

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

## UPS 210.500

# PROCEDURES FOR SEARCH COMMITTEES

- A. The work of a search committee is confidential. It is similar in its functions to a personnel committee. No word of the committee's proceedings shall be released by any individual except through the report to the appointing official.
- B. Search committees shall not be involved in filling "acting" positions.
- C. Whenever a search committee is appointed by the Academic Senate under the provisions of UPS 210.007, it shall follow these procedures.
  1. At the initial meeting, a chair and secretary shall be elected. Minutes shall be kept of all meetings. When the committee stands dissolved, these minutes will be forwarded to the administrative officer making the appointment. After the appointment has been made, the minutes shall be held "confidential" for one year in the Office of Faculty Affairs and Records, after which they shall be destroyed.
  2. At the initial meeting, the committee, in consultation with the appropriate person who will be supervising the person sought, shall determine the conditions of the position (salary range, effective date of appointment, functions, qualifications, chain of command, etc.). The deadline for receipt of applications and for completion of the search should be set at this time. These deadlines should be commensurate with the responsibilities of the position.
  3. From a determination made in Item 2, the committee shall prepare a job qualification description and an announcement of the job opening, and these shall be submitted for approval to the person who will be supervising the person to be appointed. These will be widely distributed within the campus community, The California State University, and to such other sources of applicants as shall be deemed suitable for the position. Advertisements for the position may be placed in professional journals. Sufficient time shall be allowed for applicants to return materials.

4. Applicants shall be asked to submit:
  - a. A cover letter of intent,
  - b. A resume,
  - c. Letters of recommendation, or referents who have been asked by the applicant to furnish such letters.

Nominating letters may be received on behalf of a candidate, but an application shall not be deemed complete until the candidate has complied with a, b, and c above.

5. The committee shall determine its criteria for selection. These may be broken down into:
  - a. mandatory criteria.
  - b. desirable criteria.
6. It shall be the responsibility of the chair and the secretary to arrange interviews. They shall also inform candidates promptly when they are no longer being considered, and shall keep applicants who are under active consideration so informed.
7. As soon as possible after the deadline date for applications, the committee shall meet to select those candidates who are to be interviewed. The committee is encouraged to seek the assistance of appropriate personnel in conducting the interviews. It is recommended that a short list of questions be prepared which, as a minimum, will be asked of each interviewee.
8. At the conclusion of interviews, the committee shall select candidates and forward its recommendations to the appropriate administrative officer of the university. (Immediately before forwarding its recommendations, the committee should contact those persons being recommended to ascertain whether they are still interested in the position.) Where possible, the committee should list in priority not less than three persons as its choices. Once the committee has completed the action of this paragraph, it shall automatically stand dissolved by the Academic Senate.

**EFFECTIVE DATE: October 14, 1971**

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