

Checklist

Tenure-track searches are normally approved in the spring or summer prior to the search, which begins the following fall. What follows is a checklist to be used during the recruitment process for tenure-track positions. The individual(s) responsible for conducting each step is/are indicated parenthetically. Please see appendices for samples of forms referred to below.

		Completed By:	Date:
1.	Request tenure-track position from Dean (Department Chair)		
2.	Obtain approval for a tenure-track position from Provost, and establish pre-approved salary range (College Dean)		
3.	Develop Position Description and Announcement (Department Chair, College Dean, AVPFA)		
4.	Submit Employment Request Form & Position Announcement - <i>Appendix A & B</i> for approval to Dean (Dept. Chair)		
5.	Establish the search committee and notify Dean (Department Chair)		
6.	Develop the department recruitment strategy (Department Chair/Search Committee, College Dean)		
7.	Announce and advertise the position (Department Chair or Search Committee Chair)		
8.	Acknowledge applications as received, include a Voluntary Statistical Data form with letter - <i>Appendix C & D</i> (Department Chair or Search Committee Chair)		
9.	Develop the screening/interview process (Search Committee Chair)		
10.	Screen applications (Search Committee)		
11.	Telephone interviews of seriously considered applicants (Search Committee). OPTIONAL		
12.	Submit list of finalists (with complete application files) and process On-Campus Interview Request Form - <i>Appendix G</i> for approval by the Dean (Search Committee Chair)		
13.	After approval of finalists by Dean, Department contacts finalists, arranges transportation, makes hotel reservations, etc. - <i>Appendix F, H, & I</i> (Dept. Secretary)		

	Completed By:	Date:
14. Conduct on-campus interviews (Search Committee Chair, Department Chair, and College Dean)		
15. Process Travel Claim for each on-campus candidate - <i>Appendix J</i> Send to Dean (Department Chair)		
16. Process receipts for reimbursement of faculty expenses - <i>Appendix K</i> (Department Secretary)		
17. Check references on finalists (Department Chair or Search Committee Chair)		
18. Review finalists (Search Committee, Department Chair and College Dean)		
19. Send Regrets to applicants not being selected as finalists - <i>Appendix E</i> (Search Committee Chair)		
20. Submit recommendation(s) for appointment with complete Recruitment File - <i>Appendix L</i> to Dean (Department Chair)		
21. After consultation with AVPFA, make verbal offer to candidate (College Dean)		
22. Send Faculty Employment Application Form and Clery Notification to candidate - <i>Appendix M</i> (College Dean)		
23. Submit Recommendation & complete Recruitment File to Provost/Vice President & AVPFA - <i>Appendix N</i> (College Dean)		
24. Send written offer of employment (Provost/Vice President)		
25. Send Regrets to candidates not appointed - <i>Appendix O</i> (Search Committee Chair)		
26. Complete and submit Report on Finalist Candidates - <i>Appendix Q</i> (Search Committee Chair or Dept. Chair)		
27. Provide orientation (Department Chair & Faculty Development Center)		
28. Complete and submit CSU Faculty Recruitment and Retention Survey - <i>Appendix R</i> (Department Chair)		

NOTE: ALL RECRUITMENT RECORDS ARE TO BE KEPT FOR 5 YEARS!