

Recruitment Record Certification (formerly AA-4)

*Please use this for as the top sheet and checklist for the CHRS Recruitment Record



**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:
Recommened 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:	SSC Member:

SSC'S SEARCH/PROCESS REPORT	
	ATTACH a copy of the SSC's TT_FTF Search Report Form and the Committee Recommendation to the Dean 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).

POSITION ANNOUNCEMENT	
	ATTACH a copy of the approved position announcement which was published via CHRS.

(UPDATED) RECRUITMENT PLAN	
	ATTACH a copy of the SSC's Complete Recruitment Plan demonstrating efforts to reach a broad pool of applicants, including outreach beyond traditional advertisements.
	ATTACH copies of all departmentally placed advertisements.
	ATTACH copies of all emails and communications sent by the department to advertise the position.

EVALUATION INSTRUMENT, INTERVIEW QUESTIONS, AND CAMPUS ITINERARY	
	ATTACH a copy of the evaluation instruments (i.e., Complete Master Tracker and Complete Rubrics) 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.

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

*The OEC signature will be obtained via the CHRS Offer Card Approval Process. Please do not send for signature via email or Adobe sign.