

California State University, East Bay  
Office of Academic Affairs

*Tenure-Track Search Process Procedures*  
2024 – 2025

**Stage One: Elect The Committee**

- **Elect a Search Committee of Tenured/Tenure-track Faculty, during the Spring Semester** (CBA 12.22.a. "Each department or equivalent unit shall elect a peer review committee of tenured employees for the purpose of reviewing and recommending individuals for probationary appointments. At the discretion of the President and upon request of the department these peer review committees may also include probationary employees.")
  - Submit the results of the election/committee member names to the College



23.

**Required Qualifications** – please be sure to review the st

The position will automatically be routed to the first approver in the chain (Department Chair), who should review the drafted language in the position announcement, the FRP, and the proposed telephone/on-campus interview questions and screening criteria. When approved, PageUp will automatically notify the next approver. Provost's Office – after review and approval by the Associate Provost, the position announcement will be published for applicants to submit applications.

**Stage Four: Required Orientation and Trainings**

Attend tenure-track search committee orientation.

Familiarize committee with PageUp and review search process and procedures.

**Stage Five: Screening Applications in PageUp**

Applicants/application materials are received in PageUp. Review each application using the approved screening criteria, assigning the appropriate rating per criteria. It is best to score all applicants in a MS Excel or Word document and then uploaded into the "Documents" section of the Job Card. See APPENDIX A for a sample scoring sheet.

**Required:** the following information from the rating/scoring process must be done on a separate sheet and uploaded into the position/job card under "Documents:"

- a. Scoring of applications by criteria (including a score for the diversity statement – see page 7 for rubric) for each Applicant at the initial application review stage
- b. Scoring by each evaluator – each committee member should have scoring sheet that contains each applicant and their scores for the criteria listed in the FRP
- c. A summary sheet or total of all search committee scoring, listed by Applicant
- d. Any comments should appear in the scoring sheets (under "Notes")



## Diversity Statement Scoring Rubric

Score Criteria	
<b>4</b>	<p>The response thoroughly and thoughtfully addresses how training, education, research, other professional/volunteer experiences, and/or lived experiences prepares them for engaging with our diverse student body.</p> <p>It offers highly specific and relevant examples of past experiences, training, or research with evidence of JEDI training or education and/or research in relation to or for the benefit of marginalized populations.</p> <p>The connection between these experiences and detailed strategies for supporting diverse students and reducing equity gaps is explicit and well-elaborated. Provides examples of how the candidate's experiences may be used, adapted, or leveraged to support our diverse body of students and/or to reduce ethnic and other equity gaps.</p>
<b>3</b>	<p>The response adequately addresses how training, education, research, other professional/volunteer experiences, and/or lived experiences prepares them for engaging with our diverse student body.</p> <p>It provides clear, concrete examples of past experiences, training, OR research or relevant lived experience in marginalized communities and/or of active commitment to anti-racist pedagogy and reducing equity gaps.</p> <p>The connection between these experiences and strategies for supporting diverse students and reducing equity gaps is evident.</p>
<b>2</b>	<p>The response addresses some aspects of how training, education, research, other professional/volunteer experiences, and/or lived experiences prepares them for engaging with our diverse student body adequately, but lacks depth.</p> <p>It provides a few concrete examples of professional or volunteer experience working with highly diverse student or other learner populations in support of academic, career, and personal goals, but they may be somewhat vague or not directly related to the university's context.</p> <p>The connection between experiences and strategies for supporting students is somewhat clear but not fully developed.</p>
<b>1</b>	<p>The response does not adequately address how training, education, research, other professional/volunteer experiences, and/or lived experiences prepares them for engaging with our diverse student body adequately.</p> <p>It lacks specific examples and concrete strategies.</p> <p>There is little to no mention of how experiences and training relate to supporting diverse students or reducing equity gaps.</p>

**Stage Six: Obtain Approval to Conduct Telephone Interviews**

Designate the applicants selected for telephone interviews by cha



## **Stage Eight: Obtain Approval for On-Campus (In-Person) Interviews**

After all approved phone interviews and scoring/ranking of candidates have been conducted and the scores/rankings/comments have been uploaded to the position in PageUp, the Search Committee Chair should change an applicant's status to: "Chair Review for On-Campus Interview."

The following documents should also be uploaded into the Job Card in the "Documents" section:

1. Summary of the locations from which the applicants will be traveling and estimated travel and lodging costs (one document/file titled: "**Travel Costs for On-Campus Interviews**"), if applicable.
2. Proposed on-campus interview questions (titled: "**Proposed On-Campus Questions**")
3. Proposed on-campus Rating Protocol (titled: "**Proposed On-Campus Rating Protocol**")
4. Proposed on-campus interview schedule (titled: "**Proposed On-Campus Interview Schedule**")
5. Ratings for the Phone Interviews (by criteria, evaluator, and summary), (titled: "**Phone Interview Scores**")

Department Chair – review the proposed list of applicants selected for on-campus interviews and uploaded documents. Be sure that each committee member has scored each candidate. To approve: change an applicant's status to: "Dean Review for On-Campus Interview."

College Dean – review the proposed list of applicants selected for on-campus interviews and uploaded documents. To approve: change an applicant's status to: "Provost's Office Review for On-Campus Interview." **Assign the application when prompted to: [silvina.ituarte@csueastbay.edu](mailto:silvina.ituarte@csueastbay.edu)**

Provost's Office Review – after approval by the Provost's office, notification will be sent to the Search Committee, and the applicant status will be changed to: "On-Campus Interview Approved."

## **Stage Nine: Conduct On-Campus Interviews Using Approved Questions**

Search Committee can now conduct the On-Campus Interviews.

**ALL search committee members must be present for the on-campus interview.**



- (2) After acceptance of the informal offer, please confirm the agreed upon offered, relocation costs, etc. and update in the Offer Card. Change the applicant's status to "Informal Offer Accepted." The system will then order the required background check (after Accurate Background integration is completed).
- (3) Once the background check is completed and clears, the formal offer letter and summary of benefits will be sent to the candidate. All information contained in the Offer Card is what will be reflected in the formal offer letter, issued by the Provost to the candidate.
- (4) After formal acceptance is received, the College will be notified, and should coordinate with the Department about any messages they wish to send to the applicants. The search will then be closed.

### **End Notes**

Cal State East Bay gratefully acknowledges the work of Sacramento State's Office of Faculty Advancement whose "Faculty Recruitment Guide," helped shape some of this document.

CSU Records Retention Requirements for **Recruitment Records**: (HR Technical Letter, Oct 13, 2004):  
Typical documents: Applications, resumes, reference checks, writing samples, advertising records, rating sheets, etc. Minimum Retention Period: Three years after close of recruitment.

All documents will be retained in the PageUp system, CHRS Recruiting.

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## APPENDIX

### PageUp Applicant Statuses for Tenure-Track Faculty Search

1. New Application	33. Informal Offer Declined
2. Search Committee Review	34. Background Check Initiated in PageUp
3. Search Committee Review Successful	35. Background Check Initiated Outside of PageUp
4. Search Committee Review Unsuccessful	36. Background Check In Progress
5. Chair and DELO Review for Phone Interview	37. Background Check Complete - Needs Review
6. Dean, UDO, and Associate Provost Review for Phone Interview	38. Background Check Unsuccessful
7. Phone Interview Approved	39. Offer Revised