



**University Policy Statement  
California State University, Fullerton**

**UPS 210.001**

**RECRUITMENT OF FACULTY**

The goal for recruitments is to appoint a high quality and diverse faculty utilizing an effective nondiscriminatory recruitment process. New faculty who show promise of satisfying the criteria for retention, tenure, and promotion should be selected in accordance with the announced position description. The affirmative action provisions of this document apply to the recruitment of full-time, tenure track faculty and to full-time lecturers. Full-time lecturers may be appointed to a tenure-track position only if the process outlined below and in Diversity & Equity Programs' "Recruitment and Documentation Procedures for Full-time Faculty Positions" are followed prior to the tenure-track appointment.

**1. Authorization of Full-time Faculty Positions**

Each year, on a date designated in advance by the Vice President for Academic Affairs, and following consultation with an appropriate departmental committee, which shall include at least one member of the departmental personnel committee (DPC), each Department Chair and the chair of the appropriate departmental committee shall submit to the dean of the college a request for additional faculty for the following year. Such requests shall be consistent with the departmental plans for growth and shall, for each proposed position, justify the need and describe the position(s) and person(s) needed in terms of training, experience, and other qualities, indicate the proposed rank, and submit any additional information which might be useful in interpreting the need to appropriate universities and placement agencies. College deans will submit their college's request to the Vice President for Academic Affairs.

After the budget for faculty positions has been determined, the Vice President for Academic Affairs will consult with the academic deans and determine the number of positions and probable ranks to be included in the faculty allocation for the following year. The department chairs shall thereafter be advised of the determination and the reasons thereof.

## **2. Position Description and Recruitment Plan**

Implementation of the search for a new faculty member shall be primarily the responsibility of the department chair concerned. Chairs are responsible for ensuring compliance with the Diversity and Equity Program's procedures for faculty recruitment. This includes identifying advertising sources, preparation and submission of a position description, announcement and recruitment plan. The college dean and the Diversity and Equity Program Director will review, consult and approve these documents.

## **3. Selection of Department Recruitment Committee**

Recommendations regarding probationary appointments shall originate at the department or equivalent unit. Each department or equivalent unit shall elect a Recruitment/Search Committee for the purpose of reviewing and recommending individuals for probationary appointments. The Recruitment/Search Committee shall elect a chair from its membership. While the committee shall normally consist of tenured faculty, if a department wishes to include probationary faculty as members of the Recruitment/Search Committee, they shall make a request to the college dean who will review the request. The dean will make a recommendation and send the request and recommendation to the President or designee. The President may grant the department's request. Probationary faculty selected to serve on Recruitment/Search Committees may not serve on any other type of personnel committee. The Recruitment/Search Committee shall maintain strict confidentiality concerning all information received, reviewed and discussed.

## **4. Roles**

### **Department Chair**

The Department Chair ensures that fair employment practices are evident to all (applicants, department faculty, Dean, VP) and all available recruitment resources appropriate to the discipline are considered and used. The Chair is responsible for the early completion of position announcements; following consultation with the Department Recruitment/Search Committee, the Department Chair is responsible for the placement and wide distribution of advertisements in media, conferences, doctoral and masters programs relevant to the vacancy and to diverse organizations appropriate to the discipline. The Chair monitors the process to keep it moving in a timely manner. The Department Chair and the Chair of the Recruitment/Search Committee review the applicant pool and recommendations of finalists with the College Dean. It is the responsibility of the Department Chair to inform prospective candidates clearly regarding requirements for tenure and promotion. In a reasonable amount of time after campus interviews, the Department Chair and the Chair of the Recruitment/Search Committee will consult with the Dean about the Recruitment/Search Committees' recommendation. The Department Chair and the Chair of the Recruitment/Search Committee will also recommend to the Dean concerning the offer.

## **Faculty and Recruitment/Search Committee**

All tenured and tenure-track faculty are invited to participate in the selection of their future colleagues. These faculty may review letters of application, vitae, transcripts (exclusive of candidate's social security number and restricted or personal information) and written statements. In addition, the members of the Recruitment/Search Committee will review the following restricted documents: letters of recommendation, reference checks/notes. Prior to inviting candidates to the campus, the search committee members will solicit feedback from the entire tenured and tenure-track faculty.

## **Dean**

The Dean is responsible for the integrity of the recruitment process and for ensuring that the process is implemented in compliance with the collective bargaining agreement, and with campus recruitment policies and procedures. The Dean authorizes which candidates will be invited for campus interviews and recommends appointment of faculty to the Vice President. The Dean will receive authorization from the Vice President before an appointment offer is made. Candidates shall be given a specific date to respond to the offer of employment.

## **5. Screening Levels**

### **Paper Screening**

The Department Recruitment/Search Committee will screen all application materials to determine whether the candidates meet minimum qualifications and recommend a list of finalists for on-campus interviews.

### **Pre-Interview References**

Under the direction of the Department and Committee chairs, committee members may also conduct reference checks with individuals who are able to comment on the applicant's qualifications and suitability.

### **On Campus Interviews**

The Department Chair and the Chair of the Recruitment/Search Committee will review the applicant pool and recommendations of finalists with the College Dean. Final candidates should be interviewed by the Department Recruitment/Search Committee and appropriate departmental faculty, and should be invited to spend a day or so on campus when they will also meet with the College Dean and, where possible, with students.

## **Recommendation**

The Department Recruitment/Search Committee meets, accepts/rejects/ranks candidates, and makes recommendation to the department. After approval by a majority of the department and by the Department Chair, the Department Chair and the Chair of the Recruitment/Search Committee shall consult with the College Dean regarding the Committee's recommendation and terms of the offer. In voting on the recommendations of the Department/Recruitment/Search Committees, only tenured and tenure-track faculty members in the department shall vote.

## **6. Final Actions**

The Department Chair forwards required documents, including an Affirmative Action Process Summary form, to the Vice President for Academic Affairs via the Dean and Faculty Affairs and Records so that a formal written offer can be prepared. An appointment offer of a new full-time faculty member is made by the dean after concurrence of the Vice President. The appointment offer shall be made within one week after the department has submitted its recommendations and all required documents.

At the conclusion of the search process, the Department Chair shall notify all candidates concerning the outcome of their application. All records and application materials are maintained for three (3) academic years in the departmental files or as long as any grievance, complaint, or civil action is pending. The year the recruitment is implemented counts as year one.

**EFFECTIVE DATE: June 18, 2003**  
Supersedes: UPS 210.001 dated 7-1-83  
and ASD 02-121

Source: Faculty Affairs Committee