

SAN DIEGO STATE UNIVERSITY

FACULTY RECRUITMENT

AND HIRING PROCEDURES



2011 - 2012

EMPLOYEE RELATIONS & COMPLIANCE (ERC)

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RESPONSIBILITY FOR IMPLEMENTATION

RESPONSIBILITY FOR IMPLEMENTATION

Elliot Hirshman, President of San Diego State University, has the overall responsibility for the implementation of the San Diego State University's equal opportunity policy. He has assigned coordination responsibilities and day-to-day management of this important function to Employee Relations and Compliance.

Employees at San Diego State University are divided primarily into two categories. The first category includes all staff and management personnel. The second category includes all faculty (full professors, associate professors and assistant professors.) Employee Relations and Compliance is primarily responsible for monitoring all faculty and academic administration related hiring. The Center for Human Resources is primarily responsible for all staff hiring. Both have full support of executive management.

A. DUTIES OF EMPLOYEE RELATIONS AND COMPLIANCE

The Director of Employee Relations and Compliance reports to the Associate Vice President for Administration, Business and Financial Affairs. Employee Relations and Compliance is charged with monitoring faculty and academic administrative searches, including full-time faculty and searches for Vice-Presidents and Deans.

The duties of Employee Relations and Compliance include:

1. Developing policy and Non Discrimination/Equal Employment Opportunity plans necessary to carry out the commitment to full implementation of the Non Discrimination/Equal Employment Opportunity plans for review and approval of the President and Cabinet.
2. Ensuring the development of annual and long-term University, College, department, and division Non Discrimination/Equal Employment Opportunity programs and plans that are in support of the University's goals and in compliance with legislative requirements and assisting in program implementation.
3. Identifying problem areas through designing and implementing monitoring systems that measure the effectiveness of the Non Discrimination/Equal Employment Opportunity program, indicate need for corrective action, and determine such degree to which the Non Discrimination/Equal Employment Opportunity goals and objectives are being attained.
4. Assisting Deans, search chairs, and department chairs with counsel and identifying academic employment and Non Discrimination/Equal Employment Opportunity problems, alternative solutions and implementing change.

5. Designing and implementing recruitment and hire procedures for all faculty searches including the approval of position descriptions, advertisements, recruitment plans, applicant pools and interview lists relative to Non Discrimination/Equal Employment Opportunity requirements for faculty personnel. Also provide Non Discrimination/Equal Employment Opportunity review as necessary for all other hires.
6. Providing technical and administrative assistance to University personnel to enable them to carry out their equal opportunity obligations. Provide assistance to all hiring units in developing strategies for recruitment and drafting position descriptions and advertisements that are diversity-friendly and are designed to attract diverse applicants.
7. Designing and implementing auditing and reporting systems that:
 - a. Measure the effectiveness of the Equal Employment Opportunity programs;
 - b. Indicate any need for remedial action; and
 - c. Determine the degree to which San Diego State University's hiring relates to the appropriate availability measures for a discipline or position.
8. Serving as liaison between San Diego State University, enforcement agencies and concerned community groups.
9. Keeping management informed of the latest developments in the equal opportunity area.
10. Advising the President and other persons concerning any need for internal review and salary equity studies, working to utilize computerized approaches as often as possible.
11. Advising and informing faculty, staff and students on matters pertaining to employment, Non Discrimination/Equal Employment Opportunity, sexual harassment, potential discrimination, and anti-discrimination laws.
12. Meeting with department supervisors, deans, department chairs and search chairs to make sure that San Diego State University's search policies and procedures are being followed.

University Policy

Statement on Diversity

San Diego State University is a community of men and women who are diverse racially, ethnically, linguistically, culturally, in class background, national origin, religious and political belief, age, physical ability, and sexual orientation.

A university grows and thrives in direct proportion to its attention to basic values, individual freedom, and human ideals in a diverse, multicultural setting. Our commitment to diversity enriches our institution and provides an atmosphere that values all human potential.

We understand diversity to mean not only representation of underrepresented groups at faculty, student, staff, and administrative levels, but also educational equity for students at all levels. Diversity means fostering respect, consideration, and cooperation among all individuals and groups within the university community. It means recognition and affirmation of individuals, their choices and their affiliations. Attitudes and actions that support educational equity, encourage the vigorous interchange of ideas, foster respect and consideration for individuals and groups, and strengthen the understanding of our mutual interdependence and the richness it brings us, are the hallmarks of diversity and central to the mission of the university.

Our campus welcomes this diversity and is committed to celebrating the richness of ideas, traditions, and understandings, which this diversity brings to our community. A celebration of diversity is also about acknowledging and confronting those beliefs and past events, which separated us as a people. Our attention to issues of diversity calls us to heal these wounds of separation while creating for ourselves an environment where mutual concern frees us to realize a shared future.

Vigorous efforts to increase the number of persons who are underrepresented on our faculty, staff, administration, and student body must continue. Along with increasing access, we must create changes in our environment that will enhance the chances for success of everyone in our diverse campus community.

The educational goals of the University are founded on the basic values of intellectual honesty, tolerance, and mutual respect. Our academic programs, curricula, scholarships, classes, workshops, and lectures must encompass diverse perspectives. Freedom from discrimination, harassment, and violence against persons or property is fundamental to the success of our university community. While freedom of speech will be protected, the campus community has the obligation to speak out against acts of intolerance and abusive behaviors.

It is the goal of the University to cultivate a campus climate that promotes the ideals of human dignity, civility, and mutual appreciation for the uniqueness of each member of our community.

Across the University, our everyday activities and interactions are enriched by our inclusion of diverse perspectives. We strive to learn from these differences and similarities in an atmosphere of positive engagement and collective benefit.

Diversity shall be an essential consideration in all university policies and decisions.

Developed by the Council on Diversity, Equity, and Outreach - Endorsed by the Senate Executive Committee on April 5, 1998
Approved by The Senate, April 19, 1998
Approved by The President, May 11, 1998

Essential Elements of a Fair Search

ESSENTIAL ELEMENTS OF A FAIR SEARCH

1. **Hiring authority** belongs exclusively to the President; delegated to departments through the Provost to make recommendations for hire for review and approval by designated officials.
2. Search and hire is an exercise of delegated university authority, therefore departments are obligated to follow all pertinent **university policies** as well as to meet their particular academic needs.
3. A **Search Committee** acts as the **agent of the university** in meeting the department and university needs; therefore the Committee has the authority to make recommendations, not individuals. The Committee, as a whole, must establish its means of decision-making and the objective criteria to assess the resumes. Procedures and criteria must be established in the advance of review of any resumes.
4. Fair process involves three main elements: **Objectivity, Consistency and Rationality**. As a public entity, our decisions can be subject to legal reversal if they can be shown to be arbitrary or capricious. The integrity of our process is protected by its consistency and rationality.
5. Objectivity is established through a **clear description of the job** and the duties to be performed. Once made public as a job announcement, it is the public offering of the university and cannot be changed unless rescinded.
6. The job description is the basis for establishing **objective criteria** that will enable the committee to assess whether the applicant has the necessary education, skills and knowledge to carry out the described duties. The criteria should indicate the experience, skills and education necessary to do the described job; it is in writing and is used to assess each application. Search documentation should evidence that the criteria has been used. This provides **measurable consistency**.
7. Each decision should be **rational** in that it can be explained to a reasonable third person. The decision to reject an applicant and the justification for candidates selected for interviews must be explained in terms of the written criteria and a record made of those reasons.
8. **Core interview questions** should be drafted in advance of interviews.
9. **Confidentiality** is to be maintained in all aspects of the search. A search is a personnel deliberation, and the information being utilized is personal to the applicant and there is no right to broadcast it. All search inquiries

should be directed to the search chair. Finalists' names can not be made known.

10. All applicant **files** and documents should be **sequestered** during the process to insure confidentiality.
11. **Applicant data** is collected by Employee Relations and Compliance; committees are responsible for providing data forms to applicants.
12. The minimum number of finalists for a national search is most appropriately **three (3)**.
13. **Treatment** of applicants and candidates' files, interviews, and inquiries should be **consistent**.

Search Planning, Authorization and Accountability for Tenure Track Searches

Search Planning, Authorization and Accountability for Tenure Track Searches

1. Departments should develop clear options and coherent plans for the growth and change of their discipline and majors.
2. Rational hiring plans are developed to assess present and future needs. Hiring priorities should be established so that each hiring opportunity is structured to advance academic program goals and respond to student needs.

A request for a position must be justified in writing and submitted by the Dean to the Provost for authorization of the position.

Position approval and accompanying documentation are forwarded to Employee Relations and Compliance. Employee Relations and Compliance will review advertising copy prior to publication.

3. No action to commence a hire may occur unless the advertisement and search plan has been approved by Employee Relations and Compliance.
4. Search decisions are documented at each stage:
 - (a) Authorization;
 - (b) Advertisement and plan;
 - (c) Candidate pools; and
 - (d) Final recommendation.
5. Demographic data and Ph.D. availability, specifics of ads, plan modification, search procedures and data collection will be discussed in the first committee meeting. Employee Relations and Compliance will provide guidance to all search chairs as needed.
6. University search documentation is maintained in Employee Relations and Compliance, as well as all updates of the record.
7. Interview scheduling cannot commence until the pool has been certified by Employee Relations and Compliance. Certification by Employee Relations and Compliance is based on review of written evidence of:
 - (a) Standardized criteria,
 - (b) Justifications for interview of candidates,
 - (c) Reasons for rejection of applicants.

**Search Planning, Authorization and
Accountability for Tenure-Track Searches**

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8. Certification of a search pool by Employee Relations and Compliance means:
 - (a) The search has followed all appropriate procedures;
 - (b) There is clear documentation of search decisions;
 - (c) There is evidence that recommended candidates meet the established criteria set forth in the ad; and
 - (d) The university commitment to diversity has been addressed.

9. Under circumstances documented by the Dean, the Provost may permit additional hires to be made from the same certified pool. All changes in position authorization, planning, candidate pools or recommendations must be documented and included in the university search file to ensure a definitive record in the event of a subsequent challenge of inquiry.

Tenure Track Search Checklist

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:
 - o Finalize ad (Tab H; Sample Ads Tab I.)
 - o Formulate search plan (Tab D)
 - o Develop written criteria (Sample Criteria at Tab I)
 - o 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. (Samples at Tab J)
- 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.
- 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 (Interview Tips Tab K)

- 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. (Tab O)
- Provost** signs Academic Transaction Form (ATF). (Tab Q)
- Rejection letters may be sent. (Sample at Tab N)
- Place all applicant and candidate files in order for storage, including all resumes.
- Search records should be kept for 2 years.

Confidential Ethnic Data Form Information Request

These procedures are provided to assist departments in providing the following information to Employee Relations and Compliance with the greatest efficiency. Employee Relations and Compliance stands ready to provide assistance to all departments in any phase of the search process.

1. Please send the names and addresses of all applicants, for each search, to Employee Relations and Compliance at the same time the acknowledgement letters are sent to each applicant. This will enable Employee Relations and Compliance to send out the Confidential Ethnic Data Forms in an accurate and timely manner.
2. The applicant's names and addresses should be sent to Employee Relations and Compliance as soon as possible throughout the search process to prevent duplicate forms and ensure timely distribution of the data forms.
3. Emails should be forwarded to gwagner@mail.sdsu.edu with the VPAA# on the subject line of each email.
4. If your department has more than two searches, please keep the names and addresses of the applicants separate. This will insure that Employee Relations and Compliance will receive the correct applicant names for each search.
5. Please forward the names and addresses to Employee Relations and Compliance in Word or Excel format. (If you should encounter problems regarding this phase of the process please contact Employee Relations and Compliance for assistance.)
6. At the end of the search process it is important that the departments confirm the final number of applicants in the search to Employee Relations and Compliance.

STATEMENT OF
RECRUITMENT PLAN
and SAMPLES

STATEMENT OF RECRUITMENT PLAN

VPAA# _____

1. Search Committee Members:

<u>Name</u>	<u>Department</u>
_____	_____
_____	_____
_____	_____
_____	_____

2. Institutions, Organizations, Agencies, or Websites to which job ad will be posted:

<u>Date</u>	<u>Name of Institution, Organization, Agency or Website</u>
_____	_____
_____	_____
_____	_____
_____	_____

3. Publications & listservs in which advertisements will be placed:

<u>Date of Issue</u>	<u>Name of Publication or Listserv</u>
_____	_____
_____	_____
_____	_____
_____	_____

4. A diverse candidate population will be contacted through means other than formal notice or advertisement of the openings:

<u>Date</u>	<u>Committee Personal Contacts</u>	<u>Circumstance of Contact</u>
_____	_____	_____
_____	_____	_____

STATEMENT OF RECRUITMENT PLAN -SAMPLE

VPAA# 04-05

1. Search Committee Members:

<u>Name</u>	<u>Department</u>
<u>XXXXXXXXXX</u>	<u>Physics</u>
<u>XXXXXXXXXX</u>	<u>Physics</u>
<u>XXXXXXXXXX</u>	<u>Physics</u>
<u>XXXXXXXXXX</u>	<u>Physics</u>

2. Institutions, Organizations, Agencies, or Websites to which job ad will be posted:

<u>Date</u>	<u>Name of Institution, Organization, Agency or Website</u>
<u>9/04</u>	<u>Affirmative Action Register – http://www.aar-eeo.com/</u>
<u>9/04</u>	<u>TIPTOP Website (The Internet Pilot to Physics)</u>
<u>9/04</u>	<u>Black Issues in Higher Education –</u> <u>http://www.blackissues.com/</u>
<u>9/04</u>	<u>Academic and Research Positions in Physics Website</u>

3. Publications & listservs in which advertisements will be placed:

<u>Date of Issue</u>	<u>Name of Publication or Listserv</u>
<u>9/04 10/04</u>	<u>Physics Today</u>
<u>9/04</u>	<u>Direct mailing to all Physics Departments</u>
<u>9/04</u>	<u>Minority & women Doctoral Directory</u>
<u>9/04</u>	<u>Association for Women in Science Website</u>

4. A diverse candidate population will be contacted through means other than formal notice or advertisement of the openings:

<u>Date</u>	<u>Name</u>	<u>Circumstance of Contact</u>
<u>9/04 10/04</u>	<u>Committee Personal Contacts</u>	<u>Telephone Solicitation, Professional friends, colleagues & acquaintances who might know a specific diverse candidate.</u>

STATEMENT OF RECRUITMENT PLAN

VPAA# 2005/06-

I. Search Committee Members:

<u>Name</u>	<u>Department</u>
<u>XXXXXXXXXX</u>	<u>Music & Dance</u>
<u>XXXXXXXXXX</u>	<u>Music & Dance</u>
<u>XXXXXXXXXX</u>	<u>Music & Dance</u>
<u>XXXXXXXXXX</u>	<u>Music & Dance</u>

2. Institutions, Organizations, Agencies, or Websites to which job ad will be posted:

<u>September</u>	<u>Black Issues in Higher Education</u>
<u>September</u>	<u>Hispanic Outlook in Higher Education</u>
<u>September</u>	<u>SDSU Career Opportunities Bulletin</u>
<u>September</u>	<u>Arts Search National Registry and Website</u>
<u>September</u>	<u>Higher Education Jobs Online</u>
<u>September</u>	<u>Art Jobs on Line</u>
<u>September</u>	<u>School of Music and Dance Website</u>

3. Publications & listservs in which advertisements will be placed:

September	National Dance Association Listserv
September	Chronicle of Higher Education Online Posting
August	Affirmative Action Register
September	Dance/USA Newsletter
Aug/Sept	Spotlight on Dance Fall Issue
September	San Diego Alliance Newsletter

Mailings:

September Stern's Director, Dance Magazine (US/Canada Colleges and Universities and Modern Dance Companies)

September Dance/USA Dance Companies and Individuals

4. A diverse candidate population will be contacted through means other than formal notice or advertisement of the openings:

Sept/Oct Committee Personal Contacts Telephone Solicitation
Professional friends,
colleagues & acquaintances
who might know of a specific
potential diverse candidate.

Sept/Oct Committee Personal Contacts Ethnic Dance Companies
Alvin Ailey Dance
Bill T. Jones Dance
Dance Theatre of Harlem

SCHOOL OF THEATRE, TELEVISION, AND FILM

POSITION: History/Theory/Criticism

VPAA # 2005/04 – XX

RECRUITMENT – SEARCH PLAN

1. Search Committee Members:

XXXXX, Chair

XXXXX

XXXXX

XXXXX

XXXXX

(All committee members are faculty in the School of Theatre, Television, and Film)

2. Institution, Organization, Agencies, or websites to which job ads will be sent or posted:

Position will be included in Group Advertisements and listings placed through CPSFA Dean's Office:

Black Issues in Higher Education

Hispanic Outlook in Higher Education

SDSU Career Opportunities Bulletin

SDSU Job Line VMS

Specific Postings:

Chronicle of Higher Education – advertisement (depending on funding)

Broadcast Education Association – national newsletter and website

Higher Education Jobs Online – free online listing

www.higheredjobs.com

American Indian Culture and Research Journal – send by mail will post no charge

American Indians Study Center

UCLA

3220 Campbell Hall

405 Hilgard Ave.

Los Angeles, CA 90024-1548

Index of Native American Resources on the Internet – send online

www.hansvville.org/NAresources

Asian American Resources – send online

Gwang@u.washington.edu

The Gay/Lesbian Bisexual Librarians network – send online

Gay-libn@vm.usc.edu

The Latin Times – send by fax

(916) 482-4726

Literary Managers and Dramaturgs of the Americas – send fax

University Film and Video Association – send fax

American Council on Education – send fax of description

(202) 785-2990

Association of American Colleges and Universities –send by fax

(202) 939-9355

B. Keith Fulton (national Urban League) – send online

bkfulton@nul.org

Chicano/Latino Network – send online; charge

salina@latino.ssnet.ucla.edu

Hispanics Experts Database –send by mail

Felipe Castro

Hispanic Resource Center

Arizona State University

Tempe, Arizona

(480) 965-3990

Voice of Hispanic Higher Education – send by mail

4204 Gardendale St. Suite 216

San Antonio, TX 78229

National Association of Women in Education –send by fax

(202) 457-0946

National Organization of women – send by mail

1000 16th Street N.W.

Washington, D.C. 20036

Minority & Women Doctoral Directory Theatre/Drama –send by fax

(707) 829-0762

Woman's Jobnet

<http://wwwwork.com/jobs.job.html> - free service

3. Publications and listservs in which advertisements will be placed:
 - Artsearch –cost to be determined
 - ATHE – Posted online
 - AATE Research Network
 - American Alliance for Theatre and Education – list
 - Minorities Job Bank – ads run for 60 days (\$150)
 - NAST – Direct mailing to department chairs – 122 colleges and universities
 - SDSU School of Theatre, Television and Film Website – <http://tff.sdsu.edu>

4. A diverse candidate population will be contacted through means other than formal notice or advertisement of the opening:

Faculty will be asked to personally contact colleagues who might know potential candidates for the position.

Recruitment Resources

RECRUITMENT

The essence of an effective recruitment process is the creation of an applicant pool that is diverse, qualified, and reflective of the availability in the workforce of an equitable opportunity for applicants to participate. It is expected that the entire department will be actively engaged in encouraging applicants for advertised positions. Formal advertising will satisfy legal requirements, but only an aggressive search, including personal contact, will comply with our stated policy.

The following suggestions will assist you in your recruitment efforts and are put forth as guides:

- (A) Charge all faculty attending conferences to act as recruiters for faculty positions in your area.
- (B) Use the existing faculty networks to spread the word that a faculty position exists in your area.
- (C) Alert local, regional, and national professional groups through advertising and personal contact.
- (D) As a committee of the whole, your department should examine all criteria to ensure that no groups are excluded.

RECRUITMENT RESOURCES

Academic Careers Online

Five Harford Lane
Radnor, PA 19087
Phone: (610) 254-2420
Fax: (509) 693-3834
Email: info@AcademicCareers.com
<http://www.academiccareers.com/>

The Academic Position Network

1655 124th Lane NE
Blaine, MN 55449
Phone: (763) 767-5949
Fax: (763) 767-5852
Email: info@apnjobs.com
<http://www.apnjobs.com/>

Affirmative Action Register

8356 Olive Blvd.
St. Louis, MO 63132
Phone: (800) 537-0655
Fax: (314) 997-1788
<http://www.aar-eeo.com/>

American Association of Museums (AVISO)

1575 Eye Street, NW Suite 400
Washington, DC 20005
Phone: (202) 289-9122
Fax: (202) 789-1355
Email: aviso@aam-us.org
<http://aam-us.org/>

American Association of University Women

1111 Sixteenth Street, NW
Washington, DC 20036
Phone: (800) 326-2289
Phone: (202) 785-7742
Email: ads@aauw.org
http://www.aauw.org/about/online_ad.cfm

American Institute of Graphic Arts (AIGA)

164 Fifth Avenue
New York, NY 10010
Phone: (212) 807-1990

Fax: (212) 807-1799
<http://www.aiga.org/>

American Political Science Association Personnel Newsletter

1527 New Hampshire Avenue, NW
Washington, DC 20036-1206
Phone: (202) 483-2512
Fax: (202) 483-2657
Email: apsa@apsanet.org
<http://www.apsanet.org/>

American Psychological Association's Monitor

750 First Street, NE
Washington, DC 20002-4242
Phone: (800) 374-2721
<http://www.apa.org/monitor/>

America's Job Bank

400 N. Roberts St., Suite 1200
St. Paul, MN 55101
Phone: (877) US2 JOBS
<http://www.ajb.dni.us>

Association for Asian Studies

1021 East Huron Street
Ann Arbor, MI 48104
Phone: (734) 665-2490
Fax: (734) 665-3801
<http://www.aasianst.org/>

Association for Education in Journalism and Mass Communication

234 Outlet Pointe Blvd.
Columbia, SC 29210-5667
Phone: (803) 789-0271
Fax: (803) 772-3509
Email: aejmc@aejmc.org
<http://www.aejmc.org/>

Association for Women in Science

1200 New York Avenue, Suite 650 NW
Washington, DC 20005
Phone: (202) 326-8940
Fax: (202) 326-8960
Email: ruby@awis.org
<http://www.awis.org/>

Black Issues in Higher Education

10520 Warwick Avenue, Suite B-8

Fairfax, VA 22030-3136

Phone: (800) 783-3199 or (703) 385-2981

Fax: (703) 385-1839

Email: biads@cmapublishing.com

<http://www.blackissues.com/>

California Employment Development Department

Phone: (800) 480-3287

<http://www.caljobs.ca.gov>

The Chronicle of Higher Education

Career Network

1255 23rd Street, NW

Washington, DC 20037

Phone: (202) 466-1000

Fax: (202) 296-2691

Email: jobs@chronicle.com

<http://chronicle.com/jobs/>

DiversityInc.com

Phone: (732) 509-5205

Email: info@diversityinc.com

<http://www.DiversityInc.com/>

EDUCAUSE Job Posting Service

4772 Walnut St., Suite 206

Boulder, CO 80301-2538

Phone: (303) 449-4430

Fax: (303) 440-0461

Email: jobpost@educasuse.edu

<http://www.educause.edu/>

Higher Education Jobs Online

200 Innovation Blvd., Suite 205

State College, PA 16803

Phone: (814) 861-3080

Fax: (814) 861-3082

Email: sales@HigherEdJobs.com

<http://www.higheredjobs.com/>

HireDiversity.com

425 Pine Avenue

Santa Barbara, CA 93117-3709

Phone: (800) 810-7521

Fax: (805) 964-7239
Email: hd@hirediversity.com
<http://www.hirediversity.com/>

The Hispanic Outlook in Higher Education

210 Route 4 East 310
Paramus, NJ 07652
Phone: (201) 587-8800 ext. 102 or 106
Fax: (201) 587-9105
Email: outlook@sprintmail.com
<http://www.HispanicOutlook.com/>

Indian Country Today

3059 Seneca Turnpike
Canastota, NY 13032
Phone: (888) 327-1013
Fax: (315) 829-8028
<http://www.indiancountry.com/>

Job Guide for the Humanities and Social Sciences

310 Auditorium Building
Michigan State University
East Lansing, MI 48824
Phone: (517) 355-9300
Fax: (517) 355-8363
<http://www.matrix.msu.edu/jobs/>

MonsterTRAK

1964 Westwood Blvd., 3rd Floor
Los Angeles, CA 90025
Phone: (800) 999-8725
Fax: (310) 474-2537
Email: employer.itrak@monster.com
<http://www.monstertrak.com/>

National Minority Faculty Identification Program

Southwestern University (Facilitator)
P.O. Box 770
Georgetown, TX 78627-0770
Phone: (512) 863-1208
Email: natfacid@southwestern.edu
<http://www.southwestern.edu/natfacid/>

**National Organization for the Professional Advancement
of Black Chemists and Chemical Engineers**

P.O. Box 77040

Washington, DC 20013
Phone: (800) 776-1419
Email: admin@nobicche.org
<http://www.nobicche.org/>

Native American Jobs

P.O. Box 1647
Auburn, WA 98071-1641
Phone: (253) 288-3575
Email: jc@nativeamericanjobs.com
<http://www.nativeamericanjobs.com/>

News from Indian County

8558 N. County Road K
Hayward, WI 54843-5800
Phone: 715-634-5226
<http://www.indiancountrynews.com/>

**Society for Advancement of Chicanos and
Native Americans in Science**

P.O. Box 8526
Santa Cruz, CA 95061-8526
Phone: (831) 459-0170
Fax: (831) 459-0194
Email: webads@sacnas.org
<http://www.sacnas.org/>

University Job Bank

2517 East Mt. Hope
Lansing, MI 48910
Phone: (517) 367-8188
Fax: (517) 813-6106
Email: staff@ujobbank.com
<http://www.ujobbank.com/>

Women in Higher Education

1934 Monroe Street
Madison, WI 53711
Phone: (608) 251-3232
Fax: (608) 284-0601
Email: career@wihe.com
<http://www.wihe.com/>

ADVERTISEMENT ELEMENTS

ADVERTISEMENT ELEMENTS

Advertisements should include the following items:

- A. Name of position (instructional faculty, administrative title), department and rank (the appointment cannot be made at a level above the advertised position.) Appointment is subject to the final budget.
- B. Responsibilities and duties to be performed, classes to be taught, department collaborations expected, and specialties desired.
- C. Qualifications and Departmental expectations should be specified and include:
 - 1. Insure that all qualifications are job related;
 - 2. Required educational background, determine if related field will qualify;
 - 3. Areas of expertise and experiences, required, desirable or strongly desired;
 - 4. Date by when Ph.D must be received; and
 - 5. Any requirements that will serve for basis of evaluating an application.
- D. Web addresses for the department and the University.
- E. Salary or salary range.
- F. Include the close date or date review begins. Indicate how long applications will be accepted.
- G. Name of individual to contact for information about the position.
- H. Statement of equal opportunity policy:

SDSU is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.

SAMPLE ADS,
CRITERIA
AND
APPLICANT EVALUATION

Graphic Design Position

School of Art, Design, and Art History

San Diego State University
619 594-6511

Position: A tenure track position in graphic design.

Qualifications: The School of Art, Design, and Art History at San Diego State University seeks candidates for a tenure track position in graphic design. Qualified candidates should have a terminal degree in graphic design or visual communication design or other relevant advanced degrees; and current or recent college-level teaching experience. Applicants must be well versed in design theory, history, and criticism. A strong portfolio should demonstrate expertise in the practice of graphic design, including typography, visual systems, concept development, and innovative design problem solving for print, screen-based media, and three-dimensional design solutions. Work should indicate awareness of social and cultural contexts of graphic design, and commitment to interdisciplinary and collaborative approaches to designing. Applicants should present a publication record of scholarly design research, exhibit leadership through involvement in professional organizations and community service projects, and show strong qualities of professionalism and collegiality.

Responsibilities: Faculty responsibilities typically include eighteen contact hours per week. Candidates are required to teach undergraduate- and graduate-level courses in graphic design, provide design and technological expertise, critical insight, and direct advanced undergraduate and graduate student research. Collaboration and coordination with part-time instructors is expected, as well as involvement in curriculum development. Faculty represent the School of Art, Design, and Art History at community events, participate in service-oriented activities within the university community and the community-at-large, remain active in the profession and in appropriate professional organizations. Every faculty member is expected to assume a fair share of responsibility for non-classroom activities, in order to enhance the collegiality and effectiveness of the School, College, and University, and to promote the stature of SDSU in the community.

Salary & Rank: Salary commensurate with experience.

Additional: The School of Art, Design, and Art History has 22 full-time faculty and is part of the College of Professional Studies and Fine Arts. Approximately 1200 Art majors are currently enrolled in the School's undergraduate and graduate programs. The School offers the Bachelor's degree in Art with emphases in studio arts and design; a BFA degree in Graphic Design is in the process of being established;

the Master's and Master of Fine Arts degrees in Art with concentrations in studio arts and design; as well as Bachelor's and Master's degrees in Art History. San Diego State University has a current enrollment of 32,000 students.

Applications: Review of applications will begin in May 2009 and will continue until position is filled. Applications should include a letter summarizing the candidate's qualifications, a curriculum vita, examples of professional design work; and samples of scholarly or creative research; as well as student work, a statement of teaching philosophy, and three letters of recommendation. Send applications and inquiries to:

Graphic Design Search Committee
School of Art, Design, and Art History
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-4805
<http://art.sdsu.edu/index.html>

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**San Diego State University
College of Education
Department of Special Education**

**Assistant/ Associate Professor of Special Education,
Mild/Moderate Disabilities
(Full Time, Tenure Track)**

**Assistant/Associate Professor of Special Education,
Mild/Moderate or Moderate/Severe Disabilities
(Full Time, Tenure Track)**

The Department of Special Education, College of Education at San Diego State University houses six tenured/tenure-track faculty, as well as several adjunct and visiting faculty. It offers certificate, credential and M. A. degree programs in Special Education with an emphasis on mild/moderate disabilities, moderate/severe disabilities, physical and health impairments, early childhood special education, and gifted and talented education. The Department is committed to promoting research-validated practices in both credential and advanced degree preparation.

The Department of Special Education is seeking two colleagues, one with expertise in mild/moderate disabilities and the second with expertise in either mild/moderate or moderate/severe disabilities (interest and experience with early childhood programs is desirable.) Applicants should have a doctorate in special education in either mild/moderate or moderate/severe disabilities. Candidates must also demonstrate a commitment to research and publication and a willingness to engage in school/university partnerships. As the ability to work in culturally diverse settings is essential for this position, candidates must have multicultural competencies or a willingness to acquire them. Individuals who bring bicultural and/or bilingual skills are encouraged to apply. K-12 special education teaching experience is desirable. Faculty employed in these positions will teach courses in two or more of the following areas: characteristics, assessment, instruction, curriculum, positive behavior supports, special education technology, and research design and supervision. The Department is particularly seeking candidates who are prepared to teach courses in assessment (both traditional approaches and curriculum-based measurement) as well as special education technology. Program responsibilities may include practicum placement and supervision.

To apply, send a letter of application, vita, and three letters of recommendation to Ms. Linda Araiza, Administrative Coordinator, Department of Special Education, San Diego State University, San Diego, CA 92182-1170. Questions about the position may be directed to Dr. Gene Valles, Department Chair, by email: gvalles@mail.sdsu.edu.

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**SCHOOL OF MUSIC & DANCE
SPECIFIC CRITERIA CHECKLIST
SEARCH COMMITTEE RESPONSE SUMMARY**

APPLICANT:

Name: _____ Applic. File#: _____

Current Institution: _____

Degree/Institution: _____

SPECIFIC CRITERIA COMMENT: **YES** **NO**

Dance Education

1. Has University level teaching experience (length of time # years) _____
2. Has appropriate graduate degrees or equivalent professional training and experience
3. Experience in teaching dance technique (form or forms) _____
4. Experience in teaching dance theory (subject(s)) _____

5. Experience in teaching dance composition
6. Use of technology in an educational setting

SPECIFIC CRITERIA COMMENT: **YES** **NO**

Performing and/or Choreography

7. National/International reputation as a Performer and/or choreographer
8. Experience in choreograph
9. Use of technology in creative process

School of Music and Dance
SPECIFIC CRITERIA CHECKLIST
SEARCH COMMITTEE RESPONSE SUMMARY
Page 2

SPECIFIC CRITERIA COMMENT :	YES	NO
------------------------------------	------------	-----------

University Related – Tenure and Promotion

- | | | |
|-----|--|--|
| 9. | Evidence of Teaching Effectiveness
(Recommendations/Student & Peer
Evaluations) | |
| 10. | Evidence of Professional Growth
(Choreography, Performance, and/or
Research) | |
| 11. | Evidence of University/Community Service
(Speaker, Workshops, Professional Organizations,
Performance) | |
| 12. | Evidence of ability to achieve success in a
large, diverse urban university | |

**SCHOOL OF MUSIC & DANCE
SPECIFIC CRITERIA CHECKLIST
SEARCH COMMITTEE RESPONSE SUMMARY
Page 3**

EVALUATION:

Ranking:

On the basis of the information provided by the applicant, I rank this individual

(Number) _____ of (Total Number) _____ applicants ranked.

Evaluator's Comments and Reasons for Ranking:

Print Name

Signature

Position Title

Date

CRITERIA FOR ASIAN ART HISTORY

RESEARCH

1. Primary focus China or Japan; interest in India and Southeast Asia very desirable.
2. Interest in teaching modern and contemporary Asian art.
3. Actively engaged in a research program, articulated research goals beyond dissertation.
4. A social history orientation to visual culture.
5. Interest in alternative and emerging methodologies.
6. Interest in cross-cultural and inter-disciplinary studies.
7. Interest in a range of media and how they relate to the producing culture/society.
8. Travel and research experience in the focal culture of research.
9. Ability to win grants/fellowships. Interest in applying for grants.

TEACHING

1. Interest in creating a program in Asian Art History over a three to five year time span, both undergraduate and graduate. Ideas for developing that program.
2. Ideas for planning new undergraduate lecture and graduate seminar style courses.
3. Demonstrated lecturing ability (on-campus lecture).
4. Teaching experience.
5. Examples of course syllabi prepared or ability to discuss in detail specific course contents, readings, organization, etc. for possible courses.
6. Good rapport with students: student evaluations and observation at on-campus interview.
7. Ability to clearly organize and convey information in a manner engaging, challenging and accessible to SDSU undergraduates (on-campus lecture).

8. Interest in teaching undergraduates who are primarily Art and Design students, with emphases in a wide range of media and art and design practices.
9. Interest in guiding MA theses.
10. Interest in working with interdisciplinary programs (Asian Studies) and other departments (history, literature, languages) at SDSU. Ideas for possible collaboration.

SCHOOL, COLLEGE AND UNIVERSITY SERVICES

1. Collegiality: evident in comments in letters of recommendation and comments.
2. Enthusiasm for serving on school, college and university committees as part of a team effort.

COMMUNITY SERVICES

1. Interest in joining local and regional museums and area emphasis study and support groups within the museums.
2. Interest in local and regional cultural groups interested in Asian arts. Interested in furthering ties between these groups and the University.

COMMUNITY RELATIONS

1. What involvement has had with the museums in your community? Would you like to build relationships with the local and regional museums here?
2. What involvement have you had in a large, diverse urban university?

GIS CIVIL Search Committee Evaluation Form			
Criteria for Evaluation			
B. S. in Engineering		Yes/No	
Ph.D. in Civil or Environmental		Yes/No	
If the answer is "No" for any one of the above questions DO NOT PROCEED FURTHER			
		Max points	Given Points
P.E. License	Has/has the ability to obtain	10	
Demonstrated excellence in Teaching		25	
	Reference Letters		
	Teaching Evaluations		
	Awards		
	Letters of Appreciation		
Potential to be an Active Researcher		25	
	Published Articles & Reports		
	Presentation in Conference		
	Area of Interest		
Evaluation of expertise in GIS		10	
	Doctoral Work		
	Modeling Projects		
	Teaching/Taught Classes		
Application of GIS		15	
	In Geotech		
	In Water Resources		
	In Environmental Engr.	5	
Collaboration with Faculty in Multi-disciplinary Environment		20	
Recommendation be references			
	Total	100	

Sample Justification for Interview and Reasons for Rejection

Report of Candidate Rankings
Professor and Chair, Department of Mathematics and Statistics
February 11, 2003

The search committee for the position of Professor and Chair, Department of Mathematics and Statistics, reviewed, discussed, and ranked applicants during the period Dec. 2002 and Jan. 2003, in order to define a semi-finalist list. This process was carried out through a meeting of the full committee on Thursday, December 19 and email discussions between that date and January 6. There were 26 applicants in the search. Each committee member provided a list of his/her top 4 candidates. We discussed the applicants appearing on these lists, and from among them we selected the top 10 for further consideration. All 10 of these semi-finalists were contacted by email to request permission to contact their referees, which was granted in all 10 cases. Letters were sent to 4 referees for each of the 10 semi-finalist, requesting a response by January 24. The committee then met on January 28 to consider all 10 semifinalists. Each committee member ranked his/her top 3 candidates. Two candidates received higher composite ranking than the others, and further discussion showed a strong consensus that each of these 2 candidates had exceptional credentials in all of the principal areas named in the position announcement, including research, teaching, administration and leadership, and external funding. These two were therefore selected for interview.

These Tier 1 candidates are:

Dr. X.

Dr. X currently Professor at the _____, served six years as Chair of Mathematical Sciences and one year as Vice Dean at the _____. He is co-author of 18 books and 31 papers, and has been PI of grants totaling \$3.5 million over the past decade. One letter writer described Dr. X as “the finest leader I have ever known.”

Dr. Y.

Dr. Y is Professor at University of _____, and a past Chair of that department. His research in applied mathematics, linear algebra, and scientific computing, is widely recognized, and he has been funded by the National Science Foundation, the Office of Naval Research and the Air Force Office of Scientific Research. One letter described Dr. Y as “the driving force behind the Computational Mathematics Program at _____.”

These Tier 2 candidates are:

Dr. Z.

Dr. Z is top-ranked nationally and internationally in the area of dynamic systems. He has done ground-breaking work on the experimental control of chaos. Only his relatively limited academic experience kept him from being ranked in Tier 1, but he does have some teaching experiences, as well as very strong letters of recommendation for the position.

Dr. A

Dr. A's familiarity with the _____, and experience in running it, was considered to be a significant asset. His weaknesses in research and external funding kept him from being ranked in Tier 1.

Dr. B.

Dr. B is an accomplished research mathematician who is also recognized for his strong organizational skills. His application evinced a serious effort to envision future direction and initiate for the Department. He does not have administrative experience, which prevented him from being ranked in Tier 1.

REJECTED APPLICANTS (did not meet the stated criteria)

Degree	First	Last	Reason for no Campus Visit
Ph.D.	XXXX	XXXX	Minimal Leadership experience, weak letter of recommendation
Ph.D.	XXXX	XXXX	Leadership experience limited to small department
Ph.D.	XXXX	XXXX	Limited publication record over last 5 years
Ph.D.	XXXX	XXXX	Relative weakness in research
Ph.D.	XXXX	XXXX	No statement of purpose or interest in chair position
Ph.D.	XXXX	XXXX	Relative weakness in research
Ph.D.	XXXX	XXXX	Relative weakness in research, no leadership experience
Ph.D.	XXXX	XXXX	Relative weakness in external funding
Ph.D.	XXXX	XXXX	Relative weakness in research
Ph.D.	XXXX	XXXX	No administrative experience
Ph.D.	XXXX	XXXX	Relative weakness in research
Ph.D.	XXXX	XXXX	Relative weakness in research, no administrative experience
Ph.D.	XXXX	XXXX	Inadequate academic preparation
M.S.	XXXX	XXXX	Relative weakness in research and administrative experience
Ph.D.	XXXX	XXXX	Relatively weak publication record
Ph.D.	XXXX	XXXX	No administrative experience
Ph.D.	XXXX	XXXX	No administrative experience, relative weakness in external funding
Ph.D.	XXXX	XXXX	Relative weakness in raising external funding
Ph.D.	XXXX	XXXX	Relative weakness in raising external funding
Ph.D.	XXXX	XXXX	No administrative experience
Ph.D.	XXXX	XXXX	No administrative experience

**DEPARTMENT OF PSYCHOLOGY CHAIR SEARCH- VPAA PLAN#2003/04-XX
REQUEST FOR CERTIFICATION OF COMMITTEE CHOICES FOR
INTERVIEW**

The search committee (chair) XXX, XXX (“student-non-voting”) received and reviewed 14 applications for this position. We determined how well the applicant’s qualifications met the job description which called for 1) a strong research record with demonstrated ability to secure external funding, 2) a broad-based view of the discipline and the future directions the discipline is likely to take; and 3) leadership and administrative skills to facilitate the consolidation of departmental strengths and to work collaboratively with faculty. From the initial review it was clear that 5 candidates did not adequately meet the qualifications. Letter of recommendation were sought from the remaining 9 applicants. These were reviewed by the committee. The candidates were then ranked based upon their qualifications. They fell into two distinct categories, a group of 5 top candidates that we propose to interview and a group of 4 very good candidates that we propose to place on hold. If any of the 5 top candidates declines to interview or if an inadequate number of acceptable candidates is available after the interviews, the committee will consider whether any of the “on hold” candidates should be proposed as additional interviewees. Individual justification follows.

First Tier-Interview

Dr. J, Acting Chair & Professor, Department of Psychology, X State University, Ph.D., (Psychology). Dr. J has excellent experience in administration, having served as associate chair and acting chair and as a leader in many areas within his psychology department. He provided a very well formulated statement regarding his administrative abilities and vision. The committee viewed these very positively. His letters of recommendation rate him very highly. Based upon this material the committee agreed that he would be someone who could take charge and lead the department in positive directions. Dr. J has an excellent record of research and publications in the control of feeding behavior in humans. He has a history of funded grants. He is highly regarded by his peers in regard to his research capabilities and contributions. Based upon his research and funding record, view of the discipline and administrative vision and experience, Dr. J is recommended for interview.

Dr. V, Professor, State University of X, Ph.D. Dr. V has high quality administrative experience in a department about the same size as the SDSU Psychology Department. He also served as associate dean and interim dean of the College of Arts and Letters at X University. Dr. V’s letters of recommendation spoke highly of his ability to deal with difficult situations and to form consensus. Dr. V has an excellent record of research and publications in the area of abnormal human behavior. Many of his articles are reprinted elsewhere as important contributions to the field. Dr. V has substantial editorial board experience. Dr. V’s history of funding is excellent. He is regarded as an outstanding teacher, having won two teaching awards. Due to his standing in the field and outstanding teaching and administrative abilities, the committee recommends that Dr. V be interviewed.

**DEPARTMENT OF PSYCHOLOGY CHAIR SEARCH- VPAA PLAN#2003/04-XX
REQUEST FOR CERTIFICATION OF COMMITTEE CHOICES FOR
INTERVIEW – Page 2**

Dr. X, Professor, Clinical Studies Program, Department of Psychology, University of X at X; Ph.D., University X (Clinical Psychology). Dr. X has very good experience in administration. He has been director of clinical training, which often leads to becoming chair. He has served as director of graduate studies in clinical psychology. Dr. X has an excellent research record. He is very well known in his fields of experimental psychopathology, behavioral medicine and psychological assessment. He has many important publications and substantial editorial board experience. His funding record is very good and includes substantial grants from the NIH. Based upon Dr. X's outstanding research record and broad contributions in the field, as well as his administrative experience and promise, the committee recommends that he be invited to interview.

Dr. X, former Chair & Professor, Department of Psychology, X University, Ph.D. Dr. X has excellent administrative experience, having served as chair of psychology for 4 years, and currently as acting chair. Letters from faculty members who were in his Department when he was chair are highly supportive. Dr. X has a very strong research record in developmental psychology. He has impressive editorial experience, as editor of *Developmental Psychobiology*. Dr. X received excellent letters from outstanding individuals in his research field. His funding experience includes substantial NIH support and is fair/good overall. Based upon his substantial administrative experience, vision and research record, the committee recommends that Dr. X be invited to interview.

Second Tier

Dr. X, Professor, Dept. of Surgery, Informatics and Design Making Lab, College of Medicine University of X, Ph.D., X State (Developmental & Experimental Psychology). Dr. X has served as chair but his letters of recommendation did not describe his skills in this area and he provided no information on experience or vision in this regard. Dr. X is an outstanding researcher in cognitive development and neuroscience with an impressive publication history. He is very well funded by the NIH and NSF. Due to the lack of information provided by the applicant and referees regarding administrative capability and vision, the committee cannot recommend an interview at this time.

Dr. X, Associate Professor, Medical College of X Commonwealth University, X; Ph.D., Univ. X. Clinical Psychology. Dr. X has served as Associate Chair and Acting Chair, indicating good administrative background. She has shown strong mentoring abilities for both students and young faculty. However, she lacks experience in a department of psychology, which makes her application less competitive than the top candidates. It is possible that interview would be warranted if top-tier candidates are unavailable, but the committee does not recommend an interview at this time.

Dr. X has a very good research record and has successfully served as chair of two psychology departments, although significantly smaller departments than SDSU's. He was a candidate last year in this search, but his low-key approach did not generate strong enthusiasm. This quality is reflected in his letters of recommendation and may not provide adequate leadership at SDSU. Funding record is good, but not outstanding. Remains a viable, but not top tier candidate.

**DEPARTMENT OF PSYCHOLOGY CHAIR SEARCH- VPAA PLAN#2003/04-XX
REQUEST FOR CERTIFICATION OF COMMITTEE CHOICES FOR
INTERVIEW – Page 3**

Dr. X, Professor, Department of Psychology X, Ph.D., Univ. (Psychology). Dr. X was a competitive candidate in having served in departmental chair role and having developed a good program in X. Recommendations regarding administrative capacity were very good, but not outstanding. Dr. X has a good research record, but lacks the funding history as well as the publication record of top-tier candidates. The committee recommends that his application be held in reserve.

Rejected Applicants

Dr. X, Chair & Associate Professor, Dept. of Psychology and Anthropology, University of X, Ph.D. (Personality). Dr. X is weaker than other candidates in external funding and quality of research. His research interests are more narrow and specialized. Dr. X has not been productively publishing in the past couple of years nor has he submitted to journals that are highly visible and central to his field (Parapsychology). Although he had a number of publications, many of them were not empirical articles. Dr. X has not yet secured external funding for next year. Based upon his level of scholarly performance, the committee does not believe Dr. X adequately fits the job description.

Dr. X, Chair & Professor, Psychology Department, Ph.D. Dr. X does not have the administrative experience or vision needed for the position. He has not secured current external funding, nor has he demonstrated the capacity to do so in the past. Dr. X has also not been publishing in the last few years, which raises concerns regarding his scientific productivity. Not appropriate for this position.

Dr. X, Professor, Department of Psychology, X University, Ph.D. (Experimental Psychology). Dr. X has a relatively weak research record (fewer publications in top-tier journals) and has not demonstrated that he has developed a nationally recognized research program. His external funding expires at the end of the current year, and it is not clear that he has secured funding for the next year and beyond. The level of scholarly output and recognition is not appropriate for this position.

Dr. X, Special Advisor to Dean of Prof. Schools, X University, Ph.D. (Psychology). Dr. X is weak on external funding and peer-reviewed publications. It is not clear that he has a nationally recognized research program that is currently funded externally. He has not been publishing productively in the past 3 years (only 2 first authorships). The level of scholarly output and recognition is not appropriate for this position.

Dr. X, Department of X Bio-behavioral Health, College of Health and Human Development, X University. Ph.D., University X (Physiological/Comparative). Dr. X does not have adequate administrative experience compared to other candidates. Dr. X has not produced any first authorship on papers in the past few years. He has little experience as Principal Investigator on grants. The lack of administrative and grant leadership experiences indicates he is not appropriate for this position.

Interview Tips

Interview Tips

GUIDELINES FOR ASKING QUESTIONS DURING SEARCH PROCESSES

Questions of the nature indicated below are not job related. Thus, these types of questions are inappropriate and illegal during all phases of the search process, including formal interviews, informal interactions between candidates and search representatives, and reference checks.

- You may not ask questions of one sex and not of the other.
- Questions about race, color, place of birth, national and family origin, religion, sex, sexual orientation, disability, age or ancestry.
- Questions about past, present, or future marital status, pregnancy, plans for a family or child care issues.
- Questions about weight and height.
- Questions about the candidate's state of health.
- Questions about disabilities.
- Questions about a foreign address that would indicate national origin.
- Questions about a candidate's native-born or naturalized status.
- Questions about a candidate's native tongue or how foreign language ability has been acquired. You may ask about foreign language skills if the position requires such ability.
- Questions about a candidate's willingness to work on religious holidays. You may ask about willingness to work a required schedule.
- Age or date of birth.
- Religion.
- Age of children or how many children or who will care for the children.
- Loans or financial obligations or about wage attachments or personal bankruptcies.
- Race or membership in social organizations.

Suggested Interview Format & Procedures

Implement at the earliest possible time during the search process.

___ 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.

- Welcome
- Questions asked of the candidate
- Questions from the candidate
- Closing and review of the rest of the search process

___ 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 perform other relevant job skills during the interview.

___ Review interview process with all interviewers.

- Provide relevant information about the position description, essential functions of the job, necessary areas of inquiry
- Responsibility for facilitation of interview
- Responsibility to emphasize positive aspects of the university; as candidates are interviewed, they are assessing the university
- Interview format/schedule
- Importance of consistency of questions for all candidates
- Confidentiality expectations
- Guidelines for Asking Questions During Search Processes
- Rating sheets and timeline for return

___ Schedule and reserve appropriate spaces for interviews and communicate to interviewers.

Suggested Interview Format & Procedures

Page 2

___ Confirm interviews and campus visits with letters, including information packet about position, department, and the university. The university will provide reasonable accommodations to qualified individuals with disabilities.

___ Conduct interviews.

___ Provide transportation to and from airport and hotels and an individual to escort the candidate to and from interviews.

___ Collect and synthesize rating sheets for each candidate from all interviewers.

THE CAMPUS VISIT

___ 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.

CHECKING REFERENCES

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

___ Confirm with candidates that references will be checked.

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

___ Talk with candidate prior to contacting references.

___ Request letters of recommendation.

___ Identify individuals to conduct reference checks.

___ Determine questions to be asked of references.

___ Identify approximate time frame of reference check (i.e. 20-30 minutes), to insure equity and consistency of reference checks.

Suggested Interview Format & Procedures

Page 3

DOCUMENTING THE SEARCH

- ___ 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.
- ___ Keep official minutes of Search Committee meetings.
- ___ Develop form letters for each stage of the search process.
- ___ Send initial thank you letter to all applicants.
- ___ Send names and addresses of applicants to Employee Relations and Compliance on at least a weekly basis to enable Confidential Statistical Data Sheets to be sent out.
- ___ Send rejection letters to applicants who do not meet minimum criteria, and who will not possibly be considered.
- ___ Place all applicant and candidate files in order for storage, including all materials submitted.
- ___ Insure that documentation provides rationale for Search Committee decisions and recommendations.
- ___ Search records should be kept for 2 years.

Frequently Asked Questions

Employee Relations and Compliance Frequently Asked Search Questions

WHO CAN PARTICIPATE and VOTE

Q. Can non-tenure track faculty participate and vote on search committees?

A. Non-tenure track faculty can participate on search committees as participants only. They do not have voting privileges and cannot vote on candidates. They also cannot be present during an actual vote.

Q. Can probationary and other tenure/track faculty vote on search committees?

A. Yes. Probationary and other tenure/track faculty have full voting privileges and thus, can vote on search committees.

Q. Can a non SDSU affiliated individual serve on a search committee as a subject matter expert and vote?

A. An individual from outside SDSU may serve as a subject matter expert on a search committee, and may prove an invaluable resource. However, the individual is precluded from voting.

Q. Can doctoral students and external faculty participate and vote on the search committee?

A. To participate they must first be voted on by the other members of the search committee. They will have no voting privileges and cannot vote on a candidate and shouldn't be present during an actual vote.

ADVERTISING

Q. What materials must the search committee submit to Employee Relations and Compliance before a position can be advertised?

A. The search committee must submit a hard copy of the ad, an electronic copy of the ad (word document preferred), recruitment plan and criteria to be used to evaluate applicants. All these items must be approved by Employee Relations and Compliance prior to advertising.

CERTIFICATION

Q. What materials must a search committee submit to Employee Relations and Compliance before on campus interviews can take place?

A. Prior to inviting candidates to an on-campus interview, the search must be certified. To certify a search, the committee should submit their “justifications” explaining why certain candidates were selected for on-campus interview (how they met stated criteria), why others were selected as “second tier” or “back-up” candidates (met stated criteria but less qualified than top tier) and how all other applicants failed to meet stated criteria.

Q. Our search has already been certified, but our top candidates have all declined the position. Does the search committee need to submit additional justifications or documentation to invite the second tier candidates to an on-campus interview?

A. No. Once a search has been certified, the search committee may go to the second tier/backup candidates after exhausting the list of top tier candidates without further approval from Employee Relations and Compliance. However, the committee may not bring an applicant from the “reject” list for an on-campus interview without submitting additional documentation to Employee Relations and Compliance for additional certification.

INTERVIEWING

Q. What questions can we ask during an interview?

A. You can ask any job related questions. Refrain from asking any personal questions that will solicit information regarding age, national origin/citizenship, immigration status, race/ethnicity, marital status, veteran status, disability, sexual orientation, etc.

Q. Can the search committee conduct phone interviews?

A. Yes. There are two instances in which phone interviews are permitted. Many committees conduct phone interviews as part of the screening process to help in determining which applicants will be invited to an on-campus interview. Phone interviews may also take place in lieu of on-campus interviews as long as 1) all applicants are interviewed via telephone OR 2) an applicant is unable to come to campus for a visit and opts for a telephone interview. It is important that ALL candidates be treated equally, therefore, if any in-person interviews will be conducted, it is best to have all interviews conducted in the same manner.

INTERVIEW SCHEDULES

Q. The search committee only has two (2) weeks in which to complete all on-campus interviews. One of the candidates is unable to come during those two (2) weeks. Does the search committee have to wait for this candidate to become available?

A. No. The search committee may set whatever time frame they think appropriate to complete interviews. If a candidate cannot make the time frames, then the committee is not required to make any exceptions. However, if an exception is made for one candidate, then it must be made for all candidates.

FAIR PROCESS

Q. One of the top candidates for a position is a lecturer for SDSU. Can the committee review all of his/her student evaluations as part of the application review process?

A. The committee may only review student evaluations if it is reviewing student evaluations for all other applicants as well. The committee must remember to treat all applicants equitably. If the search committee wants to review student evaluations for one applicant, it must do so for all applicants.

APPLICANT'S FILE

Q. Can I distribute the original copies of Curriculum Vitae to other members of the department involved in a search?

A. It is preferable to distribute a copy of the document. If the original is either lost or misplaced, there could be significant disruption of the search process, and others' ability to immediately review the documents.

CITIZENSHIP

Q. During the recruitment phase, can we ask the applicants questions regarding their authorization to work in the United States?

A. The applicant should not be asked questions regarding their work authorization during the recruitment stage. This could later be the basis for claims of discrimination.

TAGLINE REQUIREMENT

Q. How has the required advertisement "tagline" been changed to conform to current law?

A. The advertisement "tagline" should read as follows:

SDSU is a Title IX, equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.

Tenure Track Request Form

PROVISIONAL VPAA #: _____ [1]
(YEAR-LETTER)

VPAA #: _____
(YEAR-NUMBER)

[1] Approval only for the placement of ad. Search must receive separate approval by the Provost via a new Tenure Track Request form.

Tenure Track Request for _____ - _____ Academic Year

College: _____ Department: _____

Expected Date of appointment: _____

Expected Rank of appointment: _____

Specific justification for and description of position to be filled (attach detailed statement if necessary):

Department Chair Date

Dean of the College's endorsement and comment (attach detailed statement if necessary):

Dean of the College Date

Provost's Office

Associate Vice President for Academic Affairs Date

Provost's Response:

You have provisional approval to proceed with the Office of Diversity & Equity on advertising the position. _____

You are hereby authorized to begin the process of filling the position described above. _____

I cannot authorize the filling of this position at this time. Please see me. _____

Provost Date

NOTE: A position cannot be advertised until the Provost has approved the position in writing and the Office of Diversity and Equity has approved the advertisement.

This form must be completed for each tenure track position requested, regardless of whether the tenure track position was approved in a prior academic year or whether you are requesting an additional hire from a currently certified pool. A request for an additional hire from a currently certified pool requires a statement with specific justifications.

Sample Rejection Letter

Sample-Letter of Rejection

Date

Name

Address

City, State, Zip Code

Dear:

Thank you for applying for the position of _____ in our department of _____ at San Diego State University. Your qualifications have been carefully reviewed. After careful review and assessment, it has been determined that we will not be proceeding further with your candidacy at this time for the position in question.

My colleagues and I greatly appreciate the interest you showed in San Diego State University. We want to congratulate you for your past accomplishments and to thank you sincerely for allowing us the opportunity to evaluate your credentials.

I wish you the best for a continued successful career.

Sincerely,

Chairperson, Search Committee
College of XXXXXXXXXXXXX
San Diego State University

Approval to Negotiate a Faculty Appointment Offer, Form

APPROVAL TO NEGOTIATE A FACULTY APPOINTMENT OFFER

Department: _____ Position Description/Title: _____

VPAA Number: _____ Proposed Rank: _____

Name of Candidate with whom you want to negotiate an offer of appointment [1]: _____

Names of Finalists/Interviewees	Reason for Non-Selection of Finalists/Interviewees

Department Chair(s) _____ Date _____ Chair, Search Committee _____ Date _____

Dean(s) _____ Date _____ Approved, Provost _____ Date _____

Date of Office of Employee Relations & Compliance Certification _____

[1] Please forward the curriculum vitae of the candidate with this form. A new form, along with a curriculum vitae, must be submitted for approval to negotiate a faculty appointment offer for a candidate not previously approved.

A final written University offer may not be tendered until the Academic Transaction Form, a Letter of Offer for your signature, a copy of this form, and a curriculum vitae have been forwarded to the Associate Vice President for Academic Affairs for approval.

This form can be found on Academic Affairs home page.

Employment Eligibility Checklist for Foreign Nationals

EMPLOYMENT ELIGIBILITY CHECKLIST FOR FOREIGN NATIONALS

When considering hiring a foreign national into a tenure-track position, please submit this form and the Approval to Negotiate a Faculty Appointment Offer form (with accompanying required information) to your Dean's Office who will forward to Provost Marlin.

NAME: _____

() Male () Female

COUNTY OF BIRTH: _____

COUNTY OF CITIZENSHIP: _____

DEPT/COLLEGE: _____

ACADEMIC RANK OF APPOINTMENT: () Full Prof. () Assoc. Prof. () Assist. Prof.

EXPECTED SEMESTER OF APPOINTMENT: () Fall () Spring

CURRENT VISA TYPE	VALID DATES OF VISA	SPONSORED BY
<input type="checkbox"/> H-1B Visa	From _____ To _____	_____
<input type="checkbox"/> O Visa	From _____ To _____	_____
<input type="checkbox"/> TN Visa	From _____ To _____	_____
<input type="checkbox"/> F-1 Visa	From _____ To _____	_____
<input type="checkbox"/> Other _____	From _____ To _____	_____
<input type="checkbox"/> Does not currently have a Visa		
<input type="checkbox"/> Current vita and any other supporting information with this form.		

FACULTY AFFAIRS WILL REVIEW THIS INFORMATION AND WILL RESPOND TO COLLEGE AND DEPARTMENT. BY LETTER, LISTING THE CONDITIONS THAT NEED TO BE SATISFIED TO ENABLE THIS APPLICANT TO BE ELIGIBLE FOR EMPLOYMENT AT SDSU.

Academic Transaction Form (ATF)

Sample Search Process

Search Plan

Search Criteria

Search AD-Long

Search Ad-Short.

SDSU Colleague Letter

Statement of Recruitment Plan for Mathematics Education

VPAA #05/06-5

1. Search & Screen Committee Members:

<u>Name</u>	<u>Department</u>
XXXXXXXXXX	Mathematics and Statistics
XXXXXXXXXX	Mathematics and Statistics
XXXXXXXXXX, Chair	Mathematics and Statistics
XXXXXXXXXX	Mathematics and Statistics
XXXXXXXXXX	Mathematics and Statistics

2. Institutions, Organizations, Publications, and Websites to which job ad will be posted:

<u>Date</u>	<u>Name of Institution, Organization, Agency, or Website</u>
August 20	SDSU- website of the Mathematics and Statistics Department
August 20	CRMSE (Center for Research in Mathematics and Science Education) website
August 20	SDSU website
August 20	SIG/RME (Special Interest Group/Research in Mathematic Education, of American Educational Research Association) website
August 20	PME-NA (Psychology of Mathematics Education, North American Chapter) website
August 20	AMTE (Association of Mathematics Teacher Educators) website
September 1	Benjamin Banneker Association
October 1	Chronicle of Higher Education
October 21-24	Handout at PME-NA (Psychology of Mathematics Education, North American Chapter) meeting, Toronto, Canada

3. Direct mailing:

September 1 Direct mailing of letter to all colleagues on the SIG/RME (Special Interest Group/Research in Mathematic Education, of American Educational Research Association) mailing list. The letter will include a full color version of our ad: one that can be posted in the recipient's department. These letter and ads will be sent to every dissertation-granting institution in mathematics education as well as to every center of mathematics education research activity.

4. A diverse candidate population will be contacted through means other than formal notice or advertisement of the opening:

<u>Date</u>	<u>Name</u>	<u>Contact</u>
<u>9/04 10/04</u>	<u>Committee Personal Contacts</u>	<u>Telephone Solicitation, Professional friends, colleagues & acquaintances who might know a specific diverse candidate.</u>

Criteria to Assess Applicants for Mathematics Education

Open Rank Position, VPAA #05/06-5

Name of Applicant _____

Current Institution _____

Current Rank or Status _____ Applying for which level? _____

Criteria Checklist

___ 1. Applicant has or will have by September 2005 a doctorate in mathematics education or related field such as mathematics, education, or psychology.

What is the field of the doctorate if in a related field? _____

If the field is mathematics, has the candidate conducted research in mathematics education? _____

___ 2. Area of PhD and/or current research _____

Note: If the applicant's degree is unacceptable or if the applicant is undertaking research outside of mathematics education, skip to ranking line.

___ 3. Application is for a full-time, tenure-track position as an Assistant, Associate or Full Professor.

___ 4. Applicant will be available by September 2005.

___ 5. Application is complete:

___ Letter of intent (includes math background)	___ Teaching statement
___ Curriculum vitae	___ Research statement
___ Letters of recommendation	___ Writing samples

___ 6. Applicant has expertise at the level of a master's degree or equivalent in a mathematical science.

___ 7. Publications (summarize; peer reviewed?) _____

___ 8. Professional presentations _____

___ 9. Grant activity, for applicants at Associate or Full level (summarize)

___ 10. Applicants for Associate or Full Professor have an established research program; Applicants for Assistant Professor show promise of developing a focused research program (describe area of research) _____

Criteria to Assess Applicants for Mathematics Education

Open Rank Position, VPAA #05/06-5

2nd page

- ___ 11. Teaching experience
- a. Collegiate (mathematical sciences) _____
 - b. Collegiate (preservice teachers) _____
 - c. K-12 _____
 - d. Professional development for in-service teachers

___ 12. Other professional experience, especially with students of diverse backgrounds:

Reference Letter 1 from _____
Summary of comments

Reference Letter 2 from _____
Summary of comments

Reference Letter 3 from _____
Summary of comments

Other letters of reference? (not required)

I rank this applicant as a Tier 1 ___ Tier 2 ___ Tier 3 ___ candidate.

(If the applicant appears to be a strong candidate, check Tier 1. If the applicant appears to be a possible candidate, but more information is needed or not all requirements are met, check Tier 2. If the applicant does not meet requirements, check Tier 3.)

Other comments:

Signature of Evaluator: _____



SAN DIEGO STATE
UNIVERSITY



Department of Mathematics and Statistics
Announces an opening for:
**Full, Associate, or Assistant Professor
of Mathematics Education**

Why SDSU?

- New faculty are encouraged to become actively involved in our doctoral program in Mathematics and Science Education, which is offered jointly with the University of California, San Diego.
- All mathematics education faculty are members of the Center for Research in Mathematics and Science Education (CRMSE), which is an interdisciplinary research center that brings together thirty faculty members, including 15 mathematics educators from the College of Education and the College of Sciences.
- Mathematics Education is a distinguished division of the Department of Mathematics and Statistics.
- Faculty is given latitude in choice of courses taught at both the undergraduate and graduate levels.
- San Diego offers many opportunities to conduct research in culturally diverse urban classrooms.

Visit our web sites for additional information about CRMSE (<http://public.sdsu.edu/CRMSE/>), the doctoral program (<http://www.sci.sdsu.edu/CRMSE/msed/>), and the Department of Mathematics and Statistics (<http://www.sci.sdsu.edu/math/>).

The position involves:

- Teaching undergraduate and graduate courses in mathematics education and mathematics
- Interacting with doctoral and master's students in mathematics education and directing their theses
- Conducting a research program and publishing in scholarly journals

Applicant qualifications:

1. Doctorate in Mathematics Education or a related field
2. Mathematical expertise at the level of a master's degree or equivalent in a mathematical science
3. Appropriate evidence of scholarly activity in research on the learning and teaching of mathematics, including publications and grant activity
4. Classroom-based experience with K-12 students is desirable, as is experience with students of diverse backgrounds and experience teaching preservice and in-service teachers
5. Capacity for national leadership in mathematics education
6. Special consideration will be given to applicants at the Associate or Full Professor levels.

To apply, please send letter of intent (including information on your mathematics background and your teaching/classroom experience), vitae, at least three letters of recommendation (including one that addresses teaching), a teaching statement, a research statement, and two samples of scholarly writing to Dr. Joanne Lobato, Mathematics Education Search Committee, Department of Mathematics and Statistics, San Diego State University, San Diego, CA 92182-7720.

All completed applications received by **November 24, 2004** will receive full consideration. Applications received after that date will be considered if the position is still open. The position will begin August 2005. Salary will be commensurate with qualifications and experience.

SDSU is a Title IX, equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.

NOTICE OF POSITION

Full, Associate, or Assistant Professor of MATHEMATICS EDUCATION

San Diego State University
(2004/2005)

The Department of Mathematics and Statistics of San Diego State University announces the availability of an open rank tenure-track position in mathematics education beginning August 2005.

Qualifications

1. Hold a doctorate in Mathematics Education or a related field.
2. Background and interest in the mathematical sciences, including expertise at the level of a master's degree or equivalent in a mathematical science.
3. Appropriate evidence of scholarly activity in research on the learning and teaching of mathematics, including publications and grant activity.
4. Classroom-based experience with K-12 students is desirable, as is experience with students of diverse backgrounds and experience teaching pre-service and in-service teachers.
5. Capacity for national leadership in mathematics education.
6. Special consideration will be given to applicants at the Associate or Full Professor levels.

Position Description

The position involves teaching undergraduate and graduate courses in mathematics education and mathematics, and interacting with and directing doctoral and master's students' theses in mathematics education. The successful candidate will be expected to conduct a research program and publish in scholarly journals. Salary will be commensurate with qualifications and experience.

The new hire will be joining an active Mathematics Education faculty within the Department of Mathematics and Statistics. Mathematics Education programs within the department include a BA degree in mathematics in preparation for the Single Subject Teaching Credential and two Master of Arts for Teaching Service (MATS) programs. At the doctoral level, the Joint Doctoral Program in Mathematics and Science Education is offered with the University of California at San Diego and is administered through the Center for Research in Mathematics and Science Education (CRMSE). CRMSE is an interdisciplinary research center that brings together thirty faculty members, including 15 mathematics educators from the College of Education and the College of Sciences. There are 29 currently funded projects totaling approximately \$28 million for multiple years. Many of the projects involve interdisciplinary collaborations with faculty from other departments and local school districts. Visit our web sites for additional information about CRMSE (www.sci.sdsu.edu/CRMSE), the doctoral program (www.sci.sdsu.edu/CRMSE/msed), and the Department of Mathematics and Statistics (www.math.sdsu.edu).

Application Procedure

Qualified applicants are invited to submit an application including (1) a letter of intent including information on your mathematics background and your teaching/classroom based experience, (2) a curriculum vitae, (3) at least three letters of recommendation, one of which addresses teaching, (4) a teaching statement, (5) a research statement, and (6) two samples of scholarly writing. Please send your application to Dr. Joanne Lobato, Mathematics Education Search Committee, Department of Mathematics and Statistics, San Diego State University, San Diego, CA 92182-7720. All completed applications received by November 24, 2004 will be given full consideration. Applications received after that date will be considered if the position is still open.

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**SAN DIEGO STATE
UNIVERSITY**

Department of Mathematics & Statistics

College of Sciences

5500 Campanile Drive

San Diego, CA 92182-7720

TEL: 619~594~6191/ FAX: 619~594~6746

<http://public.sdsu.edu/CRMSE/>

September 2004

Dear Colleague,

We invite your assistance in soliciting qualified candidates for a tenure-track position as an Assistant, Associate or Full professor of Mathematics Education in the Department of Mathematics and Statistics at San Diego State University. Enclosed are a notice of the position, which has a starting date of August 2005 and a closing date of November 24, 2004 for applications. Although the academic rank is open, special consideration will be given to experienced applicants at the Associate or Full Professor levels.

We have a strong mathematics education faculty at SDSU. In the Department of Mathematics and Statistics, faculty includes Janet Bowers, Nicholas Branca, Brian Greer, Joanne Lobato, Susan Nickerson, and Chris Rasmussen. In the College of Education, mathematics educators include Nadine Bezuk, Lisa Clement, Vicki Jacobs, Rachelle Feiler, Kate Masarik, Randy Philipp, and Rafaela Santa Cruz. Faculty has the opportunity to join the Center for Research in Mathematics and Science Education (CRMSE). CRMSE is an interdisciplinary center with College of Science faculty from departments of mathematics, physics, biology, geology, and psychology, and College of Education faculty from the School of Teacher Education. Faculty often collaborate on research projects on the learning and teaching of mathematics and science, on research-based curriculum development projects, and on professional development for teachers in K-12 schools throughout the state. There are 29 currently funded projects totaling approximately \$28 million for multiple years. Emeritus faculty, like Judy Sowder and Larry Sowder, continue to be active at CRMSE.

Our interdisciplinary doctoral program in Mathematics and Science Education, offered jointly with the University of California at San Diego, is administered through CRMSE. Guershon Harel and Alfred Manaster, both mathematics educators from the Mathematics Department at the University of California at San Diego, are also involved in the doctoral program. Visit our web sites for additional information about CRMSE (<http://public.sdsu.edu/CRMSE/>), the doctoral program (<http://www.sci.sdsu.edu/CRMSE/msed/>), and the Department of Mathematics and Statistics (<http://www.sci.sdsu.edu/math/>).

We hope that you will share this letter and position announcement with anyone who may be interested. We seek your help especially in identifying applicants from underrepresented groups. Please call me at 619-594-2957 or email me at lobato@saturn.sdsu.edu if you have any questions.

Thanks!

Joanne Lobato
Associate Professor, Department of Mathematics and Statistics
Chair of the Mathematics Education Search Committee
San Diego State University