

Full-time Academic Affairs Faculty Hiring Process

Requesting a Faculty Position

The Department Chair discusses a position request with the Dean.

The Dean evaluates the request for a position and the available funding. If the Dean supports the request, she/he forwards the request to the Provost/ VPAA, including a written justification for the request.

The justification for a position must be directly tied to the CSU Strategic Plan at the departmental, college, and university levels, and it should include the following information:

1. type of a position (e.g. full-time temporary faculty, tenure-track Assistant professor)
2. whether the request is the result of a specific resignation, non-renewal, retirement or termination, an increase in enrollments, or a new program development
3. data on student enrollments, Student Credit Hours generated, and SCH generated by faculty in the department/discipline on average in the last five years (unless the request is a part of a new program development request)
4. projected salary range and available budget to support the position or a plan for funding of the position
5. any projected start-up costs, space issues etc.
6. Employment Requisition form along with a copy of the advertisement and a suggestion as to where the advertisements should be placed.

If the request is approved, the Provost's office will notify the Dean of the approval and the salary range. A budget review by Business and Finance to confirm that funding is available will constitute a part of the approval.

The Provost's Office will contribute up to \$2,500 to cover actual expenditures for a tenured/tenure-track faculty search. Advertising for a position will be deducted from this amount. Additional funds may be secured from endowed chair budgets to pay for larger ads in the Chronicle of Higher Education.

Advertising the Position

The Provost's Office confirms the position, the budgeted amount, the places to advertise, and posts the advertisements.

The Dean and Department Chair discuss the composition of the Search and Screening Committee to assure the appropriate representation of discipline and diversity.

The Department Chair appoints a faculty member to chair the Search and Screening Committee. The committee meets with the HR Director to discuss the search procedures.

Screening the Candidates

The Search and Screening Committee receives applications, conducts phone interviews, and recommends candidates to be brought to campus for interviews. (Candidates must supply official transcripts for their campus interviews.)

Each applicant recommended for an on-campus interview should be scheduled to meet with the dean.

A 30 minute meeting with the provost should be scheduled for each applicant for a tenure-track or tenured position. An hour should be scheduled if the position is for a dean or department chair.

The Dean contacts the Provost's office with a request to offer the position to a particular candidate. A salary offer outside of the previously approved range needs to be approved by the Provost prior to making an offer.

The Dean supplies the SACS Officer with the candidate's credentials to make sure the candidate is qualified based on SACS requirements.

The Dean contacts HR to request background check.

Contract Offer

Dean prepares letter of offer and sends to Provost's Office for approval and signature.

The Provost's Office reviews the content of letter for correct salary, rank, title, supplements, tenure, non-tenure, credit toward tenure, and appropriate forms to be completed and returned.

The Provost signs and sends the letter of offer to the candidate.

The candidate returns the signed letter of offer to the Provost's office.

The Dean or Department Office prepares an appointment package and submits it to Provost's office. The appointment checklist can be obtained online:

- Full Time Faculty Appointment Checklist
<http://csu.colstate.edu/forms/admin/FT%20Faculty%20Appointment%20Checklist.doc>
- Part-Time Faculty Appointment Checklist
<http://csu.colstate.edu/forms/admin/PT%20Faculty%20Appointment%20Checklist.doc>

A full list of these and other administrative forms can be found at <http://cougarnet.colstate.edu> (after clicking on faculty or staff) under CSU Forms listed "Administrative." Checklist list must be complete before submitting to the Provost's office.

The Provost's office completes process when all the necessary forms and documents are received.