



CAL MARITIME

ACADEMY POLICY

Policy Title:	Tenure-Track Faculty Search Policy and Procedures
Policy Number:	AA-06-004
Policy Administrator:	Provost
Policy Initiator:	Provost
Authority:	
Effective Date:	December 15, 2021
Revised Date:	
Approved:	December 15, 2021
Approval Signature:	/s/

Purpose: In keeping with CSU guidelines, this policy provides consistent instructions for conducting equitable and inclusive tenure-track faculty searches, including how search committees should be formed; what steps should be taken by the committee Chair, by the Department Chair and by the Dean; and which responsibilities fall to each of the above.

Scope: This policy applies to all campus searches for tenure-track faculty.

Accountability: Academic Department, School or Library, and Provost Office.

Policy: In order to adhere to CSU guidelines, to meet HR compliance requirements, and to follow best practices for attracting a diverse pool of top candidates, all searches for tenure-track faculty will follow the process defined by this document.

Membership of Search Committee:

- Size: odd number of members, normally five (5) total, including Search Committee Chair;
- Eligibility: all members must be full-time faculty (tenured, tenure-track, or entitled lecturers).
- Two members from outside the recruiting department, with at least one of these to come from another Cal Maritime School or Library;
- If size of Committee exceeds five, a proportional membership from outside the department shall be kept (e.g., a Committee of seven will have three members from outside the department);
- All members, including those from outside the department, must be chosen in consultation with and receive support from Dean of recruiting department;

- The Dean of the Library may approve the inclusion of one staff member in the place of a faculty member;
- Search Committee must be chaired either by the hiring Department Chair or by a member elected by the Search Committee;
- All members are required to complete the HR recruitment and hiring training module prior to the launch of the search process (unless modules were completed within previous year and certified by HR).

Procedures

Procedures and steps to be followed appear in the draft timeline attachment.

Duties and Responsibilities

- Department Chair Responsibilities*
 - Complete and submit Request for Tenure-Track Faculty Search, following established procedures (insert link here)
 - Create the Request for Hire document and obtain the Dean's approval before submitting to Provost;
 - Identify faculty Search Committee membership, in collaboration with the department faculty, and send proposed membership to Dean;
 - Consult with Dean about proposed membership and obtain Dean's approval;
 - Oversee Faculty Search Committee Chair election and inform Dean;
 - Work with HR designate, with Search Committee Chair, and with Search Committee members to craft the position listing and to identify placements that will attract a qualified and diverse applicant pool;
 - As process enters the phase involving finalists, collaborate with Search Committee Chair in presenting finalists' background to department faculty and requesting feedback on campus interviews;
 - Toward close of search process, collaborate with Search Committee Chair in presenting Committee's final report to Dean;
 - Inform Department of new faculty colleague after acceptance of offer;
 - *For departments without a Chair, such as the Library, these responsibilities are the Dean's.
- Search Committee Chair Responsibilities
 - Ensure all required recruitment training—including discussion of training on implicit bias—is completed by all Committee members prior to their receipt of link to list of applicants;
 - Ensure that all steps of this policy procedure are followed and that the confidentiality of the process is preserved;
 - Work with Department Chair, Committee members, Dean, and HR to craft the position listing and to identify placements that will attract a qualified and diverse applicant pool;
 - Meet with Dean at key points of process: to present list of applicants, to present semi-finalists, and to recommend finalists for on-site interview; include statement for dean about how diversity of the candidate pool has been sought;
 - At each one of these key points, confer with HR recruiter about diversity of the applicant pool;

- Ensure that Dean is updated on the progress of search and screening process;
 - Prepare and lead the semi-finalists interviews, including consultation with HR recruiter on interview questions and on best practices for ascertaining candidates' commitment to diversity, equity, and inclusion;
 - Collaborate with Department Chair in presenting finalists' background to the department faculty and requesting feedback on campus interviews;
 - Write final report of strengths and weaknesses of finalists;
 - Meet with the Dean to present final report of unranked finalists, including general comments received.
- Dean Responsibilities
 - Confer with the Provost on the Request for Hire;
 - After consultation with the Department Chair, approve of search committee members
 - Ensure that Tenure-Track Faculty Search steps are followed;
 - Confer with HR recruiter on best practices for building diversity of applicant pool;
 - Confer with the Provost on the search progress at the semi-finalist and finalist stages
 - Present to the Provost the final **report of unranked finalists**, including general comments received and recommends hiring; include statement for provost about how diversity of the candidate pool has been sought;
 - Identify salary range in collaboration with the Provost, HR and the Operations & Budget Director;
 - Normally, the Dean makes the offer and negotiates contractual issues within the limitations of the CBA



DEPARTMENT XXXXX FACULTY SEARCH

Search Committee Members:	Faculty 1	faculty1@email
	Faculty 2	faculty2@email
	Faculty 3	faculty3@email
Department Chair:	Department Chair	deptchair@email
Search Committee Chair:	Search Chair (if not the same as Department Chair)	searchchair@mail
Search C.Administrative Assistant:	School Assistant	assistant@email
School/Library Dean:	Dean	dean@email
HR Faculty Hiring:	HRperson	hrperson@email
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Timeline (start dates may vary)	Activity	Responsibility
August XX 202X	RPA created, submitted and approved	Department Chair, Dean, HR, Provost
August XX 202x	Department Chair develops search committee members and informs Dean of committee members	Department Chair
August XX 202x	Search Committee meets to select Committee Chair and Informs Dean	Search Committee
August XX 202X	Department Chair, Search Committee, and Assistant research, review and compile list of recommended/job specific job listing sites/businesses—including sites that draw candidates from underrepresented groups.	Department Chair Search Committee Administrative Assistant & HR
August – September XX 202X	Department Chair, and Search Committee Chair craft job listing, meet with Dean to discuss and approve recommended posting list.	Department Chair, Search Chair and Dean
August – September XX 202X	Hand off list of advertising recommendation to faculty hiring HR point person (posting is ideally up by end of August).	Assistant and HR Point Person
September XX - October xx 202X	All Search Committee members complete HR Hiring training modules	Search Committee
October XX 202X	Search Committee identifies hiring criteria for 1st (minimum level of criteria) and 2nd level reviews of applicants	Search Committee
November XX 202X	Search Committee creates interview questionnaire for Semi-Finalist applicant interviews (confirms with HR and Provost that questionnaire has appropriate questions about commitment to inclusion)	Search Committee
December XX 202X	Search Committee identifies list of whom to meet with/present to/classroom demonstrations requirements for final applicants	Search Committee Assistant

December - January 202X	Committee Chair reviews search criteria and timeline with Dean	Search Committee Chair and Dean
January XX 202X	Applications close/HR pulls applicant pool	HR
January XX 202X	HR, Provost and Dean review diversity of applicant pool; if deemed to be insufficiently diverse, appropriate steps to build a diverse pool will be taken	HR, Provost and Dean
January - February 202X	Applicant pool is reviewed/screened by Search Committee using 1 st set of criteria. List of applicants is recommended to move to Zoom interviews.	Search Committee
February XX 202X	Committee Chair meets with Dean to present list of applicants	Search Committee Chair
January 202X	Search Committee reviews applicants to recommend semifinalists for Zoom interviews	Search Committee
January XX 202X	Committee Chair meets with Dean to present list of semifinalists	Search Committee Chair
January - February 202X	Assistant contacts semifinalists and schedules Zoom interviews	Administrative Assistant
January - February 202X	Interview criteria sheets are distributed, and committee prepares for Zoom interviews	Search Committee Chair, Search Committee, Administrative Assistant
January - February 202X	Semifinalist Interview Week (Zooms)	Search Committee Members
February 202X	Search Committee scores each semifinalist (per the criteria and agreed-upon process) Committee Chair and Assistant compile data	Search Committee Chair, Administrative Assistant
February 202X	Committee meets to discuss Zoom interviews, scores and recommendations for finalists	Search Committee
February 202X	Committee Chair meets with Dean and presents recommended finalists.	Search Committee Chair
February 202X	Dean presents recommended finalists to HR and the Provost, reports on diversity of the finalist pool. If deemed insufficient, appropriate steps to build a diverse finalist pool will be taken. Dean informs Committee Chair when finalist list is approved.	Dean
February 202X	Committee Chair informs finalists. Assistant supports Committee Chair in setting up logistics for on-campus visits	Search Committee Chair, Administrative Assistant
February - March 202X	Assistant schedules each finalist on the predetermined days for on-campus, in-person, day-long interviews	Administrative Assistant
March 202X	Department Chair informs department of the finalists and their background; information is given on how faculty, cadets and others can provide comments of the finalists' interviews, for the committee consideration	Department Chair, Committee Chair
March 202X	Reminders are sent to stakeholders regarding finalists' campus visits and opportunities for feedback	Department Chair, Search Committee Chair and Administrative Assistant

March 202X	Finalists Interview Week	Search Committee, Department Faculty, Dean, Cadets
March 202X	Stakeholders provide comments to Search Committee through Committee Chair and Assistant, per the pre-determined surveys and timeline	Faculty, Staff and Cadets
March 202X	Search Committee Chair compiles scores and comments, and Search Committee writes a report of recommendation(s) with an unranked list of finalist and their strengths.	Search Committee
March - April 202X	Search Committee meets with Dean to provide recommendation and report	Search Committee, Committee Chair, and Dean
March - April 202X	Department Chair shares compiled information and recommendation report with Department faculty	Department Chair, Committee Chair
March - April 202X	Dean and Provost confer on recommendation report submitted by Search Committee	Dean
March - April 202X	Dean informs Department Chair and Search Committee about recommendation to appoint	Dean
March - April 202X	Dean confers with Provost and HR regarding salary offer	Dean, HRperson, Provost
April 202X	Offer is made	Dean