

FACULTY RECRUITMENT PLAN

Position Title:		Job # (completed by HR):	
Department:		Priority Screening date:	
Committee Chair:		Committee Support Person:	
Committee Members:			

STANDARD ADVERTISING (No cost to department)

The Chronicle of Higher Education, Higher Education Jobs, Higher Education Recruitment Consortium, Indeed, Monterey Bay Jobs, CalJobs, Diversity Trio, CSUMB Jobs page and CSU Careers

DISCIPLINE-RELATED ADVERTISING:
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	Charge to: Chartstring	Cost
1.		
2.		

OUTREACH

List conferences, discipline related websites and listservs.	Assigned to:	Target date
Contact colleagues seeking recommendations and personally invite potential candidates to apply.		
Reach out to colleagues and candidates from demographically diverse institutions.		
Identify and reach out to groups that tend to be missed in attracting to apply for position.		
Send job announcement to career services, women, and minority program offices.		

Note: The Provost’s Office will fund faculty recruitment expenses (advertising, travel, airfare, etc.) up to \$5,000 for each vacancy.

COMMITTEE RECRUITMENT TASKS	TARGET DATE
1. Prepare/discuss recruitment, outreach and advertising plan and schedule; job description, qualifications, and committee composition	
2. Complete required trainings and the TSC Confidentiality Agreement	

3. Committee meeting before priority screening date to discuss screening criteria for each qualification	
4. Submit list of first round candidates including cover letters/CVs, final virtual/telephone questions, completed Candidate Evaluation Spreadsheet, and interview dates to Dean and AVP for HR, with a copy to Melissa Manivanh	
5. First-round interviews	
6. Post-interview meeting	
7. Submit narrative, final on-campus interview questions, and on-campus interview schedule to Dean and AVP for HR with a copy to Melissa Manivanh	
8. Schedule on-campus interviews after list is approved by Dean and AVP for HR	
9. Notify candidates not selected for on-campus interview	
10. On-campus interviews	
11. Post-interview meeting	
12. Reference checks	
13. Submit detailed narrative of final candidates, Recruitment Packet, and all other documents to Dean and AVP for HR with a copy to Melissa Manivanh	

Please attach telephone/Zoom interview questions.

To assist with understanding the University's mission, the following two questions are suggested.

1. How might you contribute to the University's mission to create and sustain diverse perspectives and an inclusive environment?
2. Describe your experience teaching diverse students and how would your teaching philosophy help diverse students succeed in your classroom?

Signature Approval

Dean: _____

Date: _____

HR: _____

Date: _____