

California State University, East Bay
Office of Academic Affairs

Tenure-Track Search Process Procedures
2023 – 2024

Stage One: Elect The Committee

f Elect a Search Committee of Tenured/Tenure-track Faculty, during the Spring Semester (CBA 12.22.a. "Each department or equivalent unit shall elect a peer review committee of tenured employees for the purpose of reviewing and recommending individuals for probationary appointments. At the discretion of the President and upon request of the department these peer review committees may also include probationary employees.")

f Submit the results of the election/committee member names to the College Dean's office. The College Dean will approve and the position announcement details can be loaded PageUp in "New Job." You will need a position PS# (issued by Academic Affairs) to enter the position announcement (see below for instructions).

Stage Two: Required Orientation and Trainings –in person or conducted by Zoom.

f Tenure-Track Search Committee Orientation and training on how to use PageUp

Stage Three: Develop the Position Announcement and Faculty Recruitment Plan

Position Announcement – Prepare the required information for a position announcement using the template for EB-FACULTY TENURE-TRACK in PageUp.

Carefully choose the required qualifications and criteria for selection:

- o Flexible vs. rigid requirements is advisable (preferred vs. required, should vs. must). The requirements listed as "must have" will be applied to every applicant.
- o Prioritize selection criteria (assign relative value). Make sure the priorities are apparent in the position description.

Note: Broad rather than highly specialized announcements usually attract more diverse candidates.

A Diversity Statement is now a required document in an application.

A Position PS# will be issued by Academic Affairs

The following information is needed to request a PS#:

1. Department
2. Job location (you can give the department office address)
3. Job code: 2360 for tenure-track positions (grade 3 for assistant professor, grade 4 for associate professor)
4. Job start date: Fall Semester, 2024
5. Full time
6. Reports to: department chair's name

Enter the Position Announcement and Job Details in PageUp

PageUp login can be found at: [https://www.csueastbay.edu/foaa/Policies and Procedures/Forms, Documents and Miscellaneous/PageUp](https://www.csueastbay.edu/foaa/Policies%20and%20Procedures/Forms,%20Documents%20and%20Miscellaneous/PageUp)

OR: <https://www.csueastbay.edu/myhr/csu-recruit.html>

Go to “Jobs” and click on “New Job.”

IMPORTANT: The following information should be entered to set-up the position and access for search committee members in PageUp:

1. Internal Team: Select the appropriate Department
2. Recruitment Process: Select “EB-Faculty Tenure-Track”
3. Application Form: Select “EB-Faculty Tenure Track Application Form”
4. Job Code/Employee Classification: Enter “2360” for “Instr Fac AY”
5. Salary Range/Grade:
 - a. Grade 3 – Assistant Professor
 - b. Grade 4 – Associate Professor
6. CSU Working Title: “Assistant Professor of DEPARTMENT, (Specialty),
e.g.: Assistant Professor Management (Operations)
7. Campus: “East Bay” (should already be defaulted from job template)
8. Division: “Academic Affairs” (should already be defaulted from template)
9. College/Program: Select the appropriate college
10. Department: Select the appropriate department
11. Requisition Number: leave blanks
12. Positions: defaulted to 1. Select the Type: “New”

13. Auxiliary Recruitment: "No"
14. Reason: "New Position"
15. Work Type: "Instructional Faculty-Tenured/Tenure-Track"
16. Hiring Type: "Probationary"
17. Job Status: "Regular"
18. Time Basis: "Full Time"
19. CSU Campus: "California State University, East Bay"
20. Complete the Job Details with requirements of the position announcement
21. Posting Type: "Open Recruitment"
22. Review Begin Date: select a date *desired*, is not required
23. Posting Location: "East Bay"
24. Advertising Summary: Enter the details of the position that will appear as a summary on the CSU East Bay Careers site
25. Advertising text: the complete position announcement details – please complete the position announcement template
26. Search Committee Chair: Name of the search committee chair
27. Search Committee Members: Click "Add Search Committee Member" and add each search committee member's name. Also add the DELO's name (Kyzyl Fenno-Smith) as a search committee member to provide access to the Job Card/position announcement.
28. Reports to Supervisor Name: enter the name of the College Dean
29. Administrative Support: Name of the administrative assistant who will oversee the search (Dept. or College Admin)
30. Hiring Administrator: enter the name of the Department Chair
31. Approval Process: Select "Faculty Tenure Track Job Approval" and enter the names of the appropriate approvers:
 - Dept. Chair
 - Dean's office designee: (Dean)
 - Faculty Affairs: Karen Ling
 - Associate Provost: Silvina Ituarte

32. HR/Faculty Affairs Representative: enter "Karen Ling"

33. Recruitment Status: Select "Pending Approval"

Required Documents – the following documents/information are required for a complete application:

1. Cover letter that details areas of interest
2. Curriculum Vitae (CV) or resume
3. Email information for three Confidential Letters of Recommendation –
Three (3) confidential letters of

Please upload all files in PDF format and title the document appropriately, as other documents will be uploaded in this section throughout the process.

Academic Affairs places ads for all positions in the Chronicle of Higher Education online and Higher Ed Jobs online on a continual basis. All other ads are the responsibility of Departments/Colleges and should be thoughtfully targeted to associations or publications.

Stage Six: Obtain Approval to Conduct Phone/Video Interviews

Designate the applicants selected for phone/video interviews by changing an Applicant's status to "Chair Review for Phone Interview" under a selected applicant's name.

Department Chair – Be sure that each committee member has scored each application. After reviewing the screening/ranking proposed applicants designated for phone/video interviews, approve the list of applicants selected for phone/video interviews: Change the applicant's status to: "Dean Review for Phone Interview." This can be done one-by-one (individual applicant) or bulk move (group of applicants). An automatic notification will be sent by PageUp to the Dean.

College Dean – after reviewing the applicant demographics data with the DELO and Associate Provost the screening/ranking proposed applicants designated for phone/video interviews, approve the list of applicants selected for phone/video interviews: Change the applicant's status to "Phone Interview Approved." This can be done one-by-one (individual applicant) or bulk move (group of applicants). An automatic notification will be sent by PageUp to the Search Committee.

After Dean's approval for phone/video interviews, search committee can conduct phone/video interviews. Change Applicant's Status to: "Invite for Phone/Video Interview." You may use PageUp's EVENT features or schedule using the usual way. Please refer to the PageUp Guide for use of EVENTS.

Note: all candidates must be interviewed using the same modality (phone or video). Interviews may not be recorded.

Stage Seven: Conduct Phone/Video Interviews Using Approved Questions

Conduct phone/video interviews with the approved phone interview questions and ratings protocol – load scoring/ranking sheets into the position's "Documents" section.

Review/approvals cannot proceed without the committee's scores/rankings on each criteria and any notes/comments on the applicants' qualifications.

One of your scoring criteria for ALL candidates who receive phone/video interview MUST be a scoring of their written references (letters of recommendation).

When the phone/video interview is completed for particular applicant, you can change their status to: "Phone/Video Interview Successful" or "Phone/Video Interview Unsuccessful."

Stage Eight: Obtain Approval for On-Campus Interviews – Search Committee

After all approved phone/video interviews and scoring/ranking of candidates have been conducted and the scores/rankings/ments have been uploaded to the position in PageUp, the Search Committee Chair should change an applicant's status to: "Chair Review for On-Campus Interview."

The following documents should also be uploaded into the Job Card in the "Documents" section:

1. Summary of the locations from which the applicants will be traveling and estimated travel and lodging costs (one document/file titled "Travel Costs for On-Campus Interviews"), if applicable.
2. Proposed on-campus interview questions (titled "Proposed On-Campus/Zoom Interview Questions")
3. Proposed on-campus Rating Protocol (titled "Proposed On-Campus/Zoom Rating Protocol")
4. Proposed on-campus interview schedule (titled "Proposed On-Campus/Zoom Interview Schedule")
5. Ratings for the Phone/Video Interviews (by criteria, evaluator, and summary), (titled: "Phone/Video Scores")

Department Chair – review the proposed list of applicants selected for on-campus interviews and uploaded documents. Be sure that each committee member has scored each candidate. To approve: change an applicant's status to: "Dean Review for On-Campus Interview."

College Dean – review the proposed list of applicants selected for on-campus interviews and uploaded documents. To approve: change applicant's status to: "Provost's Office Review for On-Campus Interview. Assign the application when prompted to: silvina.ituarte@csueastbay.edu

Provost's Office Review – after approval by the Provost's office, notification will be sent to the Search Committee, and the applicant status will be changed to: "On-Campus Interview Approved."

Search Committee can now conduct the On-Campus/Zoom Interviews. See APPENDIX D for A Guide to Interview Questions.

Candidates should be advised that one verification check will be conducted prior to any offer being made.

Scoring should be done on a spreadsheet and uploaded into "Documents." See APPENDIX B for a sample template.

Stage Nine: Submit Final Recommendation for Tenure-Track Hire

Upload a memo to the Department Chair from Search Committee Chair making a recommendation and indicate in the memo that all members of the Search Committee agree with this recommendation. Address strengths/weaknesses of each candidate and sources of evidence used. Change the recommended applicant's status to: "Verbal Reference Check Requested."

VERBAL Reference Check –Before proceeding with an informal offer request, a reference check must be conducted by Department Chair, Associate Dean, or Dean; they must speak to at least one of the current references: a professor, supervisor, or department chair at the candidate's current place of employment.

Reference Check results should be uploaded to PageUp under the applicant's file "Add Document" (Applicant Card).

Department Chair – Assuming the verbal reference check is positive, upload a memo to the position's (Job Card) "Documents" section to Dean from Department Chair concurring or dissenting with Search Committee recommendation. Department Chair must include a recommended years' credit toward tenure, if applicable, moving/relocation funds if applicable, and start-up costs. Change the applicant status to "Verbal Reference Check Successful."

College Dean – upload a memo to the Post from College Dean with the hiring recommendation. To launch/open the Offer Card in PageUp, change applicant status to "Prepare Offer Details"

(4) After formal acceptance is received, the College will be notified, and should coordinate with the Department about any messages they wish to send to the applicants. The search will then be closed.

End Notes

Cal State East Bay gratefully acknowledges the work of Sacramento State's Office of Faculty Advancement whose "Faculty Recruitment Guide" helped shape some of this document.

CSU Records Retention Requirements Recruitment Records (HR Technical Letter, Oct 13, 2004):
Typical documents: Applications, resumes, reference checks, writing samples, advertising records, rating sheets, etc. *Minimum Retention Period:* Three years after close of recruitment.

All documents will be retained in the PageUp system, CHRS Recruiting.

Academic Affairs
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APPENDIX A

PageUp Applicant Statuses for Tenure-Track Faculty Search

| | |
|--|--|
| 1. New Application | 32. Informal Offer Declined |
| 2. Search Committee Review | 33. Background Check In Progress |
| 3. Search Committee Review Successful | 34. Background Check Unsuccessful |
| 4. Search Committee Review Unsuccessful | 35. Offer Revised |
| 5. Chair Review for Phone Interview | 36. Online Formal Offer Extended |
| 6. Dean Review for Phone Interview | 37. Online Formal Offer Accepted |
| 7. Phone Interview Approved | 38. Online Formal Offer Accepted/Form Complete |
| 8. Invite for Phone/Video Interview | 39. Online Formal Offer Declined |
| 9. Phone/Video Interview Event Accepted | 40. Removed |
| 10. Phone/Video Interview Event Declined | 41. Withdrawn |
| 11. EVENT - Invite for Phone/Video Interview | 42. Ineligible |
| 12. EVENT - Phone/Video Interview Event Accepted | 43. Incomplete |
| 13. EVENT - Phone/Video Interview Event Declined | 44. Submitted |

14.

APPENDIX B Sample Screening Sheets

| Screening Criteria Required Qualifications Sheet SAMPLE | | | | | | | | | |
|---|-----------------|---------------------|---------------------|-------------------------|-----------------------|-----------------------------------|--------------------------------------|-----------------------------------|-------|
| Position: | | | | | OAA#: | | | | |
| Committee Member: | | | | | Date: | | | | |
| Candidate - SAMPLE | Required Degree | Teaching Experience | Academic Background | Professional Experience | Knowledge & Abilities | Possess certifications or License | Ability to work w/diverse population | Total Score (sort by this column) | Notes |
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| Screening Criteria Required Qualifications Summary Sheet SAMPLE | | | | | | | | | |
|---|-----------------|---------------------|---------------------|-------------------------|-----------------------|-----------------------------------|--------------------------------------|-----------------------------------|-------|
| Position: | | | | | OAA#: | | | | |
| Department: | | | | | Date: | | | | |
| Candidate - SAMPLE | Required Degree | Teaching Experience | Academic Background | Professional Experience | Knowledge & Abilities | Possess certifications or License | Ability to work w/diverse population | Total Score (sort by this column) | Notes |
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