



## Search Coordinating Committee

# HIRING PROCESS FOR TENURE-TRACK FACULTY, LIBRARIANS AND COUNSELORS

Presented By:

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### Strategic Plan

#### Process

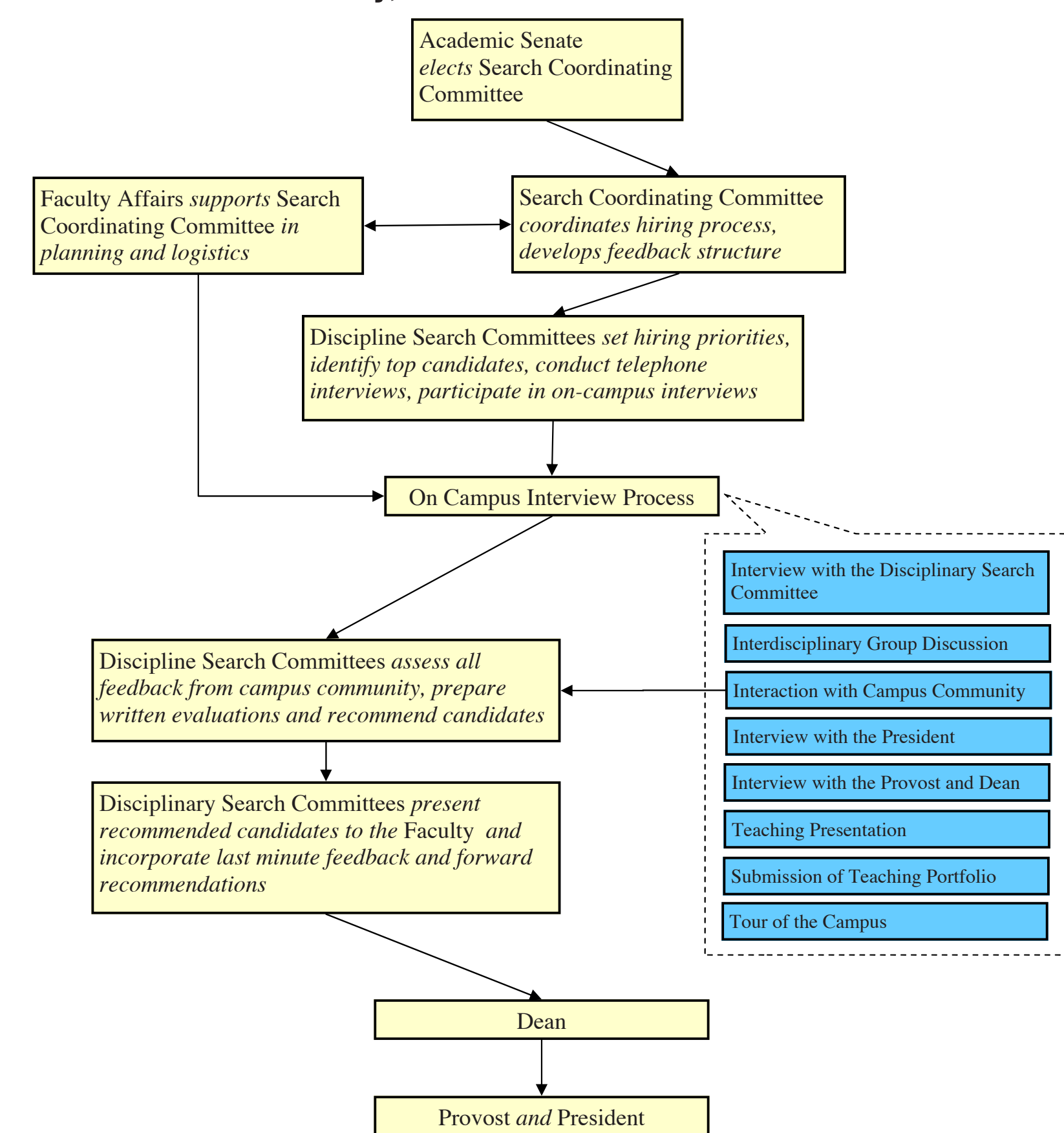
CSUCI's recruitment process has evolved over the four years faculty recruitment has been done. (No recruitment was held for the 2004-2005 academic year). The recruitment process is currently guided by the vision of the President and Senate Resolution SR 06-01, 2006/2007 Hiring Process for Faculty, Librarians and Counselors.

The process begins by determining the allocation of positions among the programs. The Dean of the Faculty calls for recommendations from the tenure-track faculty and discusses the recommendations in the Council of Chairs. The Library faculty and Library Dean define the positions for the Library. When position allocations have been determined, various advertising resources are utilized to capture diverse and qualified candidate pools, including: The Chronicle of Higher Education, discipline specific advertising sources as directed by the Program Chairs, the Chancellor's Office website and CSUCI's on-line recruitment website: [www.csucifacultyjobs.com](http://www.csucifacultyjobs.com).

<http://www.csucifacultyjobs.com> www.csucifacultyjobs.com.



#### 2006-2007 Hiring Process for Tenure-Track Faculty, Librarians and Counselors



#### The online faculty recruitment process is designed to:

- effectively handle the large volume of anticipated applications (1,945 this year),
- allow maximum faculty participation from distant locations (both as candidates and in the review process), and
- assure compliance with CSU State and Federal recruitment laws.

A Search Coordinating Committee elected by the tenure-track faculty is formed to guide the search process. The SCC works cooperatively with the Office of Faculty Affairs in determining a timeline for the search process, coordinates the logistics of the searches and oversees the Disciplinary Search Committees to ensure that appropriate hiring practices are followed and documented.



In late fall, the Disciplinary Search Committees review the online applications. All DSCs are composed of faculty from more than one discipline, and include, by permission of the President, untenured faculty to ensure the widest possible participation. Each year, The Office of Faculty Affairs and the Human Resources

Programs conduct an "Interviewing Skills Workshop" for all faculty members. The DSCs then review the online applications and select candidates for telephone interviews. Following the telephone interviews, the tenured members of the DSCs conduct reference checks of the candidates to be invited for campus interviews. The selected candidates are invited for one of three groups consisting of candidates from various disciplines. The on campus interviews consist of the following activities:

- An informal meet and greet on the evening prior to the interview day, at the candidates' hotel.
- Welcome session and introductions with the entire faculty, administration and staff.
- Individual interview with their Disciplinary Search Committee.
- Interdisciplinary group exercise.
- Presentation on research and/or teaching.
- Administrative information session.
- Lunch with the faculty (provides an opportunity to meet faculty not on a particular candidate's DSC).
- Interview with the Dean of the Faculty and the Provost.
- Interview with the President.
- Campus tour conducted by students.
- Dinner with the faculty (provides an opportunity to meet faculty not on a particular candidate's DSC).



Following the on-campus interviews, the DSC solicits written comments from all university colleagues. After all groups have concluded their campus visits, the DSCs determine which candidates to recommend. The recommendations are presented to the entire tenure-track faculty, who then have an opportunity to supply additional feedback on the recommended candidates. The recommendations are then forwarded to the Dean of the Faculty or the Dean of the Library

(as appropriate), who then makes recommendations to the Provost. The Provost recommends candidates to the President, who personally extends offers to the candidates he has approved for hire.

The result of this unique faculty recruitment process is an extraordinary group of faculty committed to university building. As of 2006-2007, there are sixty nine (69) tenure track faculty.

- Search committees composed of faculty across disciplines
- Candidates from all disciplines brought to campus in groups
- Candidates participate in an interdisciplinary group exercise
- Recruitment process serves the University's Mission