February 8, 2005

To: Department Chairs  
Tenure-Track Search Committee Chairs  
Department Administrative Support Coordinators

From: Irene C. Wood  
Academic Personnel Manager

Subject: IMPORTANT INFORMATION ON TENURE-TRACK SEARCH DOCUMENTATION AND MAINTAINING CONFIDENTIALITY OF FILES

PLEASE SHARE THE FOLLOWING INFORMATION WITH TENURE-TRACK SEARCH COMMITTEES AND DEPARTMENT ADMINISTRATIVE SUPPORT COORDINATORS WHO ASSIST FACULTY SEARCH COMMITTEES.

The department, be it a search committee chair or in most instances the administrative support coordinator, must maintain search records for each approved search. At any time during the search process, the department must be able to provide documentation related to inquiries about the search from the Office of Academic Personnel, the Office of Equity and Diversity, or other appropriate offices. The department conducting the search must be able to provide the following documents, even though they may also be on file in the College Office or in the Office of Academic Personnel:

- A copy of the approved College Tenure-Track Search Protocol
- A copy of the approved Position Description with Recruitment Number
- A copy of the approved Recruitment and Advertising Plan
- A copy of the approved Screening and Selection Document
- A copy of the approval from the Dean regarding the applicant pool and subsequent phone and interview approvals
- A current Recruitment Log, detailing approvals and activities of the search
- A current Applicant Log, detailing the status of each applicant file, including dates of acknowledgement and regret letters

The Recruitment Log includes information such as approval dates of the position description, Recruitment and Advertising Plan and dates of when the Recruitment and Advertising (R&A) plan items were completed. Names and dates of the distribution lists or listservs where the position was announced are to be documented. (See the attached sample, which is also available on our Academic Personnel web site listed below.)
The Applicant Log is separate from the Recruitment Log. The Applicant Log is the most helpful tool for the search committee and the administrative support coordinator. It should contain, among other information sought by the department, the date an application is received, the date an acknowledgement letter is sent, date of a phone and/or campus interview, and the date a regret letter is sent, and the date the applicant is recommended for appointment. (See the attached sample which is also available on our Academic Personnel web site listed below.)

Reference Checks
Department Chairs and/or Deans are reminded to continue the practice of contacting the selected candidate's most recent employer to verify employment and to obtain a verbal statement related to his/her abilities to perform the duties of the position. The reference check is in writing and is normally in the recommendation from the department or dean and is also noted on the Check List for Full-Time Faculty. (See attached sample which is also available on our Academic Personnel web site listed below.)

Retention and Confidentiality of Search Files
At the completion of the search, the department must maintain all records of the search for three years. It is necessary to obtain copies of all correspondence, including those on e-mail that represent approval documentation from the Dean. The search documents during and at the conclusion of a search are personnel related documents and therefore must be maintained in a secure location with access available to the search committee and other appropriately designated individuals.

Upcoming Workshop Invitation
Search committees, department chairs, department administrative support coordinators, and college staff are invited to attend a Tenure-Track Recruitment Search Workshop to review and answer questions regarding the maintenance of search records and any other search related items. This mid-year workshop will take place on Thursday, February 17, 2005, 10 AM – Noon, in the Faculty Center for Professional Development, Library, 5th Floor, Gallery.

Please contact me for questions you may have about the Tenure-Track search process at iwood@csulb.edu or 58263. Note also the Academic Personnel web site for relevant forms.

http://www.csulb.edu/divisions/aa/personnel/

IW:ms

Attachments: Applicant Log
Checklist for Full-Time Faculty
Recruitment Log

c: AVP Cohn
   Deans
   Dean's Assistants
   Administrative Service Managers
   Academic Personnel Staff
## Tenure-Track Applicants Log 2005-06 Search Year

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Name</th>
<th>Degree</th>
<th>Address</th>
<th>Date</th>
<th>Acknowledgement Letter</th>
<th>Applicant Submitted</th>
<th>Application File</th>
<th>Interview Dates</th>
<th>Letters (Dates Mailed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Doe, Jane</td>
<td>Ph.D.</td>
<td>1234 College Way, Apartment #1, Sunny City, CA 90001</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Doe, John</td>
<td>ABD</td>
<td>University of California - Davis, 1234 College Way, MS 2305, Sunny City, CA 90000</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tenure-Track Faculty Appointment Checklist

Faculty Name ____________________________ Recruitment # __________________

Please check the first box if the item is enclosed. Check the second box for those documents already on file in the official personnel file in the Office of Academic Personnel.

☐ 1. Personnel Transaction Form [PTF]

☐ 2. Written recommendation and appraisal of candidate's teaching effectiveness, scholarly and creative activities, and University/community service as described in the position description from:
   ☐ Department Chair and/or Department Committee
   ☐ College Dean
   [Include rank, salary, one or two years prior service credit (if any), assigned time, start-up funds, moving expenses, and other specifics to be included in appointment letter, as appropriate.]

☐ 3. Statement from the Dean or Chair summarizing the oral evaluation of the tenure-track candidate's qualifications from his/her most recent employer.
   [Include name and title of individual providing the information.]

☐ 4. SC-I Form

☐ 5. Current resume

☐ 6. Official transcript from university granting highest degree. Foreign degrees must be reviewed by the Center for International Education for U.S. equivalency (include review notice).
   [If the official transcript is not yet available and/or forthcoming, one of the following must be included for verification. An offer of appointment from the Provost will not be made until this evidence is received by Academic Personnel.]
   ☐ Copy of transcript, indicating current degree status
   ☐ Letter from University official
   ☐ Copy of diploma

☐ 7. Three recent letters of recommendation

☐ 8. Evidence of teaching effectiveness, scholarly and creative activities, and University/community service.
   [Documentation should be retained at Dean's level.]

☐ 9. Search Documentation* (Include the following with the appointment file.)
   ☐ Recruitment Log
   ☐ Applicant Log
   ☐ List of Semi-Finalists [participants in telephone interviews]
   ☐ List of Finalists [participants in on-campus interviews]
   ☐ Total Number of Applicants ____________________________

* The Search Protocol, including the Screening & Selection Process, Recruitment & Advertising Plan, shall be maintained as hard copies. This and all other documentation related to the Search Protocol is kept on file in the department office for a three year period and is subject to audits by Academic Personnel or the Office of Equity and Diversity. All search documents, during and following the search, are confidential and are to be filed in a secure location.

Tenure Track Faculty Appointment Checklist Revised as of February 5, 2005
**SAMPLE**
Tenure-Track Recruitment Log

<table>
<thead>
<tr>
<th>Action Date(s)</th>
<th>Position Description Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Position Description has been written and approved by the Department Chair.</td>
</tr>
<tr>
<td></td>
<td>Submitted the Position Description for Dean's approval and signature</td>
</tr>
<tr>
<td></td>
<td>Dean approves the Position Description and it is ready to be submitted and approved by Academic Personnel</td>
</tr>
<tr>
<td></td>
<td>The Position Description approved by Academic Personnel</td>
</tr>
<tr>
<td></td>
<td>The Position Description is forwarded again to Academic Personnel to be placed on the Academic Affairs website and the CSU Employment Board.</td>
</tr>
<tr>
<td></td>
<td>A recruitment number has been assigned to the position description.</td>
</tr>
<tr>
<td></td>
<td>The position is also posted in the Department's website, if applicable</td>
</tr>
</tbody>
</table>

**Search Committee**

The Department establishes a search committee members (according to department's policy and procedures) for the open position

The Department provides the list of search committee members to the Dean of the College. Members are:

**Recruitment and Advertising Plan (R & A Plan)**

The Recruitment and Advertising Plan is reviewed by the committee members and then forwards it to the Department Chair for approval of college Dean

The Office of Equity and Diversity approves the R & A plan.

Submitted a sample of the advertisement to be placed with other professional publications for the Dean's approval

Dean approves the additional advertisements which are done with other professional venues such as Chronicle of Higher Education

Advertising of the position begins.

NOTE: The R & A plan and the Position Description must be approved prior to any form of advertising

Print actual publications for the file of all the advertisements including on-line announcements of the job

**Recruitment Log**

The Search Committee develops a detailed description of the Screening and Selection Process and submits it for Dean's approval

Dean approves Screening and Selection Process
## Sample
Tenure-Track Recruitment Log

<table>
<thead>
<tr>
<th>Action Date(s)</th>
<th>Screening and Selection Process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Screening and Selection process forwarded to Dean for approval</td>
</tr>
<tr>
<td></td>
<td>Dean approves Screening and Selection process</td>
</tr>
</tbody>
</table>

### Processing Applications

- An Applicants Log is maintained by recording all actions related to the position
- Inquiry about the position is documented
- Any communications with any potential candidates are documented in the Applicants Log or Recruitment depending on the action
- Notify Equity and Diversity of applicants on a weekly basis
- If search is cancelled, the Office of Equity & Diversity and Academic Personnel must be notified immediately

### Pool Approval

- Upon approval of the applicant pool by the Dean, screening can begin after 30 days of position announcement

### Monitoring of the Applicants Pool

- Search Committee requests applicant pool number and Confidential Data Sheet return rate from Equity & Diversity.

### Semi-Finalist Interview Pool

- Initial screening of applicants begins to determine those with minimum qualifications
- The search committee submits a list of the semi-finalist for interviewing to Dean
- Dean reviews and approves semi-finalist after the initial screening
- The search committee may elect to conduct telephone interviews from the semi-finalist to further reduce the size of the finalist
- Dean approves telephone interviews

### Finalist Interview Pool

- The search committee submits finalists candidate interview pool to the Dean
- Dean approves pool
- Search Committee begins contacting finalists
# SAMPLE
Tenure-Track Recruitment Log

<table>
<thead>
<tr>
<th>Action Date(s)</th>
<th><strong>On-Campus Interviews</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The search committee invites finalist for an on-campus interviews</td>
</tr>
<tr>
<td></td>
<td>Responses from candidates for an on-campus interviews</td>
</tr>
<tr>
<td></td>
<td>Travel arrangements are made for finalists (authorization forms required)</td>
</tr>
<tr>
<td></td>
<td>Travel expenses are submitted to the College</td>
</tr>
<tr>
<td></td>
<td>Schedule interviews with search committee, Dean, AVP, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Recommendation of Top Candidate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The search committee recommends a candidate for the appointment to the Chair</td>
</tr>
<tr>
<td>The search committee chair prepares the recommendation for justification for the candidates’ selection.</td>
</tr>
<tr>
<td>Dean provides recommendation to the Provost</td>
</tr>
<tr>
<td>Provost offers appointment to:</td>
</tr>
</tbody>
</table>