

OFFICE OF ACADEMIC PERSONNEL: GUIDE TO RECRUITMENT & HIRING PROCESS

Academic Personnel serves as the resource to Deans, Department chairs, and Faculty Recruiting committees on California State University, San Bernardino's policies and procedures related to the recruitment and appointment of probationary faculty (*FAM 642.4*). Our goal is to ensure that a successful recruitment process will result in a diverse pool of applicants to the greatest extent possible who meet qualifications and candidates who can contribute to the diversity and excellence of the academic community through their research, teaching and service.

CREATING/ADVERTISING POSITION PROCESS

(approx. 3-6 weeks, typically Fall)

PERSON(S) RESPONSIBLE

STEP 1	Create Requisition Recruitment Form (include diversity indicator in job description). Submit draft form to Academic Personnel for review prior to signature approval.	Chair/Academic Personnel
STEP 2	Submit recruitment form to Dean/Provost for approval. Dept. elects a Faculty Recruiting committee.	Chair
STEP 3	Post position (CSUSB careers/NEOGOV), Chair notified.	Academic Personnel
STEP 4	<p>Advertise position: <i>Chronicle of Higher Education, Diverse Issues in Higher Education, Hispanic Outlook, Women in Higher Education: Career Connections</i></p> <p>Advertise position: <i>Discipline specific media, university placement services, conferences, professional networks at other institutions, web sites, affinity group publications, graduate schools/departments where underrepresented groups may be located.</i></p> <p>NOTE: Submit identical position descriptions to all media sources. When posting position announcements in media with word length limits, include link to CSUSB website..</p>	<p>Academic Personnel</p> <p>Chair</p>

RECRUITMENT PROCESS

(responsibility of the College Deans) (approx. 4-10 weeks, typically Fall/Winter)*

STEP 1	Applications received and reviewed in NEOGOV NEOGOV Reviewing Applicants Diversity of applicant pool determined, information emailed to Committee Chair/Dean/Department Chair.	Academic Personnel Chair/Faculty Recruiting Committee
STEP 2	<p>Applications reviewed for minimum qualifications and roster/NEOGOV alert sent to Asst. Director of Diversity Initiatives for approval.</p> <p>If underutilization of females and minorities exists in the recruiting dept./school, the roster will not be approved unless:</p> <ol style="list-style-type: none"> 1. Number(s) of the underutilized class are included on the roster, or 2. Documented evidence of good faith efforts clearly indicate that no candidates in the underutilized class could be found. Re-advertising may be required. * (<i>FAM</i>) 	Chair/Faculty Recruiting Committee
STEP 3	Email sent to Chair with approval/non-approval of minimum qualification pool within 2 business days.	Asst. Director Diversity Initiatives
STEP 4	Semifinalists identified in NEOGOV.	Faculty Recruiting Committee
STEP 5	Asst. Director of Diversity Initiatives emails approval or non-approval of Semifinalists to Faculty Recruiting Committee within 2 business days.	Asst. Director Diversity Initiatives

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STEP 6	Semifinalists screened (phone interview, skype, conferences, etc.).	Chair/Faculty Recruiting Committee
STEP 7	Selection of finalists (<i>minimum of 2 candidates</i>) submitted to Dean for approval.	Chair/Faculty Recruiting Committee
STEP 8	Campus interviews conducted (<i>minimum of 2 candidates</i>).	Faculty Recruiting Committee
STEP 9	Recommendation sent to Chair for Dept. majority vote. Name forwarded to Dean for review/approval.	Faculty Recruiting Committee

APPOINTMENT PROCESS *(approx. 3-4 weeks)*

STEP 1	Appointment file prepared and sent to AP for review and processing. Background check request sent to HR.	Chair/Dean
STEP 2	Appointment letter created and sent to Provost for approval, Dean notified by email.	Academic Personnel
STEP 3	Contract letter sent to prospective new hire. Provost, Dean, Chair notified by email.	Academic Personnel
STEP 4	Candidate accepts appointment by signing appointment letter and returning it to AP. Chair-Dean-Provost notified by email.	Academic Personnel