

**CALIFORNIA STATE UNIVERSITY, EAST BAY**  
**Office of Academic Affairs**

FOR FACULTY RECRUITMENT PLAN 2023 – 2024

- ✓ To identify a final set of candidates with background, experience and expertise to best serve the needs of our students, curriculum, department and relationships within our regional community.

Date \_\_\_\_\_

- Position: \_\_\_\_\_
- Full Time Annual Lecturer
  - Assistant Professor
  - Associate Professor
  - Full Professor
  - Department Chair

Position Beginning Date: \_\_\_\_\_

- I. **Profile of Department's Faculty/Student Composition** (Any need for specialized outreach?)

II. **Advertisement of the Position:** (What, When, Where and How?)

III. **Direct Mailing to Individuals, Groups, Institutions, Organizations:**  
(Who and Where?)

IV. **Networking and Personal Contacts:** (Who, How and When?)

V. **Potential Candidates in the Pipeline:**0 Tw 1.5 0 Td( )Tj0.002 Tc -0.002 Tw 0.2/ 6

- VII. **Criteria for Screening, Selection and Priority Rating:** (Prepare a screening form based on the qualifications and duties in position announcement.) Attach Rating Form, if needed. Differential criteria values should be noted. Note: Diversity Statement scoring will need to be included.

- VIII. **Telephone Interviews and Rating Protocol:** (Proposed telephone interview questions and ratings protocol form.) Attach Proposed Telephone Questions and Rating Form, if needed.

**IX. On-Campus Interviews and**

- X. **Verbal Reference Checks:** (Who, What, How and When?) Should select same types of references for all candidates, e.g., immediate supervisor, colleague, and unit administrator. Attach proposed questions.

TIME TABLE FOR POSITION RECRUITMENT

<u>ACTION</u>	<u>TARGET DATE</u>
I. Submission of position announcement	_____
II. Prepare Recruitment Plan	_____
III. Engage in proactive recruitment of candidates	_____
IV. Application review and screening. (Identify Candidates for telephone interviews)	_____
V. Conduct telephone interviews	_____
VI. Select candidates for on-site interviews and proposed date for visit (no later than January 2024)	_____
VII. Conduct on-site interviews (must be completed by January 2024)	_____
VIII. Complete reference check (by Dept. Chair or Dean)	_____
IX. Recommendation to Chair	_____
X. Recommendation to Dean	_____
XI. Decision on final candidate	_____

cc: Department Chair  
College Dean

Academic Affairs  
9/5/2023 kjl