



## ACADEMY POLICY

<b>Policy Title:</b>	<b>Tenure-Track Faculty Search Policy and Procedures</b>
<b>Policy Number:</b>	AA-06-004
<b>Policy Administrator:</b>	Provost
<b>Policy Initiator:</b>	Provost
<b>Authority:</b>	
<b>Effective Date:</b>	December 15, 2021
<b>Revised Date:</b>	
<b>Approved:</b>	December 15, 2021
<b>Approval Signature:</b>	/s/

**Purpose:** In keeping with CSU guidelines, this policy provides consistent instructions for conducting equitable and inclusive tenure-track faculty searches, including how search committees should be formed; what steps should be taken by the committee Chair, by the Department Chair and by the Dean; and which responsibilities fall to each of the above.

**Scope:** This policy applies to all campus searches for tenure-track faculty.

**Accountability:** Academic Department, School or Library, and Provost Office.

**Policy:** In order to adhere to CSU guidelines, to meet HR compliance requirements, and to follow best practices for attracting a diverse pool of top candidates, all searches for tenure-track faculty will follow the process defined by this document.

### **Membership of Search Committee:**

Size: odd number of members, normally five (5) total, including Search Committee Chair;

Eligibility: all members must be full-time faculty (tenured, tenure-track, or entitled lecturers).

Two members from outside the recruiting department, with at least one of these to come from another Cal Maritime School or Library;

If size of Committee exceeds five, a proportional membership from outside the department shall be kept (e.g., a Committee of seven will have three members from outside the department);

All members, including those from outside the department, must be chosen in consultation with and receive support from Dean of recruiting department;

The Dean of the Library may approve the inclusion of one staff member in the place of a faculty member;  
Search Committee

- Ensure that Dean is updated on the progress of search and screening process;
- Prepare and lead the semi-finalists interviews, including consultation with HR recruiter on interview questions and on best practices for ascertaining candidates' commitment to





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