



San José State
UNIVERSITY

Faculty Affairs Office

One Washington Square, San José, California 95192-0021 PH (408) 924-2450 Fax (408) 924-2425

DATE: June 23, 2008
TO: VP Student Affairs Phillips, Deans, Department Chairs & School Directors
FROM: Joan Merdinger
AVP

RE: AY 2008-2009 Requests for Authorization to Recruit High Priority Tenure-Track Faculty

This memo is the official announcement of the recruitment approval process for tenure-track faculty for AY 2008-2009. For the AY 2008-2009 recruitment cycle, the final deadline for submissions to Faculty Affairs is October 17, 2008. Colleges may begin submitting requests on July 1, 2008. All recruitment requests for a given College must be submitted at the same time, prioritized by a College Committee and prioritized by the Dean.

The budget picture for our campus for AY 2008-2009 is still unsettled due to the uncertainties with the budget of the State of California. For this reason, Departments/Schools and Colleges are reminded of the need to carefully prioritize each request for a new tenure-track faculty member. Judiciously evaluate if there is a critical need or if the Department/School can delay a recruitment until the budget situation improves. Departments/Schools and Colleges must have the funds to support any new hire and, at the same time, provide for all staffing needs in their respective units for AY 2008-2009, inclusive of the planned budget cuts. Note that each approved tenure-track position will be subject to budget availability; approved recruitments may be cancelled at any time during the recruitment cycle if the budget situation deteriorates.

As detailed in the attached document, Departments/Schools must submit to the Dean an updated "Five Year Plan for Faculty Recruitment - 2008," an "Announcement of Position Availability" and a spreadsheet titled, "Department Worksheet - Probationary Faculty Hires," detailing budget availability for new tenure-track faculty positions. Directions for filling out the spreadsheet can be found under "Directions for Completing College and Department Worksheets - Probationary Faculty Recruitment for 2008-09." You will also be required to submit a prioritized list of positions based on the criteria for evaluation of such new positions. At the College level, a spreadsheet titled, "College Budget Summary Report for 2008/09 Probationary Faculty Recruitment" must be added to the packet indicating the overall College budget and the resources available for new tenure-track faculty. Please note that no positions will be

automatically rolled over from searches from AY 2007-2008; any position requested for the AY 2008-2009 cycle must include all required items in order to be reviewed.

Prior to the final decision of the Provost, the Office of Faculty Affairs will review and coordinate all recruitment proposal submissions and forward them for review to the Vice

Provosts for Administration & Personnel and Budgets & Planning, and to the AVPs for Undergraduate Studies and Graduate Studies & Research.

When the requested position has been approved by the Provost, the Dean and the Department Chair/School Director will receive a memo from the Office of Faculty Affairs granting permission to proceed with the search. At that time the following materials will be sent: Job Opening I.D. (JOID) for each position, recruitment guidelines, recruitment report, checklists, and all other materials associated with the recruitment. Upon receipt of the JOID and final approval of the “Announcement of Position Availability,” the School/Department may begin advertising and recruiting for the position(s) following all guidelines.

Beginning with this current recruitment cycle, we will be using a limited part of e-Recruit, from the PeopleSoft/HR database, for the requests from the Schools/Departments and Colleges to recruit tenure-track faculty; the submission of all recruitment request materials will now be done electronically. CMS, Human Resources and the Office of Faculty Affairs have been working over the last academic year to create a PeopleSoft environment for all requests for recruitment. Human Resources will be using the entire application process, however, in this first phase of implementation, the Office of Faculty Affairs will **only** utilize the request to recruit function. Those individuals who will be completing the online request for recruitment will need to attend training sessions offered by CMS that will begin in mid-June of 2008. The training sessions will provide a step-by-step process for completing an online request for a tenure-track position. All attachments required for the request to recruit will be made via this new PeopleSoft tool. Adopting this mechanism for the recruitment application will make this part of recruitment **electronic** and will assist in improving the time for obtaining JOIDs for positions. For additional details on training please visit the CMS website @ <http://my.sjsu.edu/employees/news/index.htm>

For your reference, our Office has updated the step-by-step “Guide for Recruitment and Appointment of Tenure-Track Faculty - June 2008” to help ensure that we are in compliance with all University policies, and to better help us track the success or failure of our recruitment practices for both our campus and for the Office of the Chancellor. We appreciate your cooperation with this entire process.

C: Provost Sigler
Vice Provost Nance
Vice Provost Whitcomb
AVP Undergraduate Studies Cooper
AVP/GS&R Stacks

Attachments:

- Faculty Recruitment Procedures for AY 2008-2009
- Guide for Recruitment and Appointment of Tenure-Track Faculty -- June 2008

Faculty Recruitment Procedures for AY 2008-2009

I. PROCEDURES FOR SUBMITTING RECRUITMENT REQUESTS TO THE OFFICE OF FACULTY AFFAIRS

All requests should include the following attachments submitted via e-Recruit in PeopleSoft:

1. Updated “Five-Year Plan for Faculty Recruitment - 2008.”¹
2. Proposed “Announcement of Position Availability.”
3. Documentation of the ability of the Department/School and College to fund the position/s with existing resources (Use spreadsheet for "Department Worksheet - Probationary Faculty Hires" and spreadsheet for "College Budget Summary Report for 2008/09 Probationary Faculty Recruitment"); check with Natalie Harding at Academic Planning & Budgets [x. 42341] if you have questions about how to complete the spreadsheets).
4. A statement that addresses the evaluation criteria listed below.
5. All requests from one College must be submitted at the same time, prioritized by a College Committee and prioritized by the Dean; the College budget spreadsheet must be submitted with all Department/School documents via e-Recruit.

II. PROCEDURES FOR EVALUATING REQUESTS

Department/School and College requests should be submitted via e-Recruit. The Office of Faculty Affairs will download completed College applications. College applications will be reviewed by the Provost’s Advisory Committee on Probationary Faculty Recruitment. The recommendations of the Committee will be forwarded to the Provost who will make the final decision.

III. CRITERIA FOR EVALUATING REQUESTS

Requests will be evaluated taking into account the Five-Year Plan for Faculty Recruitment and all factors outlined above in “Procedures for Submitting Recruitment Requests” as well as the extent to which the proposed search will:

- respond to **strong** demonstrated student demand and/or will facilitate enrollment growth
- enhance program quality and/or meet accreditation requirements
- contribute to the recruitment of a **diverse** community of faculty
- support the implementation of college strategic plans
- support curricular and pedagogical innovation and not necessarily replace retired faculty.

1 [^]Attach “Five Year Plan for Faculty Recruitment” approved during the last Program Planning and Review cycle, any subsequent updates approved by the Dean, and the questions on p. 4 regarding department diversity, doctoral pools and outreach efforts.