

Procedures for Full-Time Lecturer Recruitments

Introduction

Cal Poly is committed to recruiting, retaining, and engaging a highly talented and diverse faculty who will advance the mission of Cal Poly and the mission of the CSU. The purpose of these procedures is to assist academic departments in their efforts to recruit the best qualified candidates for full-time lecturer faculty positions at Cal Poly while ensuring that the search process produces broad and diverse candidate pools and that all aspects of the process are non-discriminatory.

This document is intended to provide assistance to academic departments involved in the recruitment, selection, and nomination of full-time lecturer faculty. It is not a comprehensive resource and must be used in conjunction with CSU recruitment policies, Employment Equity Policies, College and Department Personnel Policies, and the CSU and CFA collective bargaining agreement. Faculty recruitments are supported online through Cal Poly Jobs (jobs.calpoly.edu).

The typical search process has four phases: pre-recruitment, recruitment, screening and selection, and post-recruitment. Tenure-line faculty serving on search committees for full-time lecturer positions are strongly encouraged to review the Tenure-Track Recruitment Procedures, as well.

Cal Poly's Commitment to Diversity*

**The definition of diversity is specifically inclusive of, but not limited to, an individual's race/ethnicity, sex/gender, socioeconomic status, cultural heritage, disability and sexual orientation.*

At Cal Poly we believe that academic freedom, a cornerstone value, is exercised best when there is understanding and respect for our diversity of experiences, identities, and world views. Consequently, we create learning environments that allow for meaningful development of self-awareness, knowledge, and skills alongside attention to others who may have experiences, worldviews, and values that are different from our own. In so doing, we encourage our students, faculty, and staff to seek out opportunities to engage with others who are both similar and different from them, thereby increasing their capacity for knowledge, empathy, and conscious participation in local and global communities.

In the spirit of educational equity, and in acknowledgement of the significant ways in which a university education can transform the lives of individuals and communities, we strive to increase the diversity at Cal Poly. As an institution that serves the state of California within a global context, we support the recruitment, retention, and success of talented students, faculty, and staff from across all societies, including people who are from historically and societally marginalized and underrepresented groups.

Cal Poly is an inclusive community that embraces differences in people and thoughts. By being open to new ideas and showing respect for diverse points of view, we support a climate that allows all students, faculty, and staff to feel valued, which in turn facilitates the recruitment and retention of a diverse campus population. We are a culturally invested university whose members take personal responsibility for fostering excellence in our own and others' endeavors. To this end, we support an increased awareness and understanding of how one's own identity facets (such as race, ethnicity, gender, sexual orientation, religion, age, disability, social class, and nation of origin) and the combinations of these identities and experiences that may accompany them can affect our different worldviews.

Pre-Recruitment

1. The dean notifies the department when the initiation of a full-time lecturer search is approved.
 - a. In consultation with the dean, the department chair determines whether the position will be listed as a one-year or two-year position. Chairs and deans should consult the [Guidelines for Determining Full-Time Lecturer Contract Duration](#) when making their decision. The duration of the contract must be listed in the vacancy announcement.
 - b. Department tenure-line faculty (could be the search committee, screening committee, or department head/chair, depending on timing of the position approval) develop the vacancy announcement.
 - c. The vacancy announcement should include a job summary, the required and preferred qualifications for the position, a statement of the department's (or university's) commitment to diversity, equity, and inclusion (DEI) and information regarding how to apply. All advertisements must also include an anticipated salary range.
 - d. At a minimum, applicants should be required to submit the following materials in addition to their application in PageUp. Other materials such as a teaching philosophy statement, diversity statement, unofficial transcripts, etc. may be requested by the college or department.
 - a. CV
 - b. Cover Letter
 - e. A recruitment plan is not required by OUDI for full-time lecturer searches, but colleges may require one. Please consult your college to learn requirements specific to your college. All searches must include advertisements, recruitment activities and outreach intended to develop a viable, strong, and diverse pool of qualified candidates.
 - f. When considering all aspects of the recruitment, please consult OUDI's website "[Embedding Diversity in Faculty Hiring](#)."
2. The department tenured and probationary faculty elect a search committee of at least three tenured faculty. Probationary faculty may serve with permission from the dean, but the committee cannot be composed entirely of probationary faculty. The department chair

may serve on the search committee as one of the three elected faculty. The committee elects its chair and selects a trained Employment Equity Facilitator (EEF).

3. The department/college coordinator submits the job requisition in PageUp. They append the recruitment plan (if any) in the “documents” section of PageUp, and enter the names of search committee members, including the chair and EEF. The requisition is then routed for signatures.
4. Once the requisition is approved, AP opens the recruitment and the department is notified by system-generated email to post the advertisements. Full-time lecturer positions must be advertised nationally. Standard postings of the advertisement placed automatically by AP include *Higher Ed Jobs*, *Diverse Issues in Higher Ed*, *CSU Careers*, and the *Cal Poly Report*. The department should ensure that all additional advertisements are placed per the recruitment plan. According to [UFPP 2.4.3](#), the job must be posted for 30 days before review begins.

Recruitment, Screening, and Selection

Training

1. AP search committee training is not required, but is offered if the search committee or college requests it.
2. Additional training on issues related to DEI (evaluating DEI statements, etc.) may be requested from OUDI.

Screening and Selection

1. For all applications submitted by the review begin or closing date, all members of the search/screening committee must review the application, CV, cover letter, and diversity statement using a candidate evaluation form or spreadsheet. Search committee members should review the PAFs of any internal candidates who meet the minimum qualifications. Candidates who are not qualified and are not under consideration should be moved to the “Search Committee Review Unsuccessful” status in PageUp.
2. The search committee generates a list of qualified candidates for first round screening interviews (typically over Zoom). Committees should interview at least four candidates. Such candidates should be moved into the appropriate status in PageUp.
3. Screening interviews are conducted by the search committee. The EEF must be present for these interviews, and all candidates must be asked a consistent set of questions, including a question about DEI. While this question does not need to be approved by OUDI, committees are encouraged to use questions similar to those asked of tenure-line candidates where applicable.
4. Best practice is for the search committee to select a group of three finalists from the screening interview candidates and hold second-round interviews. These interviews may be on campus or over Zoom. If there are second round interviews, all candidates must be

asked a consistent set of questions, and if there are visits, the tenure-track recruitment on-campus visit protocols must be followed.

5. Based on the first or second interviews, the search committee determines a rank order of acceptable candidates.
6. Before making a hiring recommendation to the dean, at least two members of the committee should conduct telephone reference checks for the selected candidate's on-list references. The search committee chair or department chair must inform the candidate that they will conduct on-list reference checks before contacting the references. If the search is for multiple positions, the committee should conduct telephone reference checks for all candidates it wishes to recommend for hire.
7. If a terminal degree is required for the position (which is typical), and a candidate is ABD during the recruitment, verify the anticipated date of the degree conferral, preferably with the candidate's dissertation advisor or other appropriate official. This may be done during on-list reference checks if the advisor is a reference for the candidate.
8. Before making a hiring recommendation to the dean, the search committee should ensure that the selected finalist has submitted all required application documents including unofficial transcripts. The search committee should also ensure that three letters of reference have been received from the on-list referees. Offers cannot be extended without these materials.
9. For searches that are conducted for a single position, all interviews must be completed for all finalists before the search committee makes any hiring recommendations. For searches with multiple positions, it is recommended that all interviews be concluded before any candidate is offered the position.
10. The search committee makes their final hiring recommendations to the dean or associate dean, depending on the college practice.
11. The dean or their designee conducts final reference checks, including current and possibly previous academic supervisors such as department chairs and deans before finalizing a hiring recommendation. The dean or designee must inform the finalist prior to making off-list reference checks.

The Offer

1. Following successful reference checks, the dean as the appropriate appointing authority will determine/approve salary.
2. In most cases, deans delegate the offer process to department chairs. Consult with your dean's office to ensure this is the case.
3. The department chair will communicate the offer to the candidate verbally/via email, receives email acceptance of the offer, or revises the offer as appropriate.
4. Once an email acceptance has been received, the college personnel analyst creates the offer card in PageUp. If the appointment is for two years and includes moving expenses, the college personnel analyst prepares the official offer letter and emails it to the college's AP analyst for review. Following AP review/response, the letter is uploaded to PageUp and delivered to the candidate.

5. Once an offer has been accepted in PageUp and the new hire has completed the PageUp form, the college personnel analyst will receive an Empl ID from AP. The analyst creates an eAP101 and AP initiates the required background check. If any issues arise with the check, AP will notify the dean.
6. If a finalist needs a visa, the department chair or college analyst should reach out to AP as soon as possible, potentially even before the written offer is accepted, so the visa analyst can begin working with the prospective/new faculty member.
7. The search committee chair or department coordinator moves all applicants to the appropriate status within PageUp, which will result in automated emails going to those candidates. Best practice is to call or email any finalists and screened candidates individually, though this isn't required.

Post-Recruitment

1. The search committee chair or department/college coordinator collects all documentation regarding the recruitment for archival purposes. Current CSU policy requires retention of recruitment documentation for three years.
2. Required materials include: copy of position vacancy announcements and all ads; candidate evaluation forms for all qualified candidates; finalist telephone reference check summaries; a record of the search committee's actions; the search committee's hiring recommendation to the dean or associate dean; and completed final reference check forms.
3. Search committee chair or department/college coordinator uploads these materials to PageUp on the Documents Tab using the category of "Recruitment Documents." Upon successful upload, notify AP to close the recruitment. AP will not close a recruitment in PageUp until these materials are present.
4. The EEF completes their report based on the template form emailed to them from the Civil Rights and Compliance Office.
5. In conjunction with AP, the college personnel analyst creates the new faculty member's electronic PAF. Required materials include: application, CV, cover letter, diversity statement, letters of reference, and offer letter; official transcripts should be added as soon as received. The PAF must be maintained throughout their employment with Cal Poly and must be retained according to the CSU retention policy.
6. The department faculty and dean prepare for and welcome the new faculty member!

Internal and Known Candidates

Some candidates may be internal (have another position on campus) and may be known by committee members. Some external candidates may also be known by committee members. A committee member may have encouraged promising candidates to apply for the position. These situations are not problematic unless a search committee member is unable to evaluate the

candidate fairly and in a professional manner. A committee member may not serve as a reference for any candidate.

CSU policy on Nepotism: “No CSU Employee shall vote, make recommendations or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member.” (HR Letter 2004-18)

Whether the candidate is known or unknown by members of the search committee, follow all steps in the protocol. It is inappropriate to promise the candidate special consideration. For example, if you conduct a Zoom interview with semi-finalists, and one semi-finalist is a lecturer in the department, do not skip the Zoom interview or offer to conduct it in person. You may be well acquainted with the candidate’s background, but you may learn things you did not know. You will see how the candidate responds to the same questions the other candidates faced. It is not necessary to ignore what you know about an internal candidate’s job performance in order to treat all candidates in a non-discriminatory manner, just as you would not ignore such information about an external candidate. The objective is to evaluate all candidates fairly and professionally. If a search committee member has a clear conflict of interest with a candidate, they should recuse themselves from the search committee and another faculty member should be elected in their place. Please reach out to Academic Personnel with any questions about conflicts of interest.