e., 1 Year or 2 Years, N/A) | • Start Date
(i.e., MM/DD/YYYY) |
| • Reassigned Time | |
| • Finalist Legal First and Last Name | |
- ☐ Step 3 – Upon the Provost's approval, begin the negotiations with the finalist by conducting the verbal offer.
- ☐ Step 4 – Upon agreement of the verbal offer by the finalist, prepare a formal memorandum that is to be emailed the Provost, with a cc to the AVP and Cheryl Atienza, which includes the final Salary and Terms for the position. The memorandum **must** contain the following information:
- | | |
|--|---|
| • Strengths of finalist/s | • Whether Visa assistance is needed |
| • Annual Salary | • Whether the finalist is eligible for Moving and Relocation Reimbursement
Max \$7,500 Out-state
Max \$3,500 In-state
(greater than 50 miles from CSUDH) |
| • Department's Name | • Start-up Cost (if applicable) |
| • Type of appointment
(Academic Year or 12-month) | • Rank
(i.e., Assistant, Associate, Full Professor, Department Chair, Full-time Lecturer, Coach, Head Coach, etc.) |
| • Credit towards Years (if applicable)
(i.e., 1 Year or 2 Years, N/A) | • Start Date
(i.e., MM/DD/YYYY) |
| • Reassigned Time | |
| • Finalist Legal First and Last Name | |

Phase IV: FACULTY AFFAIRS AND DEVELOPMENT

- ☐ Step 1 – Upon receiving the memorandum from the Dean, please make sure the position number is updated with the correct job code and range.
- ☐ Step 1 – Obtain Provost's signature on the Final Salary and Terms Memorandum.
- ☐ Step 2 – Submit and certify Accurate Background Check order
- ☐ Step 3 – Obtain official transcripts and US Equivalency on International terminal degrees (if applicable)
- ☐ Step 4 – Draft the appointment letter and initiate the Request to Appoint in CHRS/Page-up including closing the recruitment.

Phase V: SEARCH COMMITTEE AND FACULTY AFFAIRS AND DEVELOPMENT

- ☐ Step 1 – Cheryl Atienza will notify the search committee when the position is electronically accepted.
- ☐ Step 2 – All recruitment documents must be retained for ten (10) years in a secure location with the department (i.e., emails, letters of recommendation, minute notes, phone/video/campus questions including answers, video/audio recordings).
After ten (10) years, shred documents. (FAD and College)