##### **RECRUITMENT PROCEDURES for**

**ACADEMIC ADMINISTRATORS (MPP)**

# **Step 1: Position Approval**

* Allocation of funds for positions is made through the Academic Affairs and University budget development process.
* Special requests to meet unanticipated needs during the fiscal year are directed to the Provost/Vice President for Academic Affairs.

## Step 2: Position Description/Job Announcement

* The department/division is responsible for writing the position description, with assistance from Academic Personnel as needed.
* The position description is written in job announcement format using the electronic ***Job Announcement Template*** provided by Academic Personnel. An electronic version (Word) of the job announcement is emailed to Academic Personnel for review and a hard copy is attached to the ***Faculty/MPP Request to Recruit*** form.
* The detailed job announcement and the ***Faculty/MPP Request to Recruit*** form are submitted for review and approval to the Dean; and then to the Provost/VPAA for review and approval. Academic Personnel will not finalize the job announcement nor initiate recruitment prior to receiving final review and approval.

## Step 3: Identifying the Search Committee

* Concurrent with review and approval of the job announcement, a Search Committee is established.
* The department/division is *strongly* encouraged to keep the Search Committee to a reasonable size *(e.g. 3 members in addition to the chair)* in order to better manage scheduling concerns. Others will have opportunity for input during candidate campus visits, presentations, open forums, etc.

## Step 4: Recruitment and Advertising

* Academic Personnel assigns each position a job announcement number that appears in all ads.
* Academic Personnel researches advertising deadline dates and rates, and places advertisements in sources such as: Chronicle of Higher Education, HigherEdJobs.com, Higher Education Recruitment Consortium (HERC), Women in Higher Education, Hispanic Outlook, Diverse Issues in Higher Education, American Association of Blacks in Higher Education, Journals of Blacks in Higher Education, Latinos in Higher Education, CSU system-wide website, and CSUMB website.
* On the ***Request to Recruit*** form, please list all industry specific sites. The department/division is responsible for these posting fees.

## Step 5: Application Process

* All applicants ***must apply*** ***online***.
* Applicants must submit all required documents by the priority screening date to ensure review. Required application materials include a cover letter, curriculum vita and online application.
* If additional or hard copy materials are requested, the department is responsible for receiving them and ensuring that the candidate has also applied online.
* Rather than requesting additional materials from every applicant, departments are encouraged to request additional materials only from the “short list” of candidates, when appropriate.
* If the committee wishes to review applications submitted after the priority screening date, all applications received by the extended screening date must be reviewed, i.e. no “picking and choosing” late applications.

## Step 6: Screening of Applicants

* The search process is ***confidential***, therefore application materials and committee discussions must be held in strict confidence.
* The committee should carefully discuss the steps they will follow in the screening and selection process, including criteria they will apply, the method of evaluating applicants against those criteria, and the process by which decisions will be reached. Criteria should be objective, measurable and job-related.
* The Search Committee conducts an initial screening of applications to determine those meeting minimum qualifications and then further screens those meeting desirable qualifications in order to identify those to be interviewed.
* Screening for minimum qualifications may be carried out by a subcommittee of the Search Committee or by the whole committee by a process determined and agreed to by the committee.
* Minimum qualifications used in screening must match ***exactly*** those listed in the Job Announcement.
* Applicants with incomplete files may be asked to send missing materials needed for subsequent review.
* A Search Committee may include in its screening process an intermediate step (telephone/Skype interviews) to further reduce the size of the pool.

## Step 7: Identifying Interviewees

* The list of candidates selected for interview and the list of interview questions must be sent to, and approved by, the Provost and Academic Personnel prior to contacting candidates for interviews. This applies to both telephone/skype interviews and on-campus interviews.
* Department/Division assistant or the committee’s support person arranges for candidates to travel to campus and provides Academic Personnel with the interview schedule.
* The names of the interviewees must be added to the Online Recruitment System by the committee chair or assistant.

## Step 8: Campus Visit

* Each candidate interviewed on campus will participate in a similar schedule of activities. (see below)
* Prior to, or during the campus visit, all candidates must sign the ***Applicant Authorization and Consent for Release of Information*** form that authorizes Academic Personnel to run a criminal background check.  To contain costs, we run a criminal background check on the top candidate for an open position.  Should an offer of employment need to be extended prior to completion of the background check, that offer will be contingent on the background check.
* Prior to, or during the campus visit, all candidates must sign the ***Reference Authorization and Release Form*** prior to any reference checks.
* Attendees at these meetings are given feedback forms (committee’s support person provides handouts with candidate name and space for commenting on strengths and weaknesses with directions to provide comments to search chair via the form).
* The formal interview with the Search Committee consists of an identical set of job-related questions asked of each candidate. Follow-up questions may vary from candidate to candidate based on the need for clarification or further elaboration.
* Department/Division assistants or the committee’s support person will provide candidates with the appropriate paperwork in order to receive reimbursement for allowed expenses.
* **Interviews may not be recorded**. This applies to both Skype and on-campus interviews.

**Sample Interview Schedule:**

9:00-10:30am Search Committee Interview

11:00-12:00pm Meet with Provost

12:00-1:30pm Lunch with Deans

1:30-2:30pm Campus and Housing Tour

2:45-3:45pm Meet with Academic Affairs and/or Senior Leadership

4:00-5:00pm Open Forum with Campus Community

5:00pm Dinner with two members of the search committee

**Step 9: Reference Checks**

* The Search Committee must conduct *at least* three reference checks*.*
* Applicants must sign the ***Reference Authorization and Release Form*** prior to speaking to any references.
* Reference checks should be conducted via telephone, not by email and be typed. An interactive conversation about a candidate will be more thorough and enlightening if interactive questions and comments take place.

## Step 10: Recommendation for Appointment

* The Search Committee will prepare a narrative detailing the strengths and weaknesses of each interviewee. **The narrative should not rank the candidates.**
* Narrative and supporting documentation (listed below) will be submitted to the Provost and to Academic Personnel.

**Minimum Documentation Required - Sent to Provost/AP**

* Search Committee’s narrative on strengths and weaknesses
* Finalists’ vitae
* Reference checks for top candidates
* All materials (including notes from students, colleagues, feedback on presentations, etc) are ultimately sent to Academic Personnel when the recruitment is complete.
* After reviewing the documents from the committee, the Provost will submit his/her recommendation to the President that will include a specific explanation for the selection of the recommended candidate over other finalists interviewed In addition, the Provost will also provide the following supporting documentation concerning the recruitment and selection process.

**Minimum Documentation Required from Provost**

* Search Committee’s narrative on strengths and weaknesses
* All finalists’ vitae
* Reference checks for top candidates
* Provost’s recommendation with the following information:
* Start Date
* Salary placement
* Retreat rights
	+ Moving expenses - standard amount from AA Budget (and division supplement, if applicable)
* The Provost will contact Academic Personnel to discuss personnel related considerations relative to the recommendation.
* Negotiations regarding salary placement and retreat rights are conducted by the Provost in consultation with the President and Academic Personnel.
* Upon verbal acceptance, the Provost communicates final offer/acceptance, along with the search packet to Academic Personnel.
* An offer of appointment letter will be prepared by Academic Personnel on behalf of the President and sent to the selected candidate.
* Upon official written acceptance of the offer of appointment, the Search Committee Chair or designee will contact all interviewed finalists by telephone to inform them of the results. Written notification is sent to other applicants from Academic Personnel, either during the process or at completion, as appropriate.

##