FORM1: Permission to recruit and begin the search is obtained from the Provost

Search Committee formed & Chair determined

Vacancy announcement developed and approved by Chair & Dean

Announcements and ads developed

Candidate rating tools developed

All members of the search committee must complete training modules 1 & 2 provided by the Chancellor’s office and print out the certificate upon completion. [http://csumyconnect.calstate.edu/p80786913/](http://csumyconnect.calstate.edu/p80786913/) [http://csumyconnect.calstate.edu/p79606795/](http://csumyconnect.calstate.edu/p79606795/)

Develop Recruitment Plan that provides for an assessment of the current diversity of the faculty, evaluates the availability of faculty in the discipline, and documents a good faith effort to maximize diversity and quality of the applicant pool

Negotiate and Confirm the Recruitment Budget with the Dean

FORM 2: Recruitment & Search Plan completed and approved

Following Approval of the Recruitment and Search Plan, the search process begins
Search record system developed and organized with clerical staff identified and principle search contact determined.

Ads are placed and position is posted on websites. Other activities in the recruitment plan such as making personal contacts with departments, individuals, conferences occurs. All recruitment activities are documented and maintained in an outreach file.

Applications arrive and are organized into files.

Applicants are sent confirmation/thank you letters or emails including information from Human Resources for information on the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and directs applicants to Human Resources web site to complete the application and the Application Flow Information Form.

FORM 3: Recruitment Compliance Form
Applicant pool and recruitment process is reviewed by the Equity and Diversity Compliance Officer who verifies that the search is in compliance and that the pool is broad and inclusive. If approved, the search process moves on to the selection process. If not, expanded search continues.

Following approval of the Recruitment Compliance Form, the selection process begins

Selection Checklist – page 43
Search committee begins selection process from approved applicant pool. Applicants are selected for campus visit, held, or not selected.

- Candidates rated by Search Committee members
- Phone interviews may be conducted with semi-finalists
- Reference checks may be conducted on semi-finalists

Communication begins with applicants selected for campus visit. Travel, lodging, scheduling, etc. is arranged. Candidates are sent an applicant package.

Candidates make campus visits.

- Interview questions developed and approved by the Equity and Diversity Compliance Officer
- Schedule developed to include meetings with multiple campus groups and a guest lecture or research presentation
- Faculty, students, and other campus and community members invited to provide input to the Search Committee

Search Committee recommends candidate(s) for selection.

- Additional reference checks may be completed

Faculty reviews and approves candidates.

Dean reviews and approves candidate selection.

Dean informally negotiates terms of employment.
Offer is made by the Provost.

Once candidate provides written confirmation of acceptance of offer, public announcement is made and all finalists are contacted.

Data on applicants and selected candidate is entered in the Applicant Record form.

Search Conclusion Checklist – page 72

- Members of the Search Committee return all materials and rating forms to the Chair of the Search Committee.

- Individual applicant material is maintained in files for storage in the Dean’s office. Any duplicate materials are shredded.

- FORM 4: Candidate Application Form completed with dispositions for all applicants and submitted to Equity and Diversity Compliance Officer.

- Chair submits an evaluation of the success of the recruitment plan and search process to the Equity and Diversity Compliance Officer and Dean.

- Finalist is sent a hiring packet.

Steps to Retain Faculty in Support of Inclusive Excellence – page 80

- Why is Retention Important?
- The New Faculty Member
- Best Practices