

## Best Management Practices for Hiring CAFES Faculty 2016

1. Develop Faculty Position Description and Recruitment Plan (RP). Submit to the Dean's office for approval. RP must be approved by Dean, Office of University Diversity & Inclusion OUD&I, Provost and Academic Personnel (AP).
2. Enter requisition into CalPolyjobs with particular attention to the Requisition Justification section.
3. Elect the Search Committee, Committee Chair, and EEF. (One committee member outside your Department or CAFES is preferred to enhance collaboration). All committee members should attend all interviews and presentations. Send list to Lisa Hensley for Dean's office approval.
4. Must be open for 30 days prior to review
5. All Committee members must review applications, if pool is weak, discuss with the Dean to determine next steps. (List of recommended candidates must be sent to the Dean and discussed with a copy to OUD&I before screening interviews can begin)
6. Two or more members and/or department chair must conduct reference checks on the Faculty Reference Check Form before finalists are invited for on-site interviews. Reference information will be summarized for the Search Committee, Department Head and Dean.
7. On campus visit list submitted to the chair/head and dean for approval.
8. Bring top candidates to campus for on-site interviews with the committee, industry members, Associate Deans and Dean.
9. Only tenured and tenure track faculty are voting committee members. Lecturers, staff and industry are advisory members only.
10. This should also include two seminars – one research seminar and one teaching seminar. (Please send seminar information to Lisa Hensley to distribute to the College)
11. Committee recommendations should be presented to the Department Head (DH to confer with the Dean)
12. Department head checks references, letters, transcripts...and submits written Committee Report, Department Head recommendation and reference checks on the Faculty Reference check form (including questions) to the Dean.
13. Department Head and Dean meet to discuss the candidate to be hired including rank, salary, moving expenses...
14. Dean reviews candidate's qualifications, makes additional reference checks, and if selected initiates verbal offer.
15. Department initiates the formal background check through Academic Personnel.
16. AP101, Personnel file documents (Application, CV, Cover Letter, 3 Letters of Reference, Supplemental Employment Application Questionnaire), committee memo, Faculty Reference Check Forms, and AP101A (Salary justification if over the SSI Max) are

submitted to Lisa Hensley to generate written offer letter for appointment and forwards recommended candidate to the Provost for approval.

17. Once accepted, Committee Chair notifies all remaining unsuccessful candidates

18. Search documents must be maintained confidentially in the Department office for two years.

19. EEF submits EEF report.