UNDERSTANDING THE RECRUITMENT PROCESS

LONG-RANGE ACADEMIC PLANNING

- Departments should develop long-range plans for the growth and change of their discipline and the needs of their students.
- Long-range planning should reflect SDSU’s campus commitment to diversity in supporting the recruitment and retention of faculty whose research, teaching, and service enlarge historic institutional and disciplinary boundaries. A commitment to diversity is expressed not only through focusing on the background or identity of faculty candidates but also on the intellectual focus of their work.

HIRE APPROVAL AND ADVERTISEMENT

- Departments craft tenure-track search proposals that reflect long-range academic planning.
- Deans send prioritized tenure-track hire requests to the Provost, who decides which positions to approve. Academic Affairs will issue a VPAA# for each authorized search.
- Search committee meets with the Office of Employee Relations and Compliance (OERC) to review procedures and policies.
- Departments submit to the Dean a recruitment plan, search committee, search criteria (minimum qualifications and required and desired criteria including research interests, experience, teaching, ability to interact with a diverse student body, potential to establish an independent, funded research program, and other criteria as applicable) and advertisement text for each approved position.
- Dean reviews and submits the plan, committee, and advertisement text to OERC for approval.
- OERC sends plan, committee, and advertisement text to Faculty Advancement for posting on Interfolio, Inside Higher Ed, HERC, and the SDSU HR website.
- Departments post job descriptions in professional publications and websites as outlined in the recruitment plan.

REVIEWING THE APPLICANT POOL

- Committees discuss recruitment plans, search procedures, data collection, and means to achieving a diverse pool of applicants at their first committee meeting.
- Committee chairs complete Diversity.edu training. This training may also be recommended by OERC for committee members.
• Committee chair conducts initial review of applications on Interfolio, eliminating candidates who do not meet minimum criteria. Departments notify applicants who do not meet minimum criteria.
• Committees review applications on Interfolio, documenting search decisions.
• Committees create a short list for interviews and notifies the OERC.
• OERC reviews and certifies the pool to assure that the search has followed established procedures, clearly documented its rankings, selected semi-finalists or finalists who meet the established criteria, and addressed the university commitment to diversity.
• Faculty Advancement provides information on diversity of applicant pool to Dean, who may determine whether or not the pool aligns with national data on the availability of diverse candidates and whether the university commitment to diversity has been met.

INTERVIEWS AND OFFERS
• Committee conducts preliminary Skype interviews to establish a list of finalists. Committee should review interview protocol to eliminate bias and develop an interview evaluation sheet to distribute to each interviewer. Interviewers should ask consistent, criteria-based questions of each candidate, provide opportunity for candidate to ask questions, and provide information about the position and the search process.
• Committee sends list of finalists to Dean and invites finalists to campus for interviews, providing information packet about position, department, and university.
• Department organizes consistent campus visit schedules including opportunities to interact with campus colleagues, meet university diversity officer, and assess local resources including organizations that could provide support for the candidate. Consistent information about format and criteria for evaluation of required presentations (job talk, teaching a class) is provided to each candidate.
• Committee completes evaluations of finalists, uploads recommendation to Interfolio, and forwards to the Dean.
• Dean requests approval to negotiate from Academic Affairs (via Faculty Advancement for international hires).
• Dean makes oral offer, with written offer to follow, and notifies OERC.
• Candidate returns signed acceptance letter.
• Department sends rejection letters to remaining candidates after offer is accepted.
• Department maintains search records for two years (or five years, when international hires are made).