

# **Faculty Recruiting Plan: Process for Tenure/Track Hiring in 2005-6 for 2006-07 Academic Year**

## **STEP I: Discipline Search Committee (DSC).....Formed by October 1, 2005**

1. Teaching faculty: For a search to add positions to existing Program Areas, a Discipline Search Committee (DSC) will be composed of either 5 or 7 members with at least 2 faculty members from outside the discipline. All tenure track faculty will be eligible to serve on the committee. The members of the committee will be elected by tenure track faculty in the program. However, if the discipline only has 1 or 2 current tenure track faculty, the Dean of the Faculty will assign the position to one of the five areas described in Section 3.c of the Senate's By-Laws (Math & Sciences, Arts & Humanities, Business and Economics, Behavioral and Social Sciences, and Education) and all tenure track faculty in the assigned area will elect the DSC. In some cases, after consultation with the Senate's Executive committee, the Dean of the Faculty can assign a position to more than one area and the tenure track faculty in the assigned areas will elect the DSC. For a search outside of an existing discipline or Program Area, a DSC will be composed either 5 or 7 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.
2. Library or Counseling Faculty: If the search is for a library or counseling faculty member, the Associate Vice President for Faculty Affairs will develop a process with the Dean of the Library and tenure track library faculty for the recruiting of library faculty, and a process with the Dean of Student Life and tenure track counseling faculty for the recruiting of counseling faculty, that adapts the general framework of this resolution to the specific needs of those searches and will report the processes developed to the Senate.
3. Members of a DSC will elect a chair.
4. The DSC may invite a CSUCI student to work with the committee in an advisory capacity. The Office of Faculty Affairs will provide guidelines on issues of confidentiality.
5. If there is time, the DSC will develop the position description in consultation with the Office of Faculty Affairs. In the event that the position description had to be developed before the DSC was formed, the DSC will review the description and consult with the Dean of the Faculty and Provost if the committee should object to the description of any part of it.
6. The DSC will develop an advertising strategy and timeline.

***Deadline October 8, 2005***

5. The DSC in consultation with Faculty Affairs staff will be responsible for the following:
  - a. Develop a timeline for the entire search process
  - b. Review the candidates' applications submitted via the web-based system
  - c. Conduct screening interviews by telephone
  - d. Recommend candidates for campus visits to the appropriate University Hiring Committee (Provost issues formal invitation) with a written statement of strengths and weaknesses for each candidate

- e. Conduct and coordinate campus visits/interviews including campus visit requirements for candidates specific to the program area

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

- 1. Candidates will be brought to campus in a minimum of three groups on different days with candidates for the same position being interviewed as much as possible on different days. With respect to interview dates, the Search Coordinating Committee (see step V below) and the Office of Faculty Affairs will work with the Provost to try to accommodate the timing needs of each program.
- 2. All candidates shall participate in an “Inter-Disciplinary Group Exercise” with candidates across disciplines. Special logistical arrangements may be needed to accommodate some candidates.
- 3. All campus visits shall include a teaching demonstration (preferably with students’ participation and evaluation); and other presentations (e.g., proposed research agenda) as required by the DSC

## **STEP III Faculty-Wide Hiring Committees**

The Senate’s Executive Committee will organize three Faculty-Wide Hiring Committees. Before membership is decided, Faculty Affairs will allocate each of the hiring slots to one of the faculty-wide committees. All slots in one program will be in one faculty-wide committee. Each committee will have between 15 and 22 members. Each of the three committees will have representation from as many programs as possible. All tenure track faculty will be eligible to serve on these committees. Each of the committees will be chaired by a tenured full professor elected by the committee. The Senate’s Executive Committee will confirm the membership of each committee.

## **STEP IV Hiring**

- 1. Following campus visits by candidates, DSC will solicit written comments from all university colleagues (faculty, administrators, staff) concerning all candidates.
- 2. Based on input from colleagues, the DSC will provide written evaluations of all candidates interviewed on campus and make recommendations on hiring, including rank, tenure and start-up funds (if appropriate to the discipline) to the University-Wide Hiring Committee. The DSC will consult with any tenure track faculty in the discipline of the hiring slot in making their evaluations.
- 3. After reviewing these evaluations, the Faculty-Wide Hiring Committee will review and evaluate the recommendations of the DSC and forward them in writing with the DSC's recommendation to the Dean. The Faculty-Wide Hiring Committee will consult with any tenure track faculty in the discipline in which the hire is being made and will solicit comments from the members of the other two faculty-wide committees before making their recommendations.
- 4. The Dean submits recommendations to the Provost and the President
- 5. Based on his decision, the President or designee makes offers and negotiates terms of employment including, if appropriate, start-up funds.

## **STEP V Search Coordinating Committee**

The Senate will elect a Search Coordinating Committee of 5 to 7 members to work with the Office of Faculty Affairs in implementing the hiring process. The Committee will assist with logistics; work to facilitate staff and student participation in the review process; serve as a conduit for information flow among the DSCs.

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