



# California Health Sciences University

## UNIVERSITY FACULTY RECRUITMENT POLICY

### **PURPOSE**

The purpose of this policy is to: 1) recognize the importance of, and to promote, diversity, equity, and inclusion in the recruitment and hiring of faculty; 2) demonstrably engage faculty participation in the faculty recruitment and hiring process; and 3) provide a structure and process for recruiting and hiring full-time faculty so that CHSU may recruit and hire faculty who are committed to life-long learning in order to provide the best education experience for its students.

### **SCOPE**

This policy applies to the recruitment of all full-time faculty and department chair or immediate supervisor positions for any college within CHSU, unless an exigency (based on good cause) exists where such a position vacancy should be filled outside of the process described in this policy. The following are examples of exigencies when, based upon good cause, the policy may not apply:

- A. Emergency situations as determined by the Dean of the applicable College, in consultation with the Office of Human Resources (OHR) and the Provost and in compliance with University policy for emergency hires; or
- B. When other exceptional circumstances, as determined by the Dean of the applicable College in consultation with the OHR and the Provost, where time, cost or other administrative consideration justifies shortening the period of time in which to complete the search; or
- C. When the Dean appoints an Interim Department Chair from within existing faculty; or
- D. Hiring of part-time or adjunct faculty appointments.

### **POLICY STATEMENT**

- A. **General.** It is the policy of CHSU for there to be broad faculty participation in the recruitment and hiring process for any full-time faculty position in the university. Unless a demonstrated exigency exists, based on good cause, the hiring of any new full-time faculty will include faculty involvement at various levels of the process ultimately leading to a final recommendation submitted to the hiring authority. The hiring authority may accept or reject the final



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recommendation. The hiring authority's decision whether to accept or reject the final recommendation must be ratified by the Dean or Director of a program.

- B. Diversity, Equity, and Inclusion.** It is the policy of CHSU to bring together broad and wide-ranging perspectives and experiences to be part of the campus community, including faculty, as described in the CHSU Commitment to Diversity, Equity, and Inclusion Policy. <https://chsu.edu/wp-content/uploads/2021/08/CHSU-Commitment-to-Diversity-and-Inclusion-Policy.pdf>.

### PROCEDURES

- A. Recruitment and Hiring Steps.** The recruitment of full-time faculty and department chair or immediate supervisor positions for any college within CHSU is the responsibility of the Dean of each component College, in consultation with the applicable program Director, Department Chair or immediate supervisor. Prior to any search, the Dean will meet with the applicable program Director, Department Chair, or immediate supervisor of the vacant position to identify the hiring need. The process of recruiting and hiring any new faculty, as described in detail below, must result from the following process:
- 1) The hiring authority will create/update the job description, initiate the job request form, and send all to the (OHR).
  - 2) The Dean will form a search committee and appoint the members of the committee. The search committee will consist of members of the faculty as well as staff and a representative from OHR. The OHR representative ensures that the hiring process occurs in accordance with all University hiring practices and policies.
  - 3) The search committee will have the primary responsibility for the initial screening of all applications and compiling the appropriate materials describing the applicant's educational and professional background, credentials, list of professional references, and other applicable materials.
  - 4) The committee will rank the applicants based on meeting the job requirements, experience, accrediting requirements, and any other appropriate factors.
  - 5) The committee will conduct initial screening interviews virtually (i.e., Teams, Zoom, WebEx, etc.) with the highest ranked applicants as part of the selection process.



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- 6) Based on these initial screening interviews, and the overall portfolios, the search committee ranks the candidates and will:
  - a. Refer their application materials to the hiring authority and or the Dean; and
  - b. Recommend these candidates for on-campus interviews.
- 7) During the on-campus interview, the candidate will meet with faculty, and appropriate College and University administrators. The candidate will also be asked to make formal presentation(s) to faculty, administrators, students, and other interested individuals.
- 8) Recommendation. Following a candidate's interview and presentation, and in coordination with OHR, the Search Committee administrative support staff will survey the campus community, including those that met with the candidates on-campus and others that attended any presentations and collect the results of all on-campus interviews and deliver them to the search committee and hiring authority. Based upon the search committee's review of all survey results and following deliberation, the search committee will again rank the candidates and submit to the hiring authority a recommendation whether to hire or decline to hire the candidate(s). The hiring authority may accept or reject the search committee's recommendation(s). In the event the final recommendation is rejected, the hiring authority must provide good cause to support the rejection of the final recommendation to the Dean. The hiring authority's decision whether to accept or reject the recommendation must be ratified by the Dean.

**D. Dean's Authority.** The Dean has final authority to approve extending an offer of employment to any recommended faculty candidate. In the event the Dean does not accept the final recommendation, the Dean may direct the search committee to continue the search for other qualified candidates or close the search process. In doing so, the Dean must provide an explanation for requesting a new or continuing search.

**E. Extending Offer.** Once a final selection has been made, OHR will contact the faculty candidate to extend an offer of employment along with all necessary information regarding on-boarding, relocation, and other human resources-related information. After the selected candidate has confirmed acceptance of the offer, OHR will notify the candidates who were not selected.

### DEFINITIONS

- A. In this policy, the following terms and phrases have the meanings indicated:



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“College” means the CHSU college in which the faculty vacancy exists.

“Dean” means the dean of the college in which the faculty vacancy exists.

“Director” means the director of a program within a CHSU college in which the faculty vacancy exists.

“Department” means the department of the college in which the faculty vacancy exists.

“Department chair” means the chair of the department of the college in which the faculty vacancy exists.

“Faculty” means instructors, assistant professors, associate professors, or professors who provide instruction to CHSU students.

“Faculty vacancy” means a vacancy in a full-time faculty position.

“Hiring authority” means the individual who has the authority to make the penultimate decision whether to accept or reject the search committee’s recommendation.

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### RESPONSIBILITIES

A. Office of the Provost

### HISTORY (R\*)

Approval Date:

6/21/2023

Revision Date(s):

12/19/2017

Reviewed Date(s):

6/20/2023

5/4/2023

4/11/2023

**R:** Provost

**A:** College Deans, Program Deans and Department Chairs

**C:** Office of Human Resources; Faculty Council

**I:** All Faculty