

**Date:** September 27, 2016

**To:** Department Chairs

**From:** Daisy Lemus, Interim Associate Vice President for Faculty Affairs  
Raji Rhys, Chief Diversity Officer

**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.

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cc: Deans  
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