



April 5, 2011

Office of the Provost

Gerry Selter
Provost & Vice President
for Academic Affairs

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TO: VP Laker, Deans, Department Chairs and School Directors
FROM: Gerry Selter, Provost & Vice President
Division of Academic Affairs
RE: AY 2011-2012 Request for Authorization to Recruit Tenure-Track Faculty

This memo is the official announcement of the recruitment approval process for tenure-track faculty searches during AY 2011-2012. For the upcoming academic year, we will continue to use the revised set of criteria that was piloted in AY 2010-2011. For the AY 2011-2012 recruitment cycle, **the final deadline for submissions, via the CMS system, to the Office of Faculty Affairs is Monday, May 16, 2011.**

Although the budget picture for our campus and the CSU remains unclear, we will be moving forward cautiously with a plan to recruit **up to a total of 70** tenure-track faculty to begin their appointments in AY 2012-2013. We will use this opportunity to make a serious effort to rebuild the faculty with a strategic focus on curriculum, research, scholarship and creative activities designed for the future, rather than on the replacement of retired faculty members.

As detailed in the attached document, Departments/Schools/Units will need to submit to the Dean's Office, via the CMS system, the following:

- An updated "Five Year Plan for Faculty Recruitment – 2011;"
- An "Announcement of Position Availability;" and
- A memo, no more than 5 pages in length, thoroughly addressing the "Criteria for Evaluating Requests" (see attachment). Judicious evaluation of the requested positions should be done to ensure that the request meets the outlined criteria for approval.

Any position requested for the AY 2011-2012 recruitment cycle must include all required items in order to be reviewed.

All recruitment request materials and attachments must be submitted **electronically**, via the request to recruit module in CMS, shortening the length of time it takes to obtain a JOID. **A maximum of ten requests may be submitted per College. All requests from a College must be submitted at the same time, and prioritized by the Dean.** A final memo from the Dean, that will accompany the request, must include an explanation of the rank ordering and must be based on the criteria for evaluation of such new positions (see attachment).

The Office of Faculty Affairs will download all of the applications and will forward the recommendations of the Provost's Committee's on Probationary

Faculty Recruitment to the Provost. The members of the Advisory Committee are: Vice Provost for Administration & Personnel, AVP for Undergraduate Studies, AVP for Graduate Studies & Research and the AVP for Faculty Affairs.

A final decision will be made by the Provost and communicated to the Dean's Office, via the Office of Faculty Affairs, on Monday, June 20, 2011.

For positions approved by the Provost, the Dean and the Department Chair/School Director will receive a memo granting permission to proceed with the requested search. At that time, the following materials will be sent to both offices:

- Job Opening I.D. (JOID) for each position approved,
- Final Approval of the Announcement of Position Availability,
- Link to the "Guidelines for the Recruitment and Appointment of Tenure-Track Faculty,"
- Recruitment Report and 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/Unit may begin advertising and recruiting for the position(s) following all guidelines. Please 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 there is any change in the budget situation.*

For your reference, the Office of Faculty Affairs has updated the step-by-step "Guide for Recruitment and Appointment of Tenure-Track Faculty – October 2010" to help ensure that we are in compliance with all University policies, and to better help with tracking the success or failure of our recruitment practices for both our campus and for the Office of the Chancellor.

Please feel free to call or e-mail the Office of Faculty Affairs should you have any questions or concerns. I appreciate your cooperation with the recruitment process for AY 2011-2012 and I look forward to working with you to help shape the future of the University.

Attachment: Faculty Recruitment Procedures for AY 2011-2012

c: Vice Provost Whitcomb
AVP Jaehne
AVP Merdinger
AVP Stacks

Faculty Recruitment Procedures for AY 2011-2012

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

All requests should include the following attachments submitted via e-Recruit in CMS. We are asking that all requests from one College be submitted at the same time, and be prioritized by the Dean.

1. Updated "Five-Year Plan for Faculty Recruitment – 2011;"
2. Proposed "Announcement of Position Availability;"
3. A memo, no more than 5 pages in length, from the Department/School/Unit that thoroughly addresses the "Criteria for Evaluating Requests" listed below;
4. A memo from the Dean evaluating the requests from the Departments/Schools/Units with a prioritization of the requests.

II. PROCEDURES FOR EVALUATING REQUESTS

Department/School and College requests should be submitted via e-Recruit. 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.

A final decision will be made by the Provost and communicated to the Dean's Office, via the Office of Faculty Affairs, by Monday, June 20, 2011.

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 following:

- Departments/Schools will report on research, scholarship and creative activities undertaken by their faculty that have an impact on the intellectual community of SJSU;
- Departments/Schools will report on how their programs explicitly prepare students to be responsible citizens in a just, democratic society within the larger global, multicultural world;
- Departments/Schools will provide data from 2006-2007 up to Spring 2011 that demonstrates student demand (majors and non-majors), meeting established targets, and meeting regional needs;
- Departments/Schools will provide information about quality of instruction as demonstrated in program reviews and student learning outcomes;
- Departments/Schools will provide information about past success in recruiting a diverse faculty and plans to continue with efforts to recruit an increasingly diverse faculty;

- Departments/Schools will provide information about planned, potential or successful mergers with other academic programs, and/or about creating new interdisciplinary curricula in response to evolving areas of inquiry and the needs of our metropolitan area, and indicate how the proposed hire will support such plans; and
- Department/Schools will report on how the proposed tenure-track recruitments will follow their own strategic plan and that of their College.

In making a recommendation to the Provost regarding the decision to approve the recruitments submitted, the Provost's Advisory Committee on Probationary Faculty Recruitment will utilize the criteria outlined above, with each of the outlined criteria applied equally.