



Office of Faculty Affairs
<http://csulb.edu/aa/personnel> 562-985-4128

Tenure-Track Search
 Screening & Selection
 Checklist
 (Submit to Faculty Affairs)

| | | |
|---------------------|--|----------------|
| Position Title | | |
| College/ Department | | Recruitment #: |

This signed *Checklist* must be completed for each search and submitted to Faculty Affairs before the Dean gives pool approval to review applicant files. **All five (5) documents** cited below **must be attached** with the *Checklist*.

| | |
|--------------------------|--|
| <input type="checkbox"/> | <p>1. Minimum Qualifications Rating Sheet (Items must be taken <u>directly</u> from the Position Description.)</p> |
| <input type="checkbox"/> | <p>2. Desired/Preferred Qualifications Rating Sheet (Items must be taken <u>directly</u> from the Position Description.)</p> |
| <input type="checkbox"/> | <p>3. Telephone/Electronic Interview Questions (for Semi-Finalists) Questions must be approved by the Dean in consultation with the Provost. (The list of candidates must be approved by the Dean.)</p> |
| <input type="checkbox"/> | <p>4. On-Campus Interview Questions (for Finalists) Questions must be approved by the Dean in consultation with the Provost. (The list of candidates must be approved by the Dean in consultation with the Provost.)</p> |
| <input type="checkbox"/> | <p>5. On-Campus Visit Activities Each finalist interviewed on campus will be scheduled to participate in a schedule of similar activities. This schedule shall include, at a minimum, a meeting with the Search Committee, with the Department Chair, and with the Dean. Additional standard activities typically include such activities as a presentation of a research seminar to the faculty, teaching an undergraduate class, dinner with members of the Search Committee, campus tour, etc. (The list of finalists as well as the list of activities must both be approved by the Dean.)</p> |

 Dean Signature

 Date