



# Tenure Track Search Check List

Hiring and Recruitment resources are available on the Faculty Affairs and Professional Development Website at:

<http://facaffairs.sfsu.edu/recruitment-hiring>

## Once search is approved:

- Faculty Affairs sends search number and link to the Applicant Demographic and Referral Information (ADARI) Survey.
- Elect Hiring Committee
- Review Procedures in the Hiring and Recruitment Handbook.
- Provide an electronic version of advertisement to Angie Lin Mendoza via email at [aklin@sfsu.edu](mailto:aklin@sfsu.edu)

## During Search Process (Page 5-7 of Manual):

- Determine screening process for applications (i.e., paper/phone/on-campus levels: rating sheets, rubric) and formulate questions for each level of screening.
- Acknowledge receipt of applications. (Page 6 of Manual)
- Provide link to ADARI survey to each applicant to complete. (Page 5 of Manual )
- Conduct Telephone Interview, if applicable. (Page 6 of Manual)
- Conduct Interview at Conference, if applicable. (Page 7 of Manual)
- Hiring Committee submits Semi-finalist List to Department Chair/Director (if not a member of the committee)/ College Dean
- Conduct On-campus Interviews. (Page 7 of Manual)
- Conduct Reference Checks. (Page 7 of Manual)
- Candidate Selected

## Close of Search (Page 9 of Manual):

- Hiring Committee submits recommendation to Department Chair/Director (if not a member of the committee)
- Hiring Committee submits Hiring Committee Process Report to Department Chair/Director (if not a member of the committee)
- Department Chair (if not a member of the committee) submit recommendation to College Dean.
- College Dean submits recommendation to Faculty Affairs and Professional Development.

## Maintenance of Search Files (Page 9 of Manual)

- Keep recruitment files for 3 years from close of search.