

ACADEMIC PERSONNEL SERVICES
Steps in the Recruitment Process – VISITING FACULTY

Note: Forms referenced in this document may be accessed directly via the embedded hyperlinks or at the APS web site [Recruitment Forms – Visiting Faculty](#).

General information regarding the Visiting Faculty Classification:
(Article 12.34 of the CFA/CSU Collective Bargaining Agreement)

- Humboldt State University has been allocated three (3) Visiting Faculty positions that may be filled each academic year.
- Visiting Faculty appointments are full-time appointments for up to one academic year, and may not be renewed.
- Visiting Faculty salary ranges are identical to those for the equivalent lecturer ranges.
- Visiting Faculty appointments may be made only after all 3-year lecturer entitlements have been met and shall not result in the displacement or time base reduction of any incumbent 3-year lecturers, as reflected in the order of work.
- See "Building Your Schedule: Assignment of Work under Article 12" for more information on the order of work specifications: <http://www.humboldt.edu/~aps/docs/BuildingYourSchedule.pdf>.

1. Department submits [Form 230, Visiting Faculty Position Request](#), to the College Dean. Visiting Faculty may be appointed without a search when a qualified candidate has already been identified. The department should complete Form 230 to request to fill the position through a search or by appointment. Attachments to Form 230 include:
 - Explanation of departmental need that justifies hiring a visiting faculty member, including a statement describing how this position will affect incumbent 3-year lecturer appointments (in regard to Order of Work agreement);
 - Detail of the projected course assignments for the visiting faculty member and 3-year incumbent lecturers in the department;
 - If a search will be conducted, a [draft vacancy announcement](#), using APS template;
 - If a candidate has already been identified, the name of the candidate along with a memo detailing his or her qualifications.
2. Upon approval of Form 230, if a candidate has already been identified for appointment and no search is needed, the Department completes [Form 910, Request to Offer Appointment for Visiting Faculty](#).
3. Upon approval of Form 230, if a search is needed to identify a pool of candidates, the Department forms a Search Committee and follows the recruitment steps below.
 - Committee must be composed of at least 3 probationary and tenured faculty members.
 - Members must participate in all aspects of the search process and must agree to maintain the confidential nature of all committee deliberations. All Committee members and the department staff person must sign a [Confidentiality Agreement](#), (to be submitted with Form 1, see #3 below).
 - Committee membership must comply with the CSU Nepotism Policy, if applicable (See [CSU HR 2004-18](#)).
4. Search Committee submits the Form 1, including the following attachments. Allow approximately 1 week processing time for review and approval. **Department may not advertise the position 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
 - 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, CalJobs, *CSU Careers* and *HigherEdJobs.com*, *Doctoral Scholars Program*.
- 5. Upon notification from APS that Form 1 has been approved, the department places advertisements in publications, list serves, web sites, etc. according to the approved Strategic Advertising/Recruitment Plan.
- 6. Department responds to applications with an acknowledgement email that includes the links to the [Confidential Applicant Data Form](#) 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.
 - *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.
- 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.

13. On-campus, personal interviews are recommended, but not required for Visiting Faculty Positions. If not conducting personal interviews, please skip to #14 below. If bringing the candidates to campus, the Department selects candidates for on-campus interviews and routes Form 3 (Personal) and Form 4 (Telephone) for approval. 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.**
 - [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.
14. Upon notification from APS that Form 3 (Personal) has been approved, the committee conducts the on-campus interviews.
 - 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 \(Personal\)](#) (if applicable), [Form 5, Visiting Faculty Request to Offer Appointment](#), [Form 5R, Reference Data](#), and provides a memo certifying that the probationary and tenured faculty of the department have voted and a majority recommend the appointment. All of these are submitted together to the Dean for review and approval.
 - 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 Associate Vice President for Faculty Affairs' 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. No additional appointment document is needed; the appointment will be made from the Visiting Faculty Official Offer Letter.
19. *Special note regarding international faculty:* Must contact the Provost's office for assistance in the visa acquisition process. Faculty are encouraged to start it as soon as accepting the position.