

## Faculty Recruiting Edits 620-621

(Approved 3/10/2022)

### **620 Recruitment, Selection, Appointment, and Evaluation.**

#### 620.1 General Policy.

The policy of California State University, Northridge is to provide equal opportunity in all aspects of employment. The University is committed to a program of Affirmative Action to provide employees and applicants equal employment opportunities in all departments and job classifications on campus.

#### 620.2 Affirmative Action.

California State University, Northridge is committed to maintaining and implementing employment policies and procedures in compliance with applicable state and federal nondiscrimination and affirmative action laws and regulations. All employment practices relative to recruiting, hiring, training, promotions, transfers, compensation, benefits, layoffs, and terminations will be administered in accordance with Executive Order 883, "Systemwide Guidelines for Nondiscrimination and Affirmative Action Programs in Employment."

1. All members of Department search and screen committees will be responsible for ensuring that the search is conducted in compliance with the provisions of the *Manual of Procedures for Search and Screen Committee for Full-Time Faculty Positions* as well as monitoring equity and diversity activities for searches conducted by that committee, in consultation with the Faculty Equity and Compliance Representatives (FECRs).
2. The Faculty Equity and Compliance Representatives (FECRs) will work collaboratively with their Dean, Department Chair, and search committee members, to support the recruitment processes in their assigned colleges. It is not expected that FECRs will participate in regular search

and screen committee meetings, nor will they vote on committee matters. They will, however, be available to consult with search and screen committee members on equity and compliance issues at every stage of the process.

3. All members of department search and screen committees and FECRs will receive training on equity and compliance in hiring practices from the Office of Equity and Diversity.

### 620.3 Conflict of Interest

No employee may initiate or participate in institutional decisions involving a direct benefit (such as appointment, retention, promotion, leave of absence, etc.) to a member of the employee's immediate family, a blood relative, or a person with whom the employee has an economic, sexual, and/or romantic involvement that could reasonably be perceived as impairing objectivity.

In addition, members of search committees must make every effort to avoid conflicts of interest (see, for example, Section 604.3.5). In an academic setting, a conflict of interest also includes the following: 1) a search committee member who has served as an applicant's thesis advisor, post-doctoral research advisor, or as a member of an applicant's thesis committee; 2) a search committee member who has co-authored a book, article, report, abstract, or paper with an applicant; 3) a search committee member who has served as a collaborator with an applicant on an unfunded or funded research project; 4) a search committee member who has served on an editorial board with an applicant or as a co-editor with an applicant. In such situations, search committee members must disclose in writing to their fellow committee members and to the Department Chair that they have an academic relationship with the candidate, and, depending on the situation, may need to recuse themselves from the search. If confusion exists or a situation arises that cannot be resolved within the committee then the committee, or an individual committee member, should consult with the Chief Diversity Officer to reach a resolution.

## **621 Appointment and Evaluation of Academic Employees.**

### 621.1 Criteria for Selection.

In making appointments, factors to be given primary consideration include:

1. Excellence in scholarship and training.
2. Interest and skill in teaching (as well as in librarianship or counseling when relevant).
3. Promise of professional growth.
4. Qualifications of personal maturity.

#### 621.2 Procedures.

##### 1. Notice of Openings.

In the recruitment of faculty, notices of position openings, after review by and consultation with the Chief Diversity Officer, will be placed in appropriate media and publicized through available channels in keeping with equal employment opportunity requirements. The University actively encourages applications from people with disabilities, minorities, veterans and women through specific outreach efforts to these groups. Assistance in publicizing vacancies is available from faculty colleagues, Faculty Affairs, and FECRs.

##### 2. Establishment of Files.

a. A file will be compiled for each candidate recommended for appointment. The responsibility for compiling such a file falls jointly on the Dean of the College and the Department Chair. The file should contain a signed official application (SC-1 Form) and adequate supporting evidence.

b. A confidential search and screen file will be established for each search. This file will contain all pertinent documents for each applicant and will contain as a minimum: curriculum vitae, all written communications with and regarding the applicants, notes resulting from telephone inquiries, letters of recommendation, and documentation that provided the basis for the Department's recommendation. The Department Chair is responsible for compiling such files.

##### 3. Interviews.

In addition to the interviews at the Department level, prospective

appointees may be interviewed by the Dean of the College or a designee. Where such interviews are not feasible, telephone calls of inquiry and investigation will be made. Detailed, written records pertaining to the interviews will be retained as part of the search and screen file.

#### 4. Original Consideration.

All recommendations regarding probationary appointments will originate at the Department or appropriate unit level where the appointment is to be made.

#### 5. Consultation.

Prior to recommending a full-time faculty appointment, the Department Chair will consult with either the Department Personnel Committee or a peer review committee of tenure-track faculty unit employees elected for the purpose, and, whenever possible, with the probationary and the remaining tenure-track members of the Department. The recommendation report of the Department Personnel Committee (or the peer review committee) will be approved by a simple majority of the Committee, and then forwarded (with the vote) to the Department Chair. The Department Chair's written recommendation, the report of the Committee, any comments from the probationary and the remaining tenure-track members (when consulted), and any votes taken will be forwarded to the College Dean by the Department Chair. The FECRs will be consulted throughout the search and screen process to ensure that appropriate procedures are followed. If at any stage in the search and screen process the FECR or any member of the search committee has reasonable cause to believe that equal employment opportunity requirements are not being met, the FECR or committee member will recommend to the appropriate authority that immediate corrective action be taken. In all cases, the final responsibility for recommendation to the Dean rests with the Department Chair.

#### 6. Offers of Appointment.

The President will make offers of full-time appointment in writing following the written recommendation by the Department Committee, the Department Chair, the College Dean, and the Provost and Vice

President for Academic Affairs and after the written assurance from the Director of the Office of Equity and Diversity that a good faith recruitment effort has been made. A statement outlining conditions and policy on probation, tenure, and promotion will be attached to every official offer of employment.