AGENDA

Faculty Hiring Workshop
Thursday, September 11, 2014
Ferman Presentation Room – Oviatt Library

8:00 – 8:20 am  Continental Breakfast
8:20 – 8:30  Welcome and Introductions
8:30 – 9:30  Educational Equity Committee
9:30 – 10:00  Office of Equity & Diversity
10:00 – 10:15  Break
10:15 – 10:30  Review of Faculty Hiring Data
10:30 – 11:45  Review of Faculty Search & Screen Process
11:45  Light Lunch
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. Each Department committee engaged in recruitment shall designate one of the committee’s members (other than the committee chair or the Department Chair) as the committee’s Equity and Diversity Representative. The Equity and Diversity Representative will be responsible for coordinating and monitoring equity and diversity activities for each search conducted by that committee.

2. Each College’s Personnel Committee shall designate one of the committee’s members (other than the committee chair) as the committee’s Equity and Diversity Representative. The Equity and Diversity Representative will be responsible for coordinating and monitoring equity and diversity activities for each search referred to the committee.

3. All Department and College search and screen committee Equity and Diversity Representatives shall receive special training from the Director of Equity and Diversity. The Equity and Diversity Representative or designee from the search committee is required to participate in a hiring workshop on the hiring process as jointly offered by the Director of the Office of Equity and Diversity, the Faculty Senate Educational Equity Committee, and the Associate Vice President for Faculty Affairs. All other committee members are encouraged to attend. Those members who attend the workshop are responsible for disseminating this information to every committee member who did not attend. The entire search committee is responsible for ensuring that the search had been conducted in compliance with the provisions of the Manual of Procedures for Search and Screen Committee for Full-Time Faculty Positions.
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.

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 Director of the Office of Equity and Diversity, shall be placed in appropriate media and publicized through available channels in keeping with equal employment opportunity requirements. Every attempt shall be made to solicit applications from minorities, women, Vietnam era veterans, and candidates with disabilities. Assistance in publicizing vacancies is available from faculty colleagues and the Office of Equity and Diversity.

2. Establishment of Files.

a. A file shall 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 shall be established for each search. This file shall contain all pertinent documents for each applicant and shall 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 shall be made. Detailed, written records pertaining to the interviews shall be retained as part of the search and screen file.

4. Original Consideration.

All recommendations regarding probationary appointments shall 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 shall 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) shall 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 shall be forwarded to the College Dean by the Department Chair. The Department Committee Equity and Diversity Representative shall 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 Equity and Diversity Representative has reasonable cause to believe that equal employment opportunity requirements are not being met, the Equity and Diversity Representative shall 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.

The President shall 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 shall be attached to every official offer of employment.

621.3 Initial Appointment Considerations.

The transfer of a CSUN non-academic employee or an academic-administrative employee to a faculty position shall be considered as an initial faculty appointment unless that employee already has a concurrent academic appointment pursuant to sections 622.1.2.

1. Appointment Rank.

Appointment shall normally be at Assistant Professor, Senior Assistant Librarian, or Student Services Professional – Academic-Related I rank. Senior rank shall be granted only in unusual circumstances after recommendation by the Personnel Committee and the Dean of the appropriate College.

2. Length of Appointment.

A faculty member shall be appointed initially for no more than two academic years.

3. Promises and Special Conditions.

a. Promises.

(1) No promise with respect to appointment may be made by any officer other than the President, the Provost and Vice President for Academic Affairs, or the Dean of the College concerned.

(2) No promise concerning eventual retention, tenure, or promotion shall be made to any candidate by any officer or faculty member of the University.

b. Conditions.

Any special conditions or limitations affecting the candidate's
retention or tenure should be clearly stated in writing to the candidate prior to the time of initial appointment.

621.4 Appointment and Evaluation of Full-time Lecturers or Equivalent Library or Student Affairs Positions.

1. Appointment Procedures.

   a. Initial appointment of full-time Lecturers shall follow the normal recruitment and selection procedures.

   b. Recommendation for Appointment to Tenure Track.

      The recommendation that a full-time Lecturer with one or more years of service be appointed to a tenure track position shall follow the normal recruitment and selection procedures. In addition, the College Personnel Committee shall provide an independent evaluation and recommendation to the College Dean. Requests for service as Lecturer to count toward service required for tenure shall be considered only at the time of appointment to tenure track. The University's commitment to encourage equity and diversity shall be kept in mind (see Section 641.2.7.).

   c. Probation.

      Lectureship shall not be used in lieu of probation.

2. Evaluation.

   a. Each full-time Lecturer shall receive from the Department Chair a written performance evaluation at the end of the academic year. Prior to the written evaluation, the faculty member shall be requested to complete a "Full-Time Lecturer's Annual Summary of Achievements" form.

   b. The Department Chair shall consult as widely as possible with the tenured members of the Department prior to completing the written evaluation. A copy of the evaluation shall be included in the faculty member's Personnel Action File. The University's commitment to encourage equity and diversity shall be kept in mind.

621.5 Appointment of Adjunct Faculty.

1. Definition.

   In cases where the University may benefit from the temporary
appointment of a professional person or a distinguished member of the community, such person may be designated as an Adjunct Faculty. Except in unusual cases, Adjunct Faculty shall possess qualifications the same as or higher than those of the tenure track faculty members in the Department offering the appointment. The University's commitment to encourage equity and diversity shall be kept in mind.

Adjunct faculty may also be given a specialized title appropriate to their status. Such specialized titles are given at the discretion of the Department and include such titles as Visiting Scholar; Artist in Residence; (Senior) Research Scientist; Postdoctoral Fellow.

When Adjunct faculty teach, it must be on a voluntary, unpaid basis. If an individual teaches on a paid basis, he or she shall have the title of Lecturer. An individual may simultaneously hold both Adjunct faculty and Lecturer status. The specialized titles noted above may be given to such an individual by the Department, and are part of the Adjunct faculty status.

2. Procedure.

The President is responsible for the appointment of Adjunct Faculty based on recommendations of the Department Chair, the Department Personnel Committee, and the Dean of the College. Appointments shall be reviewed annually and renewed in the same manner as the original appointment.

3. Privileges.

When resources permit, Adjunct Faculty may be granted privileges such as use of office space, Library privileges, access to computing facilities and electronic mail, parking privileges, and a faculty identification card.

621.6 Appointment of Athletic Coaches.

1. Tenure Status.

The provisions relating to academic tenure shall not be applicable to periods of service in the classes of Athletic Coach.

2. Appointments and Renewal of Appointments.

Appointments to the classes of Athletic Coach shall be made by the President on an academic year, ten-month, or twelve-month basis and may be renewed on a year-to-year basis, without acquisition of tenure. The University's commitment to encourage equity and diversity shall be kept in mind.
3. Credit Toward Tenure.

Individuals who have served without a break in service in the classes of Athletic Coach and who are subsequently appointed to positions in which academic tenure may be gained, may be credited with not more than two years of service in such positions as service required for tenure; provided, that when such an individual is appointed to the position of Professor, that individual must serve at least one year of probationary status immediately prior to gaining tenure.

621.7 Prohibited Appointments.

1. Students working toward an undergraduate degree at this University shall not hold a full-time or part-time faculty appointment in the Department in which they are pursuing the degree.

2. Students working toward a graduate degree at this University shall not hold a full-time faculty appointment in the Department in which they are pursuing the degree, nor shall they teach any courses which might be applicable to the degree program in which they are enrolled.

Exceptions to this policy must be approved by the Provost and Vice President for Academic Affairs, after consultation with the Personnel Planning and Review Committee.

621.8 Employment of Relatives.

1. Definition.

A "near relative" is defined as a son, daughter, brother, sister, mother, father, husband, wife, or step-relatives or in-laws in the same kind as the above.

2. Merit Considerations.

Individuals employed at California State University, Northridge are to be judged on their own merits. Therefore, near relatives of faculty members (teachers, administrators, librarians) may be appointed to fill academic positions (teaching, administrative, and library).


Except under the most unusual circumstances, as determined by the President in consultation with the Personnel Planning and Review Committee, no person may be appointed to fill a tenure track position, academic or otherwise, in which the employee will be under the
supervision of the near relative. In each such case where the Personnel Planning and Review Committee is to make a recommendation, it shall give careful attention to the requirements of both the University's commitment to encourage equity and diversity and its policy to select the most highly qualified candidate.

The term "supervision" used above includes all persons in direct line of authority plus Associate Deans within their respective Colleges.
604.3 As a colleague, the faculty member:

1. Respects and defends the free inquiry of colleagues.

2. Shows due respect for the opinions of others in exchanges of criticism and ideas.

3. Acknowledges the contributions of others to the faculty member’s academic work.

4. Strives to be objective when engaged in the professional judgment of colleagues.

5. **Does not participate in personnel evaluations, such as appointment, retention, tenure, or promotion, of a member of the faculty member’s immediate family, a blood relative, or a person with whom the faculty member has an economic, sexual and/or romantic involvement that could reasonably be perceived as impairing objectivity.**

6. Does not participate in decisions, such as awarding of grants, sabbaticals, or other awards that involve a direct personal economic benefit or benefit to a member of the faculty member’s immediate family, a blood relative, or a person with whom the faculty member has an economic, sexual and/or romantic involvement that could reasonably be perceived as impairing objectivity.

7. Does not engage in exploitative, harassing, or discriminatory behavior.
FACULTY POSITION OPENING
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
Northridge, California 91330

Department: Accounting and Information Systems
Rank: Assistant Professor

Effective Date of Appointment: August 19, 2015
(Subject to Budgetary Approval)
Salary: Dependent upon experience and qualifications

The University:
Serving more than 38,000 students each year, CSUN is one of the largest universities in the United States. CSUN ranks 10th in the country in awarding bachelor's degrees to underrepresented minority students, fifth nationally in awarding master's degrees to Hispanic students and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. CSUN's 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master's level institution. Situated on a 356-acre park-like setting in the heart of Los Angeles' San Fernando Valley, the campus features modern educational buildings and world-class LEED Gold-certified performing arts and recreational facilities recognized as among the best in the country. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN is designated as a Hispanic Serving Institution (HSI) and an Asian American, Native American, Pacific Islander Serving Institution (AANAPISI) and we value the diversity of all of our students and the campus community. CSUN actively encourages qualified candidates to apply who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to higher education for under-represented students.

As an Equal Opportunity/Affirmative Action employer, CSUN strives to create a community in which a diverse population can work, teach and learn in an atmosphere of civility and respect for the rights of each individual. We consider qualified applicants for employment without regard to race, color, religion, national origin, gender, gender identity/expression, sexual orientation, age, disability, genetic information, medical condition, marital status, or veteran status. For more information about the University, check our website:
http://www.csun.edu/

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

Qualifications: Doctoral degree from an AACSB-accredited institution in the accounting discipline. While ABDs will be considered, evidence of doctoral degree/equivalent is required before date of hire, August 19, 2015. CPA (or CMA) and teaching experience are preferred. Evidence of scholarly research potential in accounting is required. Faculty members are expected to engage actively in research and publication in their areas of primary teaching responsibility. Potential to provide leadership in the Department, College and University is desirable. Candidates must demonstrate a commitment to working with students from diverse backgrounds. Candidates must meet and maintain 2013 AACSB International standards of qualification.

Responsibilities: The position involves teaching both undergraduate and graduate-level courses in accounting and related business areas. Employ a variety of effective pedagogies in class including web-enhanced and hybrid instruction. Consult and work with students from diverse backgrounds. Engage in an ongoing program of scholarship that demonstrates intellectual and professional growth. Assume an active role in the planning and governance of the institution. Promote service to the community and participate in professional associations.

Application Deadline:
Screening of applications will begin September 1, 2014. Priority will be given to applicants who meet the screening deadline. However, the position will remain open until filled. Applicants should submit a letter of application, curriculum vitae, and three current letters of recommendation to the address below. In later phases of the search process, applicants may be requested to provide verification of terminal degrees, licenses and certificates.

Inquiries and applications should be addressed to:
Dr. Paul Lazarony, Chair
Department of Accounting & Information Systems
College of Business & Economics
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8372

or emailed to paul.lazarony@csun.edu

General Information:

The person holding this position is 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.
Applicants who wish to request accommodations for a disability may contact the Office of Equity and Diversity, (818) 677-2077.
Memorandum

TO: Faculty Affairs
FROM: Department of Accounting & Information Systems’ Search and Screen Committee
DATE: July 14, 2104
RE: Recruitment Plan- Tenure Track Positions- Assistant Professor Fall 2015

We intend to disseminate the position announcement in the following outlets:

1. Chronicle of Higher Education
2. Department’s website
3. Faculty Affairs website
4. AACSB’s Employment Listings
5. American Accounting Association Annual Conference and the Accounting Review.
6. Send out by email or mail the job announcement to Chairs and Program Directors of a selected number of universities across the nation with a doctoral program in accounting.
8. CSUCareers
9. Faculty for the Future: [http://www.engr.psu.edu/fff/misc/services_positions.asp](http://www.engr.psu.edu/fff/misc/services_positions.asp) (free)
11. National Association of African American Studies:
    [http://www.naaas.org/careeropportunities.html](http://www.naaas.org/careeropportunities.html) $250
12. Consortium of Higher Ed LGBT Resource Professionals:
    - Placing ad is free for members. Institutional membership is $175.
13. Additional recruitment resources provided by Equity & Diversity, especially Southern Regional Education Board and The Registry
Process for Posting Open Faculty Positions

START HERE

1. Department prepares and submits AA-1 Form (Faculty Position Opening) and Recruitment Plan to the Dean for approval.
   - Approved
   - If AA-1 needs revision, it's returned to Department

2. Dean forwards AA-1 packet to Faculty Affairs
   - Faculty Affairs reviews AA-1
     - Approved
     - Faculty Affairs attaches approval memo to AA-1 Packet for transmission to Equity and Diversity.

3. Faculty Affairs sends approval memos and AA-1 Packet to Equity and Diversity.
   - Equity and Diversity reviews AA-1 Packet.
     - Approved
     - Equity and Diversity approves AA-1 Packet and assigns Faculty Hire Number.
     - Equity and Diversity sends approval memo and AA-1 Form to the Dean of the College and copies the Department Chair and Faculty Affairs.

4. If AA-1 needs further revision, it's returned to Department

5. The College or Department submits an electronic version of the approved AA-1 to Faculty Affairs.

6. The department that initiated the AA-1 Form posts the position opening on the department website and other areas.

7. When Faculty Affairs receives the electronic version of the approved AA-1, it is posted onto the Faculty Affairs website and the position is advertised online through HigherEdJobs.com and CSUCareers.com
Date: September 10, 2014

To: Department Chairs

From: William Whiting, Associate Vice President for Faculty Affairs
      Susan Hua, Director of Equity and Diversity

Subject: Access to Faculty Applications for Tenure-Track Positions

We have received inquiries about access to applications for faculty tenure-track positions. Specifically, concerns have been raised about how to meet the consultation requirements of Section 621.2.5 of the Administrative Manual and Section 5.1 of the Manual of Procedures for Search and Screen Committees for Full-Time Faculty Positions while maintaining the confidentiality of the files.

If the department search process includes review of the search files, by tenure track faculty, in addition to members of the search and screen committee, we recommend that the department provide notice to applicants about who, in addition to the search and screen committee and those with recommending/hiring authority (Department Chair, Dean, Provost), will be reviewing their applications. An applicant who objects to review by others who are normally consulted by the department as part of the hiring process may notify the department and withdraw his or her application.

There are several options available for notifying candidates of the review process depending on the recruitment policies and practices of the department.

1. Some departments provide for access to applications by all tenure-track faculty members at any point in the search process. For departments that wish to use this practice, it is recommended that there be language in the acknowledgement of receipt of the application that indicates the application may be reviewed by the entire department. Sample language: “As part of our hiring process, applications are available for review by the department recruitment committee as well as all tenure-track faculty members in the department.”

2. Some departments provide for access to the application files only after candidates have been identified as finalists. Once applicants in one of these departments are identified as finalists, it is recommended that they be notified in writing that they are finalists and application materials will be available for review by interested parties.

3. Faculty recruitment may be conducted by the department as a “committee of the whole” in which case applicants would expect that all members of the department committee would have access to the applications.

It should be noted that after a candidate is selected as a finalist, the applicant’s resume or vita may be circulated to other interested parties by the search committee.

We hope this information addresses your concerns about access to applicant materials during the search process. Please contact us if you have questions.

WW:ic
cc: Deans
    Provost Harry Hellenbrand
    PP&R Chair Sheila Grant

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Campus Extension: 2962

email: william.whiting@csun.edu