

Recruitment Record Certification (formerly AA-4)



**CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE**

RECRUITMENT RECORD CERTIFICATION for Tenured/Tenure-Track Faculty (formerly AA-4)

DEPARTMENT INFORMATION	
Department:	Faculty Hire Number (23-??):
Department Contact:	Contact Phone Number:
Recommended Applicant Name:	
Position Rank/Step/Title:	
Anticipated Start Date:	Date Recruitment Began:

COMPOSITION OF SEARCH AND SCREEN COMMITTEE ("SSC")	
SSC Chair:	
SSC Member:	SSC Member:
SSC Member:	SSC Member:
SSC Member:	

POSITION ANNOUNCEMENT	
	ATTACH a copy of the approved position announcement (as approved in OnBase)

(UPDATED) RECRUITMENT PLAN	
	ATTACH a copy of the SSC's updated recruitment plan demonstrating efforts to reach a broad pool of applicants, including outreach beyond traditional advertisements.
	ATTACH a copy of the advertisements in publications place by the department <i>and</i> copies of any cover letters used in the mailings and outreach.

EVALUATION INSTRUMENT, INTERVIEW QUESTIONS, AND CAMPUS ITINERARY	
	ATTACH a copy of the evaluation instruments (i.e., rating form that includes criteria derived from position announcement and job description) used by the SSC to determine which applicants met minimum qualifications and advanced in subsequent rounds of the selection process, including telephone, skype, zoom and campus interviews.
	ATTACH the SSC's interview questions asked of all applicants who interviewed (including by telephone, skype, zoom, and on campus).
	ATTACH the itinerary/schedule for each candidate interviewed on campus.

SSC'S PROCESS REPORT	
	ATTACH a copy of the SSC's search report detailing the search and screen process, including recruitment efforts, the equitable consideration of all candidates, justification for the selection of the recommended candidate (and documenting the disposition of those candidates who did not advance in the search).

Required Approvals	Signature	Date
Department Chair		
College Dean		
*AVP of Equity and Compliance		

*This signature may be obtained via email or Adobe sign.

Tenure-Track/ Full-Time Faculty Hiring Search Report Form

The goal of the Office of Equity and Compliance in its review of search reports is to verify that all candidates in the search process were treated equitably pursuant to Equal Employment Opportunity guidelines and regulations. The information required maximizes the possibility that the information required for such verification is documented in the report.

The following information describing the search process should be included in an attempt to provide all of the information that the Manual of Procedures for Search and Screen Committees requires for a complete Search Report. (Please attach additional information if necessary)

The Screening Process

- 1 How many applications were received by the review date?
- 2 How many were received in total?
- 3 How many applicants met minimum qualifications?

Name of committee member(s) who conducted the initial screening of applications for minimum qualifications:

- 4 How did you determine which candidates to advance to telephone/skype interviews?

- 5 Did all members of the search committee conduct the telephone interviews? **YES** **NO**

If not, explain why not and steps the committee took to preserve equity with regard to the telephone interviews:

- 6 Did all members of the search committee conduct the skype interviews? **YES** **NO**

If not, explain why not and steps the committee took to preserve equity with regard to the skype interviews:

***Attach the evaluation instrument(s) used or scoring rubric(s) used to determine applicant qualifications**

Campus Interviews and Determination of Finalist Pool

- 7 As it pertains to process, how was the pool narrowed down to those considered for campus interviews?

(For example, were there specific experiences, skills or attributes that the applicant demonstrated or presented which the committee identified as reasons for advancing particular applicants to the campus interview stage? Did the committee rank the applicants using a combination of their scores from the first round of evaluations, the telephone/skype interview scores, and consideration of their experience, research and publications?)

8 Did all final applicants engage in the same activities during their visit? (e.g., a class demonstration? Met with the Dean? The Chair? Faculty? Students? Campus tour? Meals with specific persons?)

YES NO

If not, describe the differences and provide an explanation as to why there were differences, including steps the committee took to preserve equity with regard to the campus interviews:

[Redacted area]

9 Describe the final applicants' schedule of activities for the on-campus interview.

[Redacted area]

***Attach the campus itinerary (ies).**

10 Briefly, what were the strengths and weaknesses of the each final applicant?

[Redacted area]

11 How did the search committee arrive at its final consensus regarding its recommended candidate(s)?

[Redacted area]

(For example, was there an overall evaluation, including both the previous rankings, your impressions from the oncampus interviews, including both presentations (classroom or research) and conversations with committee members? Was there discussion at a department faculty meeting or a vote of faculty taken? Was an evaluation sheet distributed at the classroom demonstration? Were students provided with an opportunity to provide feedback?)

Department: [FILL IN BLANK]

Faculty Hire Number: [FILL IN BLANK AFTER OEC DESIGNEE ASSIGNS SEARCH NUMBER]

Rank: [FILL IN BLANK]

Effective Date of Appointment: [FILL IN BLANK] (Subject to Budgetary Approval)

Salary Scale: [FILL IN] \$00,000 to \$00,000 (Dependent upon qualifications)

CSUN's Commitment to You:

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation, and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

For more information about the University, visit: <http://www.csun.edu>

About the College:

For more information about the College of [FILL IN BLANK], see: [insert link to college's website]

About the Department:

For more information about the Department of [FILL IN BLANK], see: [insert link to department's website]

Position:

The department of [FILL IN BLANK] at California State University, Northridge (CSUN) is seeking a tenure-track faculty member in [FILL IN BLANK] at the rank of [FILL IN BLANK]

The successful candidate will teach [FILL IN BLANK] and have research interests in [FILL IN BLANK]

In addition to teaching, the position requires weekly office hours, attending faculty meetings, participation in assessment of student learning, and service to the department, college, and university. The successful candidate will be held to the standards and requirements of the college and department in which he/she/they is/are housed for recommending tenure and promotion.

[FILL IN BLANK]

Required Qualifications:

As a Hispanic-serving Institution (HSI), inclusiveness and diversity are integral to CSUN's commitment to excellence in teaching, research, and engagement. As of Fall 2020, CSUN enrolls ~40,000 students, where 56% are Latinx, 20.8% are White, 9.3% are Asian-American, 4.8% are Black/African American, 0.1% are Native American, and 0.1% are Native Hawaiian or Pacific Islander. The successful candidate

will help the Department achieve equitable academic outcomes for all students through teaching, student mentorship, scholarship, and service.

- [FILL IN BLANK] from an accredited institution
- College or University-level teaching experience, both in-person and online
- [FILL IN BLANK]
- [FILL IN BLANK]
- [FILL IN BLANK]
- [FILL IN BLANK]

Preferred Qualifications:

- Evidence of effective engagement OR potential to engage with a diverse student body
- Experience using culturally responsive pedagogy that leads to equitable outcomes for all students
- Experience creating a student-centered learning environment
- Research/Lab experience that includes working with students from diverse backgrounds
- Experience adopting inclusive approaches to mentoring
- [FILL IN BLANK]
- [FILL IN BLANK]
- [FILL IN BLANK]
- [FILL IN BLANK]

Application Deadline:

Screening of applications will begin [FILL IN BLANK] Priority will be given to applicants who meet the screening deadline; however, the position will remain open until filled.

How to Apply:

Candidates should apply by completing the CSUN online application. To apply and for more detailed information on the application and hiring process, please visit this link: www.csun.edu/careers.

Applicants must submit [FILL IN BLANK] to the website in the section above. In later stages of the search process, applicants may be requested to provide additional materials, including [FILL IN BLANK].

At time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the United States Citizenship and Immigration Services (USCIS) to work in the United States.

General Information:

In compliance with the Annual Security Report & Fire Safety Report of Campus Security Policy and Campus Crime Statistics Act, California State University, Northridge has made crime-reporting statistics available on-line here. Print copies are available by request from the Department of Police Services, the Office for Faculty Affairs, and the Office of Equity and Diversity.

The person holding this position may be considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and prohibits hiring employees to perform CSU-related work outside of California.

CSUN is an Equal Opportunity Employer and prohibits discrimination based on race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in CSU Executive Order 1096. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting [Fill in department contact] at 818-677- [FILL IN BLANK].

***instructions on how to print an excel sheet to a one (1) page PDF for inclusion in this packet can be found on CHRS: Tenure-Track/Full-Time Faculty recruitment page: [Print Excel Sheet to one PDF page](#)**

	A	B	C	D	E	F
1	RECRUITMENT AND ADVERTISING PLAN - CHECKLIST					
2		Department:		Position:		Hiring Number:
	Check all that apply & Fill in blanks	ADVERTISING CATEGORY	NAME <i>(e.g. name of addressee, association, department)</i>	TYPE OF AD or PERSONAL OUTREACH <i>(e.g. personal email/regular letter; Listserv; online web post; print)</i>	FUNDING SOURCE <i>(e.g. department; produced by individual faculty/committee member)</i>	LENGTH OF AD <i>(e.g., number of days, or start and end dates)</i>
3		CSU Campus <i>(sister/related department)</i>				
4			Department of . . .			
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8		UC Campus <i>(sister/related department)</i>				
9			Department of . . .			
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13		Other Universities <i>(sister/related department)</i>				
14			Department of . . .			
15						
16						
17						
18						
19	X	Traditional Journals/Serials				
20			Chronicle of Higher Education	https://jobs.chronicle.com	Provost's Office	
21			Higher Education	https://www.higheredjobs.com/?locale=en_US	Provost's Office	
22						
23						
24						
25	X	Non-traditional Journals/Serials				
26			Diverse Issues in Higher Education	https://www.diverseeducation.com	Provost's Office	
27			Journal of Blacks in Higher Education	https://www.blacksinhighered.com	Provost's Office	
28			Native Americans in Higher Ed	https://www.nativeamericansinhighered.com	Provost's Office	
29			Women in Higher Education	https://www.wihe.com	Provost's Office	
30			LGBT in Higher Education	https://www.lgbtinhighered.com	Provost's Office	
31			Insight into Diversity	https://www.insightintodiversity.com	Provost's Office	
32			Prism at USC Race and Equity Center	https://race.usc.edu/colleges/prism/	Provost's Office	
33			Hispanic Outlook	https://www.hispanicoutlook.com		
34			Latinos in Higher Ed	https://latinosinhighered.com		
35	X	Career Job Boards				
36			LinkedIn (Diversity)	https://careers.linkedin.com/diversity-and-inclusion	Provost's Office	
37			Cal Jobs Service EDD	https://edd.ca.gov/en/jobs_and_training/Caljobs	Provost's Office	
38			CSUN Jobs	http://www.csun.edu/careers	Provost's Office	
39			CSU Careers Website	https://csucareers.calstate.edu	Provost's Office	
40			Higher Education Recruitment Consortium (HERC)	https://www.hercjobs.org	Provost's Office	
41						
42		Directories/Resume Banks				
43			CSU Chancellor's Doctoral Incentive Program (CDIP)	heidi.schumacher@csun.edu https://www.calstate.edu/csusystem/faculty-staff/cdip/ https://www.calstate.edu/csusystem/faculty-staff/cdip/Pages/prepp.aspx	Chancellor's Office	
44			CSU PRE-Professor Program (PREPP)	https://www.indeed.com/		
45			Indeed.com			
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47		Professional Job Fairs				
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52		Professional Associations				
53			Hispanic Association of Colleges & Universities	https://www.hacu.net/hacu/Advertising_OpportunitiesAC.asp	Provost's Office	
54			American Association of Hispanics in Higher Education	www.aahhe.org		
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59		Professional Networks <i>(including Listservs)</i>				
60			H-Net	Listserv		
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64		Social Agencies				
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69		Word of Mouth				
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Insert copies of the advertisements in publications place by the department and copies of any cover letters used in the mailings and outreach.

The itinerary/schedule for each candidate interviewed on campus.