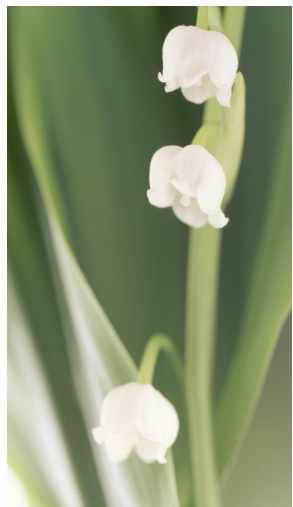


Verify actual receipt of degrees, certificates, or licenses stated as earned.

Conduct independent verification of actual receipt of degrees, certificates, or licenses stated as earned. \*\*



*The CSU, Vice Chancellor of Human Resources recommends:*

*\*Checking References: It is the expectation of the CSU administration that references are appropriately checked for each position that is filled. The nature of the checking and the delegation of reference checking are determined by campus policy. However, either written or verbal checking of references should be done for each position.*

*\*\* Degree Verification: Where a degree, certificate or license is required for a position, the campus is expected to verify possession of this credential. While receipt of a copy of the diploma, certificate or license is acceptable verification independent verification with the granting institution is desirable when feasible.*

### **INTERVIEW PREPARATION**

Confirm interviews and campus visits with letters, including information packet about position, department, and the university. Inform the University of any reasonable accommodations required.

### **CAMPUS INTERVIEWS**

Collect and synthesize rating sheets for each candidate from all interviewers. Provide opportunities for candidates to request meetings with particular individuals or groups in the university or local community.

Insure candidates are given equal opportunities to meet and interact with campus colleagues.

Plan schedules that are similar in format to insure an equitable basis for evaluation.

Identify opportunities and organizations that could provide community and university resources for candidates.

### **PHASE 4: FINAL RECOMMENDATION AND HIRE**

Search committee interviews approved candidates.

"Request for Approval to Negotiate" is approved by **Dean** and submitted to **Provost** for each candidate to be negotiated with.

**Provost** signs Academic Transaction Form (ATF).

Rejection letters may be sent.

Place all applicant and candidate files in order for storage, including all resumes.

Search records should be kept for 2 years.

For additional reference information go to <http://oerc.sdsu.edu/pdf/recruithireproc.pdf>



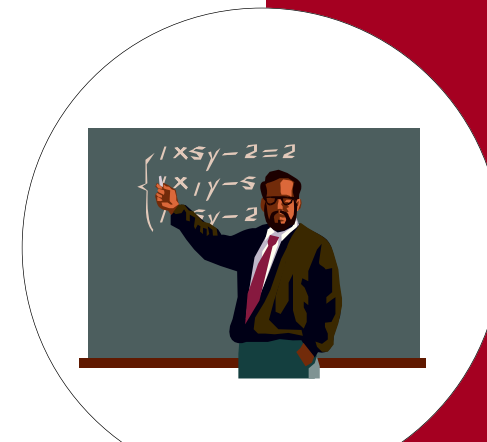
### **OFFICE OF EMPLOYEE RELATIONS AND COMPLIANCE**

5500 Campanile Drive  
San Diego, CA 92182-1695

Phone: 619-594-6464

Fax: 619-594-1881

Website: <http://oerc.sdsu.edu/>



## **Faculty Recruitment and Hiring**

*Tenure Track Search Checklist*

### **OFFICE OF EMPLOYEE RELATIONS AND COMPLIANCE**

Telephone: 619-594-6464

# Tenure Track Search Checklist

Following is an abbreviated description of the search process.

## **PHASE 1: AUTHORIZATION AND PLANS** (Complete Prior To Advertising Positions)

**Dean** submits Tenure Track Request Form (TTR) to the **Provost** for approval.

**Employee Relations and Compliance** meets with search committee to go over procedures and policies.

**Search Committee** meets to:

- Finalize ad
- Formulate search plan
- Develop written criteria
- Establish ground rules for process to provide consistency.
- Upon review of ad and plan by **Employee Relations and Compliance** and **Dean**, publication can occur.
- Maintain a file of applicants including all materials submitted.
- Design form to track candidates at each step of the search process.
- Create a file for each candidate. Include tracking form, correspondence, materials submitted, and documentation that pertains to the candidate.
- Provide a locked location for files to insure confidentiality throughout the search process.
- Establish consistent process for handling inquiries about the search.
- Send acknowledgement letter.
- Department forwards all applicants complete contact information to Employee Relations and Compliance.
- Employee Relations and Compliance sends Confidential Ethnic Data Forms for completion to all applicants.
- Send rejection letters to applicants who do not meet minimum criteria, and who will not possibly be considered.

## **PHASE 2: POOL OF CANDIDATES TO INTERVIEW** (Complete Prior To Interviewing Final Candidates)

**Evaluate Applications** using written criteria, keep notes.

**Select Candidates**, prepare written justifications for each interview and reasons for rejecting each applicant.

**After Dean** reviews written justifications and reasons, Dean forwards documents to **Employee Relations and Compliance**.

**Employee Relations and Compliance** reviews documentation to determine if appropriate procedures were followed, recommendations are consistent with the written criteria, there is clear documentation and asks for any further information.

**Employee Relations and Compliance** notifies the **Provost** and **Dean** of certification.

**Rejection** letters may be sent to those not possibly competitive.

## **PRE – INTERVIEW**

Carefully design interview process and campus visit to eliminate bias toward any candidate.

Identify all persons and groups to be involved in the interview process.

Develop interview schedule.

Develop interview format to include:

- Welcome
- Questions asked of the candidate
- Information to be given to candidate

Develop questions that relate to the position, based upon job description. Insure that the interview protocol is not biased.

Develop interview-rating sheet and distribute to all interviewers.

Consider having each candidate teach a class, make a presentation or demonstration of other relevant job skills during the interview.

## **PHASE 3: CHECKING REFERENCES** (Complete Prior To Interviewing Final Candidates)

Request letters of recommendation or contact information for references.

Determine stage of search process at which reference checks will occur.

Inform applicants that references will be checked. \*

Develop procedures if references are not available or cannot be reached.

Talk with candidate prior to contacting references.

Identify individuals to conduct reference checks.

Determine questions to be asked of each reference.

Identify appropriate time frame of reference check to insure equity and consistency of reference checks.

Obtain permission to contact present employer.

Obtain permission to contact references beyond the applicant's authorized list of references.

