



Candidate Name _____

Search Year _____

College _____

Subdiscipline _____

Department _____

Recruitment Number _____

Multiple Positions?

Search Committee Members (Print Names)

_____, Chair

INITIAL RECRUITMENT PROCESS (INSERT DATES)

Action

_____ Position Description [PD] approved by Faculty Affairs and Recruitment Number assigned

_____ After approval – Position Description e-mailed to Faculty Affairs for posting on University web site

_____ Recruitment and Advertising Plan – Approved by Equity and Diversity

Attach copies of **ALL** actual advertising efforts – as it appeared on print/publication, websites, etc.

_____ Screening and Selection Process – Approved by Dean

Each week until pool is approved, the department must send via e-mail a list of applicants with their e-mail address to the Office of Equity and Diversity.

_____ Request for Dean’s approval of applicant pool with copy to Equity and Diversity

DEAN’S APPROVAL REQUIRED (INSERT DATES)

_____ Dean approves applicant pool to begin Screening

Attach record of Dean’s approval

_____ Dean approves semi-finalists

Attach list of semi-finalists

_____ Dean approves Telephone/Electronic Interviews (consult your Screening and Selection Process)

_____ Dean approves finalists for On-Campus Interviews

Attach list of finalists

AFTER INTERVIEWS (INSERT DATES)

_____ On-Campus Interviews completed

Attach list of those interviewed

_____ **Total** Number of Applicants

TEMP Faculty Data

Among the applicants, how many are CSU lecturers _____

Number of CSU lecturers who received on-campus interviews _____

Number of offers made to CSU lecturers _____

AFTER CANDIDATE SELECTION

First candidate accepted? Yes No If no, why not? _____

Second candidate accepted? Yes No If no, why not? _____

_____ Appointment file sent to College Office with Department Action Log (including all attachments)