

## Quick Steps Procedures and Forms Checklist

The following checklist, in sequential order, is designed to assist those involved with the faculty recruitment process. All forms and templates mentioned in these quicksteps can be found under the Recruitment section of the Forms and Documents page:

<http://www.csuchico.edu/oapl/forms-and-documents.shtml>

- The department chair consults with the college dean regarding the need to recruit. The dean requests authorization to initiate a full-time search (tenure-track or temporary) from the provost. Approval will be given in writing.
- Following approval by the provost, the department will elect (by simple majority) a search committee (Department Hiring Committee) of tenured faculty and may include probationary faculty following guidelines specified in FPPP, Section 6 and CBA, Article 12. This committee should be as diverse as possible and may include nominating individuals from outside the department for additional perspective and expertise.
- Once established, the search committee develops a recruitment plan. This includes completion of the **Recruitment Authorization Form (Form 1)**, the **Screening and Selection Criteria/Outreach Efforts (Form 2)**, **Vacancy Announcement (Form 3)**, and other recruitment documents as needed (e.g. sample print ads), submitted to the dean for approval. The dean will review and sign to ensure compliance procedures and the needs of the department.
- Once the dean has approved the Recruitment Authorization materials, it is routed to OAPL for review, the assignment of an OAPL recruitment number and the creation of a recruitment file. OAPL forwards the Recruitment Authorization Packet to the Vice Provost for Academic Personnel and then to the Provost for approval. Once approval is received, OAPL enters recruitment information into the recruitment system.
- Following the Provost's (or VPAP's) approval, the signed Recruitment Authorization materials will be returned to OAPL for the recruitment file. OAPL emails a copy of the approved Recruitment Authorization form to the dean, department chair, search committee chair, department secretary, and college AA/S to notify of the approval.
- The committee places ads, distributes vacancy announcements, and implements outreach efforts to solicit applications as defined in the Recruitment Authorization documents (e.g. direct mail campaigns, list-servs, phone calls, electronic mail, and personal contacts) OAPL also places the ad on numerous contracted diversity sites to extend our outreach to underrepresented groups. Academic Personnel will review the Chancellor's Doctoral Incentive Program directory and email an invitation to apply to recipients within the recruitment discipline.
- In response to all queries, the committee sends out an **acknowledgment letter/ email** with a copy of the complete, official vacancy announcement.

- The search committee screens the applications following the criteria and procedures established by the search committee. A sample screening rubric is available for use should a committee not have one to work from. The department search committee, following the initial screening process, may create a list of semifinalist candidates to be interviewed via phone. Candidates should be asked the same series of questions with all of the committee in attendance. This step requires no authorization from OAPL/the Provost. Please keep a list of all candidates contacted for the phone interview.
- Following phone interviews, the committee and dean consult to identify a short list of finalists to interview on campus. These finalists are named on the **Interview Authorization Form (IAF) (Form 7)**. A copy of each finalist's curriculum vitae and applicable certificates/licensure completion must accompany the form. The **Applicant Flow Log (List of Applicants) (Form 4)** and tearsheets from advertisements done by the department must be attached. The forms are routed to the dean for signature approval.
- Upon approval by the dean, the signed IAF is forwarded to OAPL for review and signature. OAPL will route to the Vice Provost for Academic Personnel and the Provost for signature. The Provost's office will return the signed form and original documents to OAPL. Copies of the signed form (face sheet only) will be emailed to the hiring committee chair, and college office. Vitae and degree/licensure confirmation documentation will not be returned. They are retained in an OAPL recruitment file. Departments should retain originals of these documents.
- The finalists **MUST** read and sign an **Employment/Education Information Release (Form 8)** that authorizes the search committee to conduct reference checks and to verify education. These forms may be mailed or faxed to candidates for signature but the original should be requested for the recruitment file. REMEMBER, what is done for one candidate must be done for all candidates.
- In the process of conducting reference checks, the search committee will document the names of those contacted with a reference log, the method of contact (phone, email, or face to face interviews), and other relevant data. Please use **Reference Check for Final Candidates (Form 9)**.
- Once the **IAF** has been approved by the Provost, the committee may schedule and conduct interviews. On-campus interviews are required for tenure-track and full-time temporary positions.

**Candidates who are not semifinalists or finalists are usually notified that they are no longer being considered. If the hiring chair does not want them to be contacted, email the Recruitment Specialist.**

- Following completion of all interviews, reference checks, and education verification of all viable candidates, the search committee will consult with the department chair and dean to report and discuss the results of the findings. Once this has occurred and a candidate agreed upon by the department and dean, the **Reference Check for Final Candidates (Form 9)**, the **Education Verification for Final Candidates (Form 8)** and the **Authorization to Extend an Offer (AEO) (Form 11)** is signed and routed to the dean for approval.
- If a search needs to be canceled, use the template provided on our site (or something similar) to inform candidates.
- Following the dean's approval, the **AEO** and required documentation (including the Dean sending the offer parameters) is forwarded to OAPL for review, signature, and subsequent routing to the provost (AVPAP, if temporary) for approval.
- Upon final approval of the **AEO** form, request a background check on the finalist. Obtain a non CSUC, Chico email address for this. The dean may extend a conditional offer of employment to the successful candidate while waiting for the background check clearance.
- An Offer Letter is prepared by the college office and after the dean's approval, routed to OAPL for review. A standard template may be used if the new hire holds a PhD. If the candidate is "ABD," there is a template available that includes the specialized language for this circumstance. Both templates are available at the link given at the top of the page.
- Upon receipt of the signed offer letter, and the appointment has been accepted, the original signed offer letter will go into new employee's PAF and a copy is sent to OAPL.
- The **Dean's Search Summary** is completed and submitted to OAPL.
- The search is considered closed once the appointee has signed the **Academic Appointment Form (AAF)**, usually in the summer. The **AAF** is sent to OAPL for the approval process. The OAPL office will return the approved **AAF** to the dean who will then forward the written offer to the appointee for signature.
- Upon conclusion of the recruitment process, regardless of whether a successful hire is made, documentation of the recruitment process must be kept in the college/department office for a period of three years.

Please visit the Academic Personnel website at <http://www.csuchico.edu/oapl/> to access the FPPP and the CBA for Unit 3 Faculty.