

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**S15-6, Amendment A, Appointment of Regular Faculty  
Employees**

**[To Clarify Procedures for Recruitment Committees]**

**Legislative History: Amends S15-6**

**Effective: AY 2016-2017**

At its meeting of April 25, 2016, the Academic Senate approved the following amendment to University policy S15-6 presented by Senator Peter for the Professional Standards Committee. This amendment clarifies procedures for Recruitment Committees.

**Approved and signed by  
Interim President  
Susan W. Martin on  
May 2, 2016.**

**University Policy  
Amendment A to S15-6  
Appointment of Regular Faculty Employees**

Resolved: That the following amendment be incorporated into S15-6, and edited into the public copies of S15-6; be it further

Resolved: That this amendment becomes effective for all searches beginning AY 2016-17.

3.0 Procedures for Initial Appointment

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3.3 Recruitment committee procedures.

3.3.1 Recruitment committees shall be charged by the Dean or the

Dean's designee and shall sign an appropriate agreement to protect the confidentiality of candidate applications.

- 3.3.2 Faculty Affairs will provide all recruitment committees with comprehensive guidelines for organizing the recruiting process.
- 3.3.3 Recruitment committees shall evaluate all candidates for appointments to regular positions and determine the order of desirability of finalists for the position. The recommendation of a recruitment committee shall be approved by a simple majority of the committee; abstentions will not be counted when determining the committee recommendation. Abstentions will be counted as "present" for the purposes of establishing a quorum.
  - 3.3.3.1. Committees shall provide a clear rationale for their recommendations to the Dean and to Faculty Affairs. The committee vote and the written recommendations of the committee, including the order of desirability of finalists, shall be recorded, shared with, and signed by all committee members. Reasons shall be stated for all votes cast. A statement of the reasons shall be included in a single report from the committee, with the possibility of a separate "minority" report. In either case, the confidentiality of voting shall be maintained, and signatures on the report(s) shall not indicate how individual members voted when recommendations are not unanimous.
  - 3.3.3.2. Normally, offers shall be extended to candidates in the order recommended by the committee. If, however, information emerges after the committee makes its recommendation (e.g., a subsequent reference check) that calls the order of desirability into question, the committee shall be given the opportunity to change its recommendation.
  - 3.3.3.3. In the event that the President (and his/her designees) cannot (for any reason) accept the recommendation of the committee, the search will be cancelled.

Rationale: When the ARTP policies were split apart for ease of use, a few procedures that under the old policy applied to “all committees” were not moved to the Appointments policy but remained behind in the RTP policy. This amendment restores these procedures to the Appointments policy.

Approved: April 11, 2016  
Vote: 8-0-0  
Present: Peter, Green, White, Lee, Virick, Kauppila, Sandoval-Rios,  
Hamedi-Hagh  
Absent: Riley  
Financial Impact: No changes over the previous policy.  
Workload Impact: No changes over the previous policy.