

SR 06-01
2006/2007 Hiring Process for Faculty, Librarians and Counselors

Faculty Recruiting Plan:
Process for Tenure/Track Hiring in AY 06-07 for Beginning Fall 07

STEP 0: Search Coordinating Committee (SCC)

The Senate elected a Search Coordinating Committee (SCC). The committee's charge is to work with the Office of Faculty Affairs to design and implement the hiring process. Committee members include Grzegorzcyk (co-chair), Cordeiro (co-chair), Hampton, Kilpatrick, Smith, and Wallace. The SCC will assist with logistics and work to facilitate staff and student participation in the review process. The committee will consult—as time allows—with the Discipline Search Committees (DSCs) to balance faculty participation in the DSCs¹ and serve as a conduit for information flowing among the DSCs. The SCC will work with the Senate to develop a structure within which non-DSC members will evaluate candidates during on-campus interviews, and it will work with the Senate to provide the DSCs with guidelines for incorporating those evaluations into the decision making process.

Recognizing that the timing of an offer can be significant, the Search Coordinating Committee will work with the administration to facilitate making offers to candidates as early as possible.

STEP I: Discipline Search Committee (DSC).....Formed by October 6, 2006

- For adding positions to existing Program Areas, Discipline Search Committees (DSCs) will be formed. Each DSC will be composed of at least 5 members, with a minimum of 2 faculty members from outside the discipline. Faculty members within the discipline will recommend the membership to the DSC to be confirmed by the Dean. If the discipline has no faculty, the Dean will ask for volunteers. Every DSC must have at least one tenured faculty.
- For counselor faculty searches, DSCs will be formed and will work with administrators from the Division of Student Affairs, who will act in an advisory capacity.
- For a search in an area with no current faculty, the DSC will be composed at least 5 members from various disciplines. All tenure track faculty are eligible to serve on the committee. The committee will be elected by CSUCI's tenure track faculty.
- The members of a DSC will elect a tenured faculty member as chair.
- The DSC may invite CSUCI students to work with the committee in an advisory capacity. The Office of Faculty Affairs will provide guidelines on issues of confidentiality.
- As time allows, the DSC will develop the position description in consultation with the Office of Faculty Affairs. It may be necessary for the position description to be developed before the DSC is formed, in which case the DSC, when constituted, will review the position description and will consult with the Dean of the Faculty and the Provost should the DSC object to the description or any part of it.

- The DSC will develop an advertising strategy and timeline. **Deadline October 10, 2006**
- The DSC, in consultation with Faculty Affairs staff, will be responsible for the following:
 - developing a timeline for the entire search process,
 - reviewing the candidates' applications submitted via the web-based system,
 - conducting screening interviews by telephone,
 - recommending candidates for campus visits (the Provost issues formal invitation), and

¹ to ensure as much as possible that all faculty have the opportunity to participate in searches without unduly burdening individual faculty

- conducting and coordinating campus visits/interviews, including campus visit requirements for candidates specific to the program area.

STEP II: Selection Process.....Varies by DSC.....Jan-May 2006

- Candidates will be brought to campus in three separate groups, with candidates for the same position being interviewed as much as possible in different weeks. With respect to interview dates, the Search Coordinating Committee and the Office of Faculty Affairs will work with the Provost to try to accommodate the timing needs of each program. **Proposed dates include Feb 9, 16, 23, 2007.**
- All candidates shall participate in an “Interdisciplinary Group Exercise” with candidates from other disciplines. These exercises will be hosted by the four Mission-based Centers. Special logistical arrangements may be needed to accommodate some candidates.
- All campus visits shall include a teaching demonstration (preferably with student participation and evaluation); and other presentations (e.g. the candidate’s proposed research agenda) as required by the DSC.

STEP III: Hiring

- Following campus visits by candidates, the DSCs will evaluate all feedback received from all participants in the hiring process. (*This may be provided on-line*)
 - At this point in the process, the President may provide feedback on candidates he finds are not a good fit for our campus.
 - During a special session of the Academic Senate, each DSC will make 3-minute Power Point presentation of their selected candidates and a summary the search results. (The proposed date is Feb 27, 2007 at 2:30.)
 - Using the guidelines provided, the DSC will provide written evaluations of all candidates interviewed on campus and make recommendations on hiring. These recommendations will include rank, tenure status and start-up funds (if appropriate to the discipline). The DSC will consult with tenure track faculty in the discipline before making their recommendations to the appropriate Dean.
 - DSCs will submit their hiring recommendations to the appropriate dean within two days after the presentation.
 - The Dean submits his or her recommendations to the Provost or the appropriate Vice President and the President.
 - The President or his designee makes offers and negotiates terms of employment including, if appropriate, start-up funds.
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Flowchart for the Hiring Process for Faculty, Librarians and Counselors

