Recruitment Record Certification (formerly AA-4)

CSUN | **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:
Reccomended 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:	

POSITION ANNOUNCEMENT

☐ **ATTACH** a copy of the approved position announcement (as approved in OnBase)

(UPDATED) RECRUITMENT PLAN

☐ **ATTACH** a copy of the SSC's updated recruitment plan demonstrating efforts to reach a broad pool of applicants, including outreach beyond traditional advertisements.

☐ **ATTACH** a copy of the advertisements in publications place by the department **and** copies of any cover letters used in the mailings and outreach.

EVALUATION INSTRUMENT, INTERVIEW QUESTIONS, AND CAMPUS ITINERARY

☐ **ATTACH** a copy of the evaluation instruments (i.e., rating form that includes criteria derived from position announcement and job description) 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.

SSC'S PROCESS REPORT

☐ **ATTACH** a copy of the SSC's search report 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).

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

3/30/2023