### Flow Process for Faculty Recruitment Appointments

**Beginning August 2019/20**

https://www.csudh.edu/faculty-affairs/faculty-forms-and-documents/

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2018</td>
<td>• Call for Faculty Hires Issued to Deans</td>
</tr>
<tr>
<td>April 2018</td>
<td>• Deans Submit Recruitment Plans to Faculty Affairs /Provost</td>
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<td></td>
<td>• Provost Issues Confirmation Memos for 2019-20</td>
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<td></td>
<td>• Search Committee Chair /Member Group Training (College Based)</td>
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<tr>
<td>May 2018</td>
<td>• Deans Initiate Recruitment Process</td>
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<tr>
<td>Sep/Oct 2018</td>
<td>• Soft /Emergency Deadline (Budget Scenario &amp; Other Eventualities)</td>
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<tr>
<td>August 2018/May 2019</td>
<td>• Applicant Interviews &amp; Final Decisions /Offers</td>
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<tr>
<td>August 2019</td>
<td>• New Faculty Begin Appointments</td>
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</tbody>
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The Provost, along with the Office of Faculty Affairs, will issue a call for faculty hires to all Deans in the form of a template titled “Five Year Plan for Faculty Recruitment”. The Deans will work with the Department Chairs and Program Coordinators to fill out the form. This form requires the following information on Departments and Programs:

- Department Background
- Current Curricular Responsibilities /Faculty Competencies
- Anticipated Needs
- Program Review Data
- Diversity Efforts
- Graduation Rates
- Retention Rates

Faculty Affairs will meet individually with the Deans and the College Chairs and Program Coordinators' Councils from each college to assist with completion of the template as needed.
March/April 2018

- Deans Submit Recruitment Plans to Faculty Affairs/Provost
- Provost Issues Confirmation Memos for 2019-20

April 8: Deans submit the Completed Five Year Plans to the Office of Faculty Affairs with a cover letter that includes the following information:

- Prioritized Hiring Requests and the Rationale
- Specific Hiring Department and Specialty
- Hiring Level (Assistant Professor, etc.); a Justification is Required to Hire Above Assistant Level
- Terminal Degree; if not Ph.D., a Justification is Required

April 11-15: Documents will be reviewed by Faculty Affairs Office and Provost; and 1:1 meetings will be scheduled with hiring units to review additional information as needed.

May 2: Provost issues memo to Deans confirming Tenure Track slots for 2019/20. Decision Memos will include the following information:

- # of Positions Approved/Denied
- Specialty
- Terminal Degree
- Program
- Rank
- Replacement/ New/ Tenure Track/ Tenure Line
Upon receipt of the Provost’s final decisions, Deans /Department offices will be responsible for initiating the recruitment process for those positions that have been approved, specifically:

- Formation of the Search Committee
- Development of the Position Announcement
- Preparation of advertisements and the advertising plan

**May 16:** All documents should be submitted to the Faculty Affairs and Development Office for processing prior to the end of the Spring semester. Position advertisements can be published over the summer with initial application review dates no later than December 19, 2018.

On-going group training sessions for Search Committee Chairs /Members will be conducted by Faculty Affairs and Development. Training is mandatory for Search Committee Chairs, Department Chairs, Academic Support Coordinators, Search Committee Members and Academic Resource Managers.
While hiring should follow the established timelines and processes designed for broad recruitment and thoughtful deliberation, circumstances sometimes require exceptions. Any off-cycle request that has missed established deadlines must be based on a verifiable emergency or exceptional situation.

The process for off-cycle requests is outlined below:

• Departmental requests must be endorsed by a department and the Chair
• The College Dean is authorized to review these requests, including further consultation at the departmental and college levels as necessary and appropriate, and make his/her own independent recommendations to the Provost. Considerations of the College Dean includes:
  1. Budget implications at the departmental and college level
  2. Programmatic considerations at the departmental and college level
  3. Respect for the integrity of the hiring process, including advertising for the position(s), development of a high quality and diverse pool
  4. Impact on departmental, college and university strategic plans

The process for off-cycle consideration may expedite hiring. The Provost decides on each case as presented.
The Search Committee, College Dean, Faculty Affairs and the Provost's office have approximately 8 months for the following activities:

- Initial screening of all applications
- Identification of finalists (minimum of three)
- EEOC and Diversity and Inclusion Review
- On Campus Interviews
- EEO Approval for Dean's tentative offer
- Provost approves salary and final candidate
- Dean extends the offer to the final candidate
- Preparation and Distribution of Offer Letter and Employment Contract
• The recruitment process concludes over the summer, culminating in new hires beginning their appointments in August

• Search Committee Chairs/Deans ensure that all wrap up documents (Signed Contract, Applicant Interview Questionnaires, etc.) are submitted to the Faculty Affairs and Development Office

• The Colleges/Departments must retain documentation of the recruitment process (regardless of whether a successful hire is made) for three years