

Department/School:
Area of Specialization:
Rank of Appointment:

Office of Faculty Affairs and Professional Development

Tenure Track Search Checklist

Once the composition of the search committee is confirmed, the Office of Faculty Affairs and Professional Development (Faculty Affairs) will set up a Box file giving access to the search committee members and to the department/school chair.

Any item marked with an asterisk* requires written documentation to be scanned and uploaded into the Box file. All requested items, including the completed Recruitment Process Report must be uploaded to Box. Hard copies are no longer accepted.

BEFORE THE SEARCH

- Election of search committee (President's approval needed for probationary faculty to serve, see [Hiring and Recruitment Handbook](#)). Available on SFSU Chairs' iLearn
- Review procedures in the Hiring and Recruitment Handbook available on iLearn
- Submit list of search committee membership to Dean's office and to Faculty Affairs
- Committee submits recruitment packet including [Tenure-Track Recruitment Request Form, Job Ad \(JA\), Position Description \(PD\), and Recruitment Plan and Anticipated Timeline \(RP\)](#) to the College Dean for approval. Available on iLearn
- College Dean submits recruitment packet to Faculty Affairs for consultation and approval
- Faculty Affairs will review the department's recruitment packet and will recommend additional sources, if necessary, to ensure a diversified pool of candidates
- Once the recruitment packet is approved by Faculty Affairs, an approval memo which includes a search number and link to the Applicant Demographic and Referral Information (ADARI) will be uploaded to Box.
Do not advertise before obtaining a search number
- Faculty Affairs creates a Box file (titled department/school name, search number) and gives access to search committee, search committee chair, department/school chair and college dean
- Faculty Affairs and Department coordinate training for inclusivity in hiring session for department chair and search committee
- Committee develops a departmental hiring process (If it is not already in their by-laws, Departments should develop a written document that articulates the departmental procedures for the search and hire process)
- Total search budget is \$4,000 including advertising and travel costs, see [guidelines](#).

DURING THE SEARCH

ADVERTISING & ACKNOWLEDGEMENT

- Faculty Affairs posts all job advertisements on [CSU Careers](#)

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- Committee posts advertisements in other selected media using Greystone, for at least 45 days (see [Recruitment Plan and Anticipated Timeline](#))
- Committee **must** notify Greystone to provide proof of start date and end date for all advertisements
- Committee sends acknowledgment of application and the ADARI link to all applicants upon receipt of each application.
- Committee keeps a list of all applicants*
- Committee identifies current lecturers or internal candidates who are applying for the position*

Only those candidates who are qualified and potentially likely to fill the position should be moved through the search process. The names of internal applicants, their status in the search, or their strengths and weaknesses should never be discussed with anyone outside the committee. Lecturers and other internal candidates should not be given a “courtesy interview” simply by being an internal candidate.

Committees should respect confidentiality. All persons involved in the search are individually and collectively responsible for maintaining the integrity and the confidentiality of the search.

Applicant information is confidential and should not be disclosed to people outside of the search and/or to other applicants. All deliberations are confidential.

The status of an application should not be discussed, even with the applicant, outside of the approved procedures and timeline for notification of applicants. Email can be used to distribute information but should not be used for deliberations or for comments on the applicants.

BEFORE THE CLOSING DATE FOR APPLICATIONS

- Committee develops rubrics* designed to narrow the pool to an intermediate list for phone/video interviews

In the first screening process, the committee should create a rubric (screening matrix) in which each applicant’s qualifications are compared with the qualifications, both required and preferred, specified in the position announcement. By incorporating the qualifications in the position description into a standard evaluation form, screening criteria can be applied consistently to all candidates.

AFTER CLOSING DATE

- Committee reviews all files
- Committee completes rubrics for all applicants
- Committee makes first selection for an intermediate list*

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- Committee develops questions for phone/video interviews*

PHONE/VIDEO INTERVIEWS

- Committee members conduct phone or video chat interviews using the same format for all candidates
- Committee members keep notes of answers to questions*
- Committee selects “short” list and keeps documentation of specific rationale for selection of candidates on “short” list*

SCHEDULING ON-CAMPUS INTERVIEWS

- Committee obtains Dean’s approval for “short list” before extending on-campus invitations
- Committee requests recruitment funds from the Dean
- Committee or AOC organizes travel plans with Dean’s Office
- Committee composes interview questions*
- Committee will prepare and distribute evaluations/feedback forms to all participants who attend any of the campus interviews or activities*
- Committee Chair notifies in writing applicants who were not included on the intermediate list
- Committee develops on-campus visit schedule, including an interview with the Dean. If hiring with tenure, an interview must be scheduled with the Dean and with the Provost
- Committee or AOC advertises visit and relevant schedule to campus community

CAMPUS INTERVIEWS

- One committee member to greet candidate (e.g. airport, train or hotel)
- Candidate meets with committee
- Candidate meets with other faculty and has informal meeting with students
- Teaching presentation
- Research/scholarship presentation
- Social gathering such as lunch or dinner
- Interview with Dean
- Interview with Provost if hiring with tenure
- Exit interview with department chair/school director
- Committee gathers all evaluation feedback*
- Departure plan to airport, train or hotel
- Committee prepares reference check questions*

CONTACT REFERENCES

- Committee members conduct reference check and keep written notes*

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AFTER SELECTION

RANKING AND RECOMMENDATION

- Committee makes a recommendation of candidate to chair/director
- Chair/Director makes a recommendation to the Dean
- Committee summarizes strengths and weaknesses of candidates and Dean's additional requests if applicable*
- Dean makes recommendation to Provost (If disagreement with recommendation, see [Hiring Handbook](#))
- Dean negotiates salary and startup funds with candidate
- Dean forwards Recruitment Process Report and candidate's CV to Faculty Affairs
- Dean prepares offer letter draft with consultation from Faculty Affairs
- Faculty Affairs will forward final version to Provost for signature (If hiring with tenure, offer letter will be signed by President)
- Signed Provost offer letter is returned to college office for routing to candidate
- After candidate has signed offer letter, committee sends notification to non-selected candidates and uploads copies of letters to Box*