FACULTY SEARCH PROCESS OVERVIEW AND CHECKLIST

The Search Committee Chair should consult with the Department/Division Chair or School Director and College Dean regarding a timeline for starting and completing the search process and to discuss expectations.

Page numbers refer to the Procedures for Recruiting Tenure-Track Faculty handbook, which contains detailed information regarding each stage listed below. All forms/templates referenced here are available on Faculty Searches webpage.

Color	Type of Task
	Tasks completed outside CHRS/PageUp
	Tasks completed inside CHRS/PageUp (review CHRS column for personnel completing task)
	Task completed in CSU Learn

	Establishing the Search Committee	CHRS PageUp	Target Date
	Chair/Director should work with the Department/Division/School to initiate the election of the Faculty Search Committee.		
	Elections should be held in alignment with the **Collective Bargaining Agreement,** the **Faculty Handbook,** and **Department ARTP document** for the Rank approved. Refer to attachment (*Establishment of the Search Committees*) for detailed information regarding composition of the search committees.		
	Search Committee elects chair.		
	(Required) Department/Division Chair or School Director should complete the Search Committee questionnaire. This information is needed for FacRecruitment to verify committee eligibility. https://calstatela.co1.qualtrics.com/jfe/form/SV_eVEtUvIaLkcRdiK		
	Mandatory Workshop, Online Module, and CHRS/PageUp Training	**CHRS PageUp**	**Target Date**
	(Required) System-wide Online Training: FacRecruitment will verify that each committee member and the Department/Division Chair or School Director has previously completed the online training. For those needing to take the online module, FacRecruitment will assign the course and will provide instructions to the faculty member. Staff members involved in the search process (e.g., ASC, Dean's Assistants) will also be assigned the online training.		
	(Required) Recruitment Workshop (Zoom): The Department/Division Chair or School Director and elected Search Committee Chair can select from one of the prescheduled Faculty Affairs/Office of Diversity, Equity, Inclusion & Belonging workshops (only chairs are required; attendance by committee members is optional).		

	(Optional) CHRS Recruiting and Travel Reimbursements for On-Campus Visits Workshop: Attendance by Dean's, Dean's Assistants, ASC, Dept/Division Chairs/School Directors, and Search Committee Chairs is highly recommended. If unable to attend this workshop, the FacRecruitment Team will hold weekly CHRS Support office hours via Zoom		
	Contact your College Resource Manager and ask that they provide the following information to FacRecruitment to set up the CHRS/PageUp **Job Card**: Position Number tied to the rank for the search.		
	Preparing for the Launch Dean Approval | AVP-FA Approval	**CHRS PageUp**	**Target Date**
	The search committee uses current *Position Announcement (PA) Template* found on FA website to draft job posting. (Please don't work off of the previous year's template.)		
	Search Committee completes *Recruitment Plan (RP)*. Identify discipline-specific advertising venues above and beyond centralized advertising provided by the University and identify Minority Serving Institutions (MSI) with relevant programs on the questionnaire. Note: Search committees may work with JobElephant to identify best venues to post PA.		
	Submit PA and RP to Dean for approval.		
	Dean will submit approved PA and RP to FacRecruitment. FacRecruitment may request additional corrections or clarifying information.		
	Department Chair and Dean will need to approve the PA **Job Requisition** once it has been built into CHRS/PageUp by FacRecruitment. On final approval, FacRecruitment will post the PA to campus Cal State LA Employment Opportunities which will automatically post the next day to University-regular postings.	Dean & Dept Chair	
	Recruitment and Outreach (Pages 18 - 19)	**CHRS PageUp**	**Target Date**
	Using the final approved version of the PA, the Search Committee should prepare and work with JobElephant to post additional discipline-based ads in venues identified in the RP.		
	Implement and conduct extensive and effective recruitment strategies. Recruitment and outreach to underrepresented candidates is one of the most important functions of the committee and department. The strength and diversity of the pool should be a primary focus of your recruitment.		
	Screening and Review of Applications (Pages 20 - 21)	**CHRS PageUp**	**Target Date**
	Using the approved PA, prepare *Candidate Evaluation Spreadsheet* to be used for the initial screening of applicants. The spreadsheet should include a column for Narrative, each Minimum and Preferred Qualification, and a column indicating if a Cal State LA Lecturer. FacRecruitment will provide a CHRS/PageUp Application Report before the consideration date, or as needed, listing applicant names in Excel format. This report can be used to prefill the Candidate Evaluation Spreadsheet.		
	The Search Committee Chair will use CHRS/PageUp to download applications. Refer to the Faculty Searches webpage for detailed instructions on downloading application materials. *Note: do not email any candidate materials to other members of the committee; all downloaded candidate material should be saved to a shared search folder and contents kept confidential*	Comm Chair *(ASC provides back-up support, if needed)*	

	Search Committees will set up a shared search folder in OneDrive, SharePoint, Teams, or Canvas to house applications and all other search documents generated by the search committee. Only search committee members and relevant administrators should be provided access to the search folder. Others with a peripheral role in the search process should be given access to specific subfolders on an as-needed basis.		
	Screening and Review of Applications continued (Pages 20 - 21)	**CHRS PageUp**	**Target Date**
	Screening Process begins. The committee may begin screening applications prior to the published application deadline; however, no final determination on the status of the applicants shall occur until the application deadline has passed. Any extensions to the full consideration date must be approved by the AVP for Faculty Affairs.		
	At this stage, the Search Committee Chair will move reviewed applications to the following statuses on CHRS/PageUp: • Applicants who <u>do not meet one, or more, of the minimum qualifications</u> should be moved to Search Committee Review **Not Met MQ's** status. These applicants will receive an automated message informing them they are no longer under consideration. • Applicants who meet <u>ALL</u> the minimum qualifications should be moved to Search Committee Review **Met MQ's** status. These applicants remain in the pool and they receive no automated communication as to their status. • All applications received by the full consideration date must be reviewed by all members of the search committee. • Applications received after the full consideration date and after the application review/screening process was completed can remain in **New Application** status until: o The committee requests and receives approval by the AVP of Faculty Affairs to extend review up to the extended consideration date, or • Remains in New Application status until moved to Not Hired-Position Filled or Search Cancelled	Comm Chair *(ASC provides back-up support, if needed)*	
	If the Search Committee determines they have a sufficiently diverse and robust pool at this stage, the Search Committee Chair can request for FacRecruitment to take down the university and discipline-specific job postings managed by JobElephant		
	Telephone/Zoom Interviews (Page 21) & Reference Checks for Finalists (Page 23-24)	**CHRS PageUp**	**Target Date**
	Application review completed (Candidate Evaluation Spreadsheet completed). Semi-Finalists advancing to Telephone/Zoom Interviews identified.		
	On CHRS/PageUp, identify and move selected candidates to **First Round or Semi-Finalist Interviews (Phone/Zoom)** status. No automated email communications are available at this time.	Comm Chair	
	Telephone/Zoom interviews for semi-finalists completed (including required questions).		
	Identify recommended Finalists (and alternates, if applicable).		
	After determining your Finalists and alternates following the Telephone/Zoom interviews, complete two (2) reference checks for each proposed finalist and alternates using the *Telephone Reference Check Form Template* and verify degree completion dates for ABD finalists. *Note: The College Dean will conduct a Reference Check with the current employer for the finalist **prior** to the verbal job offer.*		

	On-Campus (In-Person or Zoom) Interviews (Pages 25 - 27) Dean Approval | AVP-FA Approval	**CHRS PageUp**	**Target Date**
	Complete *On-Campus Interview Packet* (which includes the following attachments): Candidate Evaluation Spreadsheet, Recruitment Summary, Fully Completed Reference Check Forms, Interview Questions, and ABD Status (Anticipated Degree Completion) Verification Emails. Forward to Dean in a single PDF for approval. Please do not route to AVP-Faculty Affairs or FacRecruitment via AdobeSig		
	Dean reviews packet, approves, and forwards On-Campus Interview Packet to FacRecruitment for approval. Please do not route to AVP-Faculty Affairs or FacRecruitment via AdobeSign		
	Upon approval by Faculty Affairs, invite finalists to campus for (In-Person or Zoom) interviews and create candidate itineraries. Request final **official transcripts** or a US equivalency certification for earned/awarded/conferred foreign terminal degrees.		
	On CHRS/PageUp, move applicants to **On-Campus/Finalist Interview Accepted** status if they accept the invitation. No automated email communications are available at this time.	Comm Chair	
	Complete campus (In-Person or Zoom) visits and interviews.		
	If the Search Committee determines they have a sufficiently diverse and robust pool at this stage, the Search Committee Chair should request FacRecruitment to take down the university and discipline-specific job postings managed by JobElephant.		
	The Recruitment Analysis Report (Page 29)	**CHRS PageUp**	**Target Date**
	Use the *Recruitment Analysis Report (RAR)* to contrast each of the final candidates who received an on-campus interview with one another, so that it is clear why the candidate(s) recommended is (are) the best qualified for the position. An applicant's ability to meet the approved minimum and preferred qualifications and their responses to interview questions must be the basis for the recommendation. Please include the strengths and weaknesses for each finalist, including finalists not recommended to the Dean.		
	Complete and submit the *Recruitment Analysis Report (RAR)* with attachments (official transcripts for candidates recommended to Dean and a copy of the PA) in a single PDF to the Department Chair and Dean for consideration and approval.		
	Remember to submit an updated Candidate Evaluation Spreadsheet if candidate(s) have withdrawn their application from consideration or if additional candidates were reviewed.		
	Search Committee Chairs must return to CHRS/PageUp to move any other applicants subsequently reviewed to the correct status (Met MQ's, Not Met MQ's, First Round Semi-Finalist, On-Campus Finalist).	Comm Chair	
	The Dean approves the *Recruitment Analysis Report (RAR)* or returns RAR to the Search Committee for further consideration.		
	The section below is primarily for the College Dean's reference **Making the Hire (Pages)** Dean Approval | AVP-FA Approval | Provost Approval	**CHRS PageUp**	**Target Date**
	Once approved, the **RAR** is submitted by Dean to FacRecruitment as a single PDF with the Hiring Request Memo on page 1. Offer terms are discussed with AVP for Faculty Affairs.		

	AVP for Faculty Affairs obtains approval from Provost for Dean to make an offer and complete the hire.		
	Dean completes final reference check(s) for top finalist with current employer. If the reference check is satisfactory, Dean completes the verbal offer and preparation of the appointment letter. *Note: Dean should inform the top finalist that an online offer, including a copy of the appointment letter, will be made through CHRS/PageUp.*		
	Dean's Assistant, or Dean, will draft and upload the appointment letter and initiate the Offer Card in CHRS/PageUp. The following updates will be made (as applicable): 1) Verbal Offer Accepted (*requires that you record the date the verbal offer was made and the date the verbal offer was accepted*) 2) Verbal Offer Declined (*requires that you select the most appropriate reason from a list*) 3) After approvals are in place, Dean's Assistant or Dean, will go back to the Offer Card and download the final, approved version of the Appointment Letter. 4) Final, approved version of the Appointment Letter is routed to the candidate (add FacRecruitment to receive a completed copy) This process is to be repeated if there are multiple hires for one position and/or if the online offer is declined and alternate candidate(s) are offered the position.	Dean and/or Dean's Assistant	
	Dean's Office oversees the completion of the hiring process, including forwarding the signed Appointment Letter, completed *Employee Transaction Form (ETF)*, and Dean's Reference Check to Faculty Affairs. Follow appropriate AdobeSign routing order processes currently in place.		
	Concluding the Search – Final Housekeeping Items (Page 30)	**CHRS PageUp**	**Target Date**
	The Dean's Assistant should work with each Search Committee Chair on securing all search-related documents.		
	Search Committee Chair should request FacRecruitment to take down the job posting (if not already done).		
	FacRecruitment, in consultation with Dean, will move all remaining candidates in New Application and/or Met MQ's status to **Not Hired-Position Filled.** If the search resulted in No Hire, Dean submits the Report on Cancelled Search form and the remaining candidates in New Application or Met MQ's status will be moved to **Search Cancelled** by FacRecruitment.	Fac Recruit-ment	
	Welcoming the New Faculty (Page 30)	**CHRS PageUp**	**Target Date**
	New Faculty will be given access to an onboarding portal with a list of important tasks. The onboarding portal is launched as part of the Offer Card process. Design an appropriate welcome for the new faculty member. **Department/Division Chairs or School Directors** should consult with Dean before sending out a public announcement regarding a new faculty hire.		

All questions regarding search procedures must be directed to FacRecruitment at FacRecruitment@calstatela.edu.