

**CALIFORNIA STATE UNIVERSITY, EAST BAY**  
**Office of Academic Affairs**

FOR FACULTY RECRUITMENT PLAN 2023 – 2024

- ✓ To identify a final set of candidates with background, experience and expertise to best serve the needs of our students, curriculum, department and relationships within our regional community.

Date \_\_\_\_\_

- Position: \_\_\_\_\_
- Full Time Annual Lecturer
  - Assistant Professor
  - Associate Professor
  - Full Professor
  - Department Chair

Position Beginning Date: \_\_\_\_\_

- I. **Profile of Department's Faculty/Student Composition** (Any need for specialized outreach?)

II. **Advertisement of the Position:** (What, When, Where and How?)

III. **Direct Mailing to Individuals, Groups, Institutions, Organizations:**  
(Who and Where?)

IV. **Networking and Personal Contacts:** (Who, How and When?)

V. **Potential Candidates in the Pipeline:** (Who, How and When?)

VI. **Position Description Qualifications** (Required, Preferred, Desirable)

- VII. **Criteria for Screening, Selection and Priority Rating:** (Prepare a screening form based on the qualifications and duties in position announcement.) Attach Rating Form, if needed. Differential criteria values should be noted. Note:

- VIII. **Telephone Interviews and Rating Protocol**: (Proposed telephone interview questions and ratings protocol form.) Attach Proposed Telephone Questions and Rating Form, if needed.

**IX. On-Campus Interviews and**

- X. **Verbal Reference Checks:** (Who, What, How and When?) Should select same types of references for all candidates, e.g., immediate supervisor, colleague, and unit administrator. Attach proposed questions.

TIME