March 15, 2016

TO: Deans, Department Chairs and School Directors

FROM: Andrew Hale Feinstein, Ph.D.
Provost & Vice President Division of Academic Affairs

RE: Request for Authorization to Recruit Tenure-Track Faculty during AY 2016-2017

This memo is the official announcement of the recruitment approval process for tenure-track faculty searches during AY 2016-2017.

Department procedures and deadlines:

College deans will set their own internal deadlines for departmental submissions to the College and the requirements for documentation in support of requests from the departments/schools. The College deans will inform the chairs and directors about what materials they will want to see in support of these recruitment requests.

College procedures and deadlines:

The final deadline for deans to submit their requests to the Provost, by email via the AVP of Faculty Affairs, is April 29, 2016 at 5:00pm. Earlier submissions are welcomed, and will be reviewed as soon as received; however, all requests must be submitted at the same time. The form to be used for this purpose is attached to this memo. The dean must also submit a cover letter, summarizing the requests and articulating how the recruitments fit into the dean’s vision for the future of the college.

A final decision will be made and communicated to the deans and the department offices, via the Office of Faculty Affairs, after the Division has received a budget for 2016-17. At that time, the approved recruitments will be entered into eRecruit by either the department or the College (as determined by the College). The final draft of the “Announcement of Position Availability” should be submitted in eRecruit at this time, along with a Position Management Action form for update or creation of position for the recruitment request.

Faculty Affairs procedures:

After reviewing the submitted documents, Faculty Affairs will send the following materials to the chair or director:

- Job Opening I.D. (JOID) for each position approved,
- A PDF version of the final, approved “Announcement of Position Availability” to be used in advertising,
- Link to the "Guidelines for the Recruitment and Appointment of Tenure-Track Faculty, –March 2016,"
- Recruitment Report and Checklists, and
- All other materials associated with the recruitment.

Only at this point in time may the School/Department/Unit 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.

For your reference, the Office of Faculty Affairs will post the step-by-step "Guide for Recruitment and Appointment of Tenure-Track Faculty – March 2016" to help ensure that we are in compliance with all University policies, and to 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 at 408-924-2450 or avp-facultyaffairs@sjsu.edu should you have any questions or concerns. I appreciate your cooperation with the recruitment process for AY 2016-2017 and I look forward to working with you to help shape the future of our University.