SSIS COLLEGE OF SSIS
Office of the Dean
Fall 2023

REMINDER OF CAMPUS DOCUMENTS
AND GUIDANCE FOR FACULTY RECRUITMENTS

Departments will use the COMMON HUMAN RESOURCES SYSTEM (CHRS) to administer faculty searches in accordance with the manual (Link?). While there is no formal hiring fellows through the Office of Inclusive Excellence this year, search committees will still be expected use the tools and resources to ensure continued commitment to inclusive hiring practices.

The Chancellors Office recruitment training titled: SEARCHES AND RECRUITMENT IN THE CSU (link) **is required by every member of the search committee before applications are released.** This program is offered on CSU Learn, located in your My Sac State portal. You will need to log in with your Sac State credentials to access the training. It will take approximately 2 hours to complete and is valid for two years. For those who use a "committee of the whole" model, someone who doesn't complete the training is ineligible to serve as part of the committee of the whole. In addition, AA/EOR training for the entire committee is highly recommended and considered a best practice!

Meeting with the Dean:

The Dean will meet with each search committee to review the shared process of faculty recruitment, align expectations, and address any questions or concerns, timing etc. Please work with Marsha to arrangement meetings early in the process, before applications are to be reviewed.

Important: External ads must meet the H1B advertising requirements as outlined in the Recruitment Guide on page 17.

Recruitment Guides and Resources:

Visit the Office of Faculty Advancement Recruitment Resources and the CHRS Recruiting: Training Resources website to view all of the recruiting resources you'll need for faculty recruitments.

- *ADVERTISING INFORMATION* – updates on centrally located advertising locations were provided in an update by OFA. The campus has partnered with JobElephant, an external Higher Education advertising agency. JobElephant will simplify and expedite our advertising process and provide useful analytics. The University has also purchased unlimited postings for *Chronicle of Higher Ed* and *Higher Ed Jobs*. Along with *DiversityJobs*, these are the premier places

to list academic positions on a general level. You need to do NOTHING for these postings – they will automatically be "scraped" from the new CHRS Recruiting Module and added to their database

REMINDER OF SSIS PROCESSES THROUGHOUT THE SEARCH

1. **Per above, pre-meeting with Dean early in the process while the position is posted and prior to application reviews.**

2. **SSIS DEAN CERTIFICATION OF THE FULL APPLICANT POOL**

Prior to the search committee review of the applicants, the applicant pool will be reviewed by the Dean who will get access to the data and related information from OFA. The Dean will confer with the chair of the search committee and/or the entire committee if there are questions or concerns about the applicant pool. If warranted, the Dean may also confer with the Office of Inclusive Excellence and/or the Office of Faculty Advancement, and/or the Provost at any point during the search process.

3. **REVIEW of SHORT LIST of APPLICANTS**

Assuming a typical pool size, e.g., 50-100 applications, the Search Committee will work together to identify a subset of "top" applicants relative to the search criteria. This short list is commonly not more than 10 top applicants but may range from 6-15 applicants based on the modality of the "pre-interview" and the will of the committee. The Dean will review and approve the detailed short list and will confer with the search chair and/or committee as needed.

4. **SELECTION AND REVIEW OF FINALISTS FOR ON CAMPUS INTERVIEW**

Upon the completion of screening/pre-interview of the short list applicants, the search committee will further narrow the list to determine a shorter list to invite for a full "on campus" interview day. The committee chair will consult with the Dean regarding the selected modality for finalists as well as a review of the recommended candidates and the appropriate number. Onsite visits that incur travel-related and accommodation expenses are typically limited to 3 candidates per search. It may be possible to add up to 2 additional candidates who live in the region (greater Sacramento area or outlying region) and/or a virtual modality is used.

5. **ON CAMPUS INTERVIEW GUIDELINES**

The search committee begins the process of creating an interview schedule for each candidate. All candidates must be provided with comparable schedules and subject to consistent practices.

An interview day schedule plan should include at least the following for onsite visits:

- Determination of who will retrieve the candidate from their hotel if applicable and plans for who will escort the candidate to various locations through the day
- Campus Tour – ask candidate if they have any particular interests to see
- Meeting with the Department Chair to discuss the department RTP document, department-specific items, practices, and norms
- Meet with the Dean (30 min – schedule with Dean's Assistant asap)
- Interview with the hiring committee
- Meeting and/or class session with students
- Meeting and/or research/job talk presentation with department faculty each candidate
- Interview lunch* (limit to no more than 4 members of the search committee/department)
- Interview dinner* ((limit to no more than 4 members of the search committee/department)

*IMPORTANT: The College will not reimburse for the purchase of alcohol

6. RECOMMENDATION TO HIRE

The search committee members will work together to determine which of the finalists they will recommend for hire. The list of recommendations will be provided to the Dean including a detailed assessment of relative strengths and weaknesses of each candidate relative to the search criteria.   Each of the recommended candidates must be deemed acceptable for hire and ranked. If a candidate is not recommended, clearly indicate the reasons why, relative to the search criteria. After conferring on the order of offers, the Dean will request authorization from the Provost to make an offer to the top candidate with a contingency plan to continue making offers to the subsequent candidates, if the first is declined.   Upon approval, the department will decide who makes the actual first call of offer, followed by a call from the Dean to discuss salary, terms of offer, startup and other negotiation details.

Please note that automatic regret notifications will not be sent to candidates who interviewed on campus but were not selected. It is best practice to send personalized regrets to these candidates.

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Additional Resources:

[Office of Faculty Advancement: Faculty Recruitment Guide](#):
Includes helpful information regarding:
- *Inclusive practices in the Search Process*
- *Guidelines for crafting job posting and required materials*
- *Regret notifications*