

## ACADEMIC PERSONNEL SERVICES

### Steps in the Recruitment Process

*Note: Forms referenced in this document may be accessed directly via the embedded hyperlink or at the APS web site [Recruitment Forms - Probationary](#).*

1. Department submits [Form 200, Probationary Faculty Position Request](#), to the College/Library Dean. Attachments include:
  - [Five Year Plan for Faculty Recruitment](#)
  - Draft vacancy announcement, using [APS template](#);
  - Cover memo from College/Library Dean ranking position requests and identifying special needs affecting recruitments and budgetary issues.

Dean ranks position requests from departments and submits recommendations to the Provost. Provost approves positions for recruitment. Dean notifies department of approval to begin the recruitment process.

2. Department forms the Search Committee.
  - Committee must be composed of at least 3 probationary and tenured faculty members. Community members and students may not serve on search committees.
  - Members must participate in all aspects of the search process and must agree to maintain the confidential nature of all committee deliberations. (See [Confidentiality and Privacy Rights of Applicants for Faculty Recruitments](#).)
  - Committee membership must comply with the CSU Nepotism Policy, if applicable (See [CSU HR 2004-18](#)).
  - Department contacts APS to arrange for an orientation to the recruitment process. All committee members should attend.
  - Committee members are urged to review materials on the Compliance Services web site, [Guide to Effective Searches](#), especially, [Legal Issues and the Search Process](#).
3. Committee finalizes vacancy announcement and advertisement copy (See [vacancy announcement template](#) for required language and options and the [recruitment timeline](#) for planning the search schedule).
  - Avoid language or requirements that will restrict the applicant pool.
  - Department must justify request to accept any degree other than a terminal degree in the discipline.
  - There must be a minimum 30-day recruitment period, starting with the date the position is posted on the APS web site.
  - Consider holiday and semester breaks in setting the application deadline.
  - Consider what application materials will best assist the committee in evaluating the candidate's qualifications. Application materials listed in the vacancy announcement are REQUIRED for an application to be considered complete (e.g. if the department requires letters of recommendation, a candidate's file will not be considered complete until all letters have been received.)
  - Determine whether or not to accept electronic applications. To broaden the pool, it is recommended that departments accept electronic applications. However, this is up to each department and must be applied consistently, i.e. ALL electronic applications must be considered or NO electronic applications may be considered.
  - Departments that wish to conduct interviews during a professional meeting must give notice to applicants in the vacancy announcement. (See [Conducting Interviews at Professional Meetings](#).)

4. Search Committee submits the [Form 1, Request to Recruit \(Faculty\)](#), including the following attachments. Allow approximately 1 week processing time for review and approval. **Department may not distribute the vacancy announcement until Form 1 is approved.**
  - Signed [Confidentiality Agreement](#)
  - Finalized vacancy announcement using the [vacancy announcement template](#) with required language must be submitted as an attachment to the Form 1, and must be emailed to [academicpersonnel@humboldt.edu](mailto:academicpersonnel@humboldt.edu)
    - Avoid language or requirements that will restrict the applicant pool.
    - There must be a minimum 30-day recruitment period, starting with the date the position is posted on the APS web site.
    - Consider holiday and semester breaks in setting the application deadline.
    - Consider what application materials will best assist the committee in evaluating the candidate's qualifications. Application materials listed in the vacancy announcement are REQUIRED for an application to be considered complete (e.g. if the department requires letters of recommendation, a candidate's file will not be considered complete until all letters have been received.)
  - [Strategic Advertising/Recruitment Plan](#)
    - The position must be advertised in a national print medium to comply with Department of Labor requirements. If department has difficulty identifying such a source, consider the [Affirmative Action Register](#) job list.
    - Consider those publications, list serves and web sites that will broaden the applicant pool. (See [Faculty Recruitment – Attracting a Diverse Candidate Pool](#)).
  - APS posts the vacancy announcement on the APS web site, submits vacancy announcement and desired ad placements to JobElephant for the creation of a customized advertising plan.
    - APS receives the customized advertising plan and determines whether it meets the needs of the strategic advertising/recruitment plan that was developed by the Search Committee.
    - APS makes revisions as necessary and orders the ad placements.
    - The vacancy announcement will be posted on CalJobs, *CSU Careers*, *HigherEdJobs.com*, and Doctoral Scholars Program websites in addition to those requested by the department and suggested by JobElephant.
    - Job Elephant posts the vacancy announcement as directed.
5. Upon notification from APS that Form 1 has been approved, the department may distribute the approved final vacancy announcement to faculty, list serves, web sites, etc. according to the approved recruitment plan.
6. Department responds to applications with an acknowledgement email that includes the links to the [Voluntary Self-Identification Form for Faculty Employment Applicants](#) and the [Applicant Statement – Certification of Application Materials](#).
7. Committee screens applications for minimum qualifications and completeness. Reason for not meeting minimum qualifications is indicated on Form 2, the Confidential Applicant Log.
  - Incomplete files may not receive full consideration until the file is complete.
8. After the application deadline, department completes [Form 2, Confidential Applicant Log](#), and routes for review and approval.

- **Department may not proceed with the search process until the applicant pool has been approved.**
9. Upon notification from APS that Form 2 has been approved, the committee screens applications, based on established selection criteria, and selects candidates for telephone interviews.
  10. Department completes [Form 3, Interview Request \(Telephone\)](#), and routes for review and approval.
    - Candidate files must be included with the form for review. APS will check files against the required application materials stated in the vacancy announcement to ensure that files are complete.
    - Alternate candidates may be included on the initial request. Approval of alternates does not require that they be interviewed, only that they are approved as back-up candidates.
    - **Department may not contact candidates to set up interviews until Form 3 (Telephone) has been approved.**
  11. Upon notification from APS that Form 3 has been approved, the committee conducts the telephone interviews.
    - The committee should develop a standard set of questions that are asked of all candidates. Follow-up questions specific to the candidate's response may be asked, but the same topics must be covered in all interviews.
    - See also [Guidelines for Asking Questions During the Search](#) on the Compliance Services web site.
    - *Special note regarding international candidates:* It is not appropriate to inquire about a candidate's work/visa status prior to making an offer of appointment. If the candidate brings up the issue first, the committee should refer to [Administrative Memo VPAA 04-03](#) for information on the University's role in support of visa acquisition.
    - The department may substitute interviews at a professional meeting for telephone interviews. Prior notice must have been provided in the vacancy announcement (see #3 above.) Note that interviews at professional meetings may NOT substitute for on-campus interviews.
  12. Upon completion of telephone interviews, the committee is encouraged to conduct reference checks to further narrow the pool of candidates for on-campus interviews.
    - The *Applicant Statement – Certification of Application Materials* must be on file prior to conducting reference checks. A faxed/electronic signature is acceptable. (Original signature will be required if candidate is invited to campus for an interview.)
    - Reference checks should verify the accuracy of information provided in the application materials and in the telephone interviews. The same topics should be covered in all reference interviews for all candidates.
    - At least one referee should be someone who supervised the applicant, i.e. was responsible for performance evaluations of the candidate's employment. If the applicant has not held an academic position (e.g. someone who recently completed the PhD), the referee should be the chair of the candidate's dissertation committee.
  13. Department selects candidates for on-campus interviews and routes Form 3 (Personal) and Form 4 (Telephone) for approval.
    - [Form 4, Summary of Interviews \(Telephone\)](#), must list all candidates on the approved Form 3 (Telephone), including alternates, who were not selected for an on-campus interview. The rationale for non-selection must be stated in terms of the qualifications listed in the vacancy announcement. Candidates must not be ranked.
    - [Form 3, Interview Request \(Personal\)](#) may include alternates.

- Applicant files must be attached to the Form 3.
  - **The department may not contact candidates to set up interviews until Form 3 (Personal) has been approved.**
14. Upon notification from APS that Form 3 (Personal) has been approved, the committee conducts the on-campus interviews.
    - As part of the interview process, candidates must meet with the Provost or his designee. Please contact APS to set up this meeting.
    - The search committee should conduct a formal interview using a standard set of questions.
    - If the *Applicant Statement* was originally submitted by fax or electronically, it must be signed by the candidate at the time of the on-campus interview.
  15. The committee selects a finalist to recommend to the Dean.
    - The department completes [Form 4, Summary of Interviews \(Personal\)](#), [Form 5, Request to Offer Appointment](#), and [Form 5R, Reference Data](#) and routes to the Dean for review and approval.
    - Recommendations for advanced rank must comply with [Section 506 of the HSU Faculty Handbook](#) which requires a recommendation by the college personnel committee.
    - The Dean (or designee) contacts the candidate to discuss the conditions of the offer. The Dean forwards the forms to APS for processing the formal Letter of Offer.
  16. APS prepares the Letter of Offer for the Provost's signature and faxes to candidate for signature.
  17. Upon receipt of faxed acceptance, APS notifies the department and mails original letters to the candidate for signature. Upon receipt of signed originals, APS distributes copies to the appropriate offices.
  18. The department prepares [Form 400, Recommendation for Probationary Faculty Appointment](#) and routes for review and approval.
  19. ***Special note regarding international faculty:*** Must contact the Provost's office for assistance in the visa acquisition process. Because this process is long and complex, faculty are encouraged to start it as soon as accepting the position.