

CALIFORNIA STATE UNIVERSITY, LONG BEACH
OFFICE OF FACULTY AFFAIRS

Step 1: Tenure-Track Search Authorization Request and Approval

The Provost initiates the tenure-track search authorization process with a “Call For Requests” to the Deans to submit requests for authorizations for tenure-track searches for the upcoming academic year. Each college submits requests, with justifications/rationales as requested by the Provost. The Provost consults with the Deans as needed and provides formal notification of those positions that are approved for recruitment.

Step 2: The Search Committee

The elected Search Committee with a minimum membership of three faculty is established consistent with department procedures and within the requirement that tenured and tenure-track faculty members are elected to serve on Search Committees. (College or Department Constitution/Bylaws shall not apply in electing tenure-track Search Committee). In addition:

Department faculty are encouraged to assemble a diverse Search Committee through their election process in line with the University’s goal of diversity, equity, inclusion, and access.

FERP faculty may be elected if they teach both fall and spring semesters. FERP faculty are eligible to vote to elect the Search Committee during their teaching semesters. However,

begin, and the contact information, including phone/email, for the person who should be contacted for information regarding the search.

Departments should be cognizant of the following when developing the PD:

- f* Departments are encouraged to develop broadly defined position descriptions, where appropriate or feasible. A PD with two or more areas of specialization tends to attract a larger and more diverse applicant pool.
- f* All PDs will include the following as a Required Qualification: Demonstrated commitment to working successfully with a diverse student population, including Black/African American, Latine/x, Native American/Indigenous, low-income, first-generation, and minoritized students.
- f* All PDs will include, as part of the required documentation from applicants, an Equity and Diversity Statement about their teaching or other experiences, successes, and challenges in working with a diverse student population. Note: Department/College may develop a separate rubric for the Equity and Diversity Statement.
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every recruitment prior to posting/advertising the position. The purpose of the ACF is for FA to configure the recruitment online application in [PageUp](#).

- f The College returns the final PD and AFC electronically to FA with all required revisions completed.
- f The final PD is published in [PageUp](#).

Step 4: The Recruitment and Advertising Plan (R&A Plan)

Using the R&A plan template provided (found [here](#)) as well as other recruiting resources provided by the Office of Equity and Compliance (OEC), the department, in collaboration with the Search Committee and Faculty Equity Advocate college representative(s), develops a Recruitment and Advertising Plan (R&A Plan) and submits it to the Dean (or Designee) for review.

The R&A Plan is forwarded to the OEC for review and approval. The OEC may require consultation and/or revision prior to approval. The position may not be advertised before approval of the R&A Plan by the OEC and the approval of the PD by Faculty Affairs.

NOTE: The R&A Plan reviewed by the Dean should be submitted to the OEC while the position description approved by the Dean is submitted to FA.

The R&A Plan must include a list of *specific* efforts by the Search Committee and the department to attract the most robust and diverse pool of highly qualified applicants. The R&A Plan includes *specific identification* of recruitment announcements and other activities that the department will provide. The following are general categories within which specific examples are to be provided on the R&A Plan.

The Department Responsibilities

Advertises in discipline-related professional association publications, newsletters, professional associations used by academicians within the discipline; sends the job announcement to professional associations and e-mails representatives from the Latine/x, African American/Black, and Asian American caucuses, the feminist/women's caucuses, and the LGBTQ+ caucuses within these professional associations.

Sends an announcement to each institution of higher education in the United States granting doctorates and to institutions with outstanding graduate and undergraduate programs in the discipline.

Posts announcements at discipline-related local, regional, and national conferences and identifies which individual faculty will be in attendance.

Sends announcements electronically to professionals whose names appear on a variety of email directories related to the discipline.

Undertakes recruitment activities designed to target potential candidates from underrepresented/minoritized groups.

Reviews directories of women and ethnic minority doctoral candidates; sends letters and announcements to those individuals pursuing degrees and/or research appropriate

- f Identifies potential applicants in targeted groups (with input from department faculty) and encourages their application for the position.

NOTE: The Search Committee and Department/College are expected to complete all items identified on the R&A Plan and to provide documentation of each and upload documents in the DOCUMENT section within [PageUp](#) as part of the recruitment process. The department must consult with the Dean early in the recruitment process if it is unable to complete any part of the R&A Plan and should provide an explanation of why that information is not provided.

Should the Search Committee or Department include additional recruitment efforts that are not listed on the approved R&A Plan, a separate list of these recruitment efforts must be provided along with proof of advertising.

Step 5: Tenure-Track Search Screening and Selection Checklist (S&S Checklist)

A Tenure-Track Search Screening and Selection Checklist (found [here](#)) must be completed for each position. The signed S&S Checklist (with the five required documents included) must be approved by the Dean and uploaded in [PageUp](#) by the College before the Dean may give the initial pool approval (following consultation with OEC) to the Search Committee to start reviewing applicant files.

The S&S Checklist includes the following five (5) items:

- 1) Required Qualifications Rating Sheet: A “yes/no” rating sheet with items taken directly from the PD.
- 2) Preferred Qualifications Rating Sheet: A weighted rating sheet, typically on a 1-5 scale, with items taken directly from the PD.
- 3) Electronic Interview Questions for Semi-Finalists: All questions to be used for electronic interviews must be approved by the Dean (or Designee): At least one question that addresses the candidate’s demonstrated commitment to working successfully with a diverse student population must be included. The Interview Questions for Semi-Finalists must be approved by the Dean in consultation with the Provost (or Designee).
- 4) On-Campus Interview Questions for Finalists: All questions to be used for on-campus interviews must be approved by the Dean (or Designee): At least one question that addresses the candidate’s demonstrated commitment to working successfully with a diverse student population must be included. The on-Campus Interview Questions for Finalists must be approved by the Dean in consultation with the Provost (or Designee).
- 5) On-Campus Visit Activities: Each candidate interviewed on campus will be scheduled to participate in similar activities. This list shall include, at a minimum, a meeting with the Search Committee, a meeting with the Department Chair, and a meeting with the Dean (or Designee). Additional activities typically include a research presentation to the faculty, teaching an undergraduate class, demonstration of other relevant job skills, a meal with members of the Search Committee, campus tour, etc.

Step 7: Processing Applications

IMPORTANT: A finalist with a foreign degree will need to have that degree evaluated (U.S. degree equivalency) by the Center for International Education (CIE) to confirm that the degree meets the Required Qualifications as stated in the PD.

The Search Committee's recommended finalists

Step 14: Conducting On-Campus Interviews

Each candidate interviewed on campus will be scheduled to participate in similar activities. This schedule shall include, at a minimum, a meeting with the Search Committee, a meeting with the Department Chair, and a meeting with the Dean. The schedule of activities during the on-campus visit is to be included in the S&S Checklist and the activities must be the same for each candidate.

In addition to speaking with members of the department, candidates may wish to talk with faculty who represent a particular affinity group on campus. The Search Committee may contact the OEC or FA to procure the names of willing campus representatives from the relevant groups. Conversations between candidates and affinity group representatives may occur on the day of the interview or, if the faculty member is unavailable, immediately thereafter.

IMPORTANT: Only the Provost and the Dean have the authority to negotiate the terms of an appointment. Under no circumstances should anyone not authorized to negotiate these terms make any promises or offers to a candidate, either verbally or in writing. Matters that might be negotiated by those authorized to do so include compensation, service credit, moving expenses, start-up funding, reassigned time, or other terms of the appointment.

Step 15: Search Committee Recommendation for Ad[ea]1 (r)s (r)s (r)s (r)7(s)1 ()5 (o)-3 (f the)-2Mt (r)-r c 01 (r)

NOTE: The College may establish guidelines on the format and content of the Search Committee's recommendation (for example, articulating strengths and weaknesses of each finalist, whether each finalist is highly recommended/recommended/not recommended, etc.).

Step 16: Dean Recommendation for Appointment to the Provost

The Dean consults with the Provost regarding the finalist recommended for appointment. The Provost and Dean discuss the terms and conditions of the offer. These typically include salary, start-up funding and/or equipment, reassigned time, service credit (if any), additional relocation funding (if any), and any other additional resources or conditions that are to be included in the appointment letter.

NOTE: The Dean must identify at that time candidates who have not yet been conferred the required degree officially.

The Dean provides proposed salaries to be offered to up to 3 finalists per position in rank order, taking into consideration the current salaries of a comparable faculty rank in the hiring department as well as the qualifications and experience of potential candidates.

NOTE: The previously submitted "Semi-Finalists Approval" request form a(")TjN3 (t f 0 0 T8fh224)Tj.66(o)-2 (rd

