Temporary Pool
Search Procedures and Guidelines
Temporary Pool Search Checklist

Although many of the steps are parallel to those used for Tenure-Track faculty positions, the recruitment process is significantly different, as are the review and appointment process.

Approval and Planning

☐ Establish the hiring committee.

☐ Attend informational meeting with Associate Vice President for Faculty Affairs at the beginning of the semester. Dates and times will be posted on Faculty Affairs website each year.

☐ Develop and submit the endorsement packet signed by the School Dean and Search Committee Chair to Faculty Affairs. Please include the following forms:
  ☐ Endorsement for POA Form
  ☐ Lecturer Professional Qualifications & Duties of the Position Form
  ☐ One page recruitment and advertising strategy
  ☐ Interview questions and criteria
  ☐ Ad Request Form (optional)
  ☐ Ad copy (optional)

Application Review

☐ Screen Applications.

☐ Submit the Approval to Interview Form.

☐ Schedule and conduct interviews.
  Three year lecturers do not require interview. PAF review as final step.
  One year lecturers - review Letter of Intent and PAF to determine if interview is needed.

☐ List finalists by course/rank on Recommendation for Temporary Pool Form and submit to Faculty Affairs.

☐ Faculty Affairs sends final emails to candidates.
GUIDELINES FOR TEMPORARY FACULTY POSITION SEARCHES

1. Establish the Hiring Committee

A hiring committee should be established by the department to run a “pool” search for any anticipated temporary faculty positions being filled in the next three years.

- The committee should be composed of at least three faculty as voting members.
- Department chairs may serve on the committee.
- Probationary faculty may serve on hiring committees for temporary faculty at the discretion of the department.
- If the position is interdisciplinary or if the department wants to increase the diversity of its hiring committee, faculty members from other departments may be invited to join the hiring committee in an advisory or voting capacity by the School Dean at the request of the department chair.
- Committee members should participate in all committee meetings and must participate in all interviews. Failure to participate in all deliberations may lead to the invalidation of a search process.
- The chair of the committee should have recent experience with the faculty recruitment process.
- At the initial meeting of the hiring committee, the Department Chair should provide the hiring committee with a list of anticipated courses to be staffed and discuss any specific programmatic, affirmative action or diversity goals for the recruitment.

2. E-Recruit

All applicants now apply to SSU faculty positions through SSU E-Recruit. The position is posted at http://www.sonoma.edu/jobs/ and applicants can apply externally if they are not currently employed at SSU or internally if they are. All applicant materials are uploaded through E-Recruit. Please see Announce the Position section for more details on the application process.

3. Position Announcement and Recruitment Strategy

We create an announcement from the information provided on your Lecturer Professional Qualifications and Duties form. The Dean completes the Department description information.

Ensure the announcement is specific enough to attract applicants with the required qualifications, but not so specific as to discourage qualified applicants. Pools for various sub-areas of a discipline can be conducted simultaneously. It is also crucial the announcement distinguish between required and preferred qualifications. The qualifications listed will be the basis for the selection criteria in the interview process.
Develop the Recruitment Strategy

A recruitment strategy should be developed to ensure that qualified applicants know about the position(s) and are encouraged to apply. Since all temporary positions are filled on a regional basis, this should include, at a minimum, sending the announcement to the chairs of departments in your discipline, appropriate professional organizations in your geographic area. The strategy should also include specific actions to ensure a diverse pool.

If you are advertising, submit an Advertising Request with your endorsement packet. Advertising should be approved by the Dean because schools cover these costs. Faculty Affairs posts all announcements to SSU, CSU, and HERC (Higher Ed. Recruitment Consortium) job sites.

4. Develop Criteria and Interview/Screening Questions

- In both the screening and interview process, the criteria utilized must be consistent with the qualifications in the POA.

- Questions developed from criteria. There should be at least one question developed for each criterion (multiple criteria can be represented by one question).

- The set of criteria used for the interview process should include all those listed on the Position Opportunity Announcement as being required or recommended.

- The first review of applications should include a review of the applications in light of the required criteria.

  3 Year – Do not require interview. PAF reviewed as final step.
  1 year – Review letter of intent and PAF review to decide to interview or not.

5. Submit the Endorsement Packet

Once you have developed your Endorsement packet, forward it to your School Dean for signature. Send the approved packet to Faculty Affairs. The packet includes:

1.  Endorsement for POA Form

2.  Lecturer Professional Qualifications and Duties of the Position Form

3.  One page recruitment and advertising strategy.

4.  All proposed ad copy with an Advertising Requisition Form (the text of your ad should also be sent to the Faculty Affairs). (Optional)

5.  Interview questions and criteria.
Send the packet to Faculty Affairs who will review, assign the recruitment number, and create and post the position announcement.

6. **Announce the Position**

The position will be open for a minimum of 30 days. Applicants will apply online using our SSU E-Recruit system. If they have not previously applied for a job at Sonoma State University, they will need to create an account before applying. The materials (CV/resume and cover letter) will be uploaded by the applicant through E-Recruit and they should proceed to submit their application.

Temporary faculty who have taught in the department within the past two years need only submit a letter of intent. They will submit the letter of intent through E-Recruit in lieu of a CV and cover letter and proceed to submit their application.

Three-year lecturers need not apply. The Faculty Affairs Recruitment Specialist will add them to the list of candidates for the pool.

**Screen Applications**

The hiring committee should screen all applications as soon as applicant materials are available on the secure website. Faculty Affairs will send notice of availability and link to secure website where applicant files can be reviewed by all committee members. The committee should determine which applicants should be invited to interview, which are alternates (if any), which are considered but not competitive, and which do not meet the minimum qualifications for the position(s) as announced.

Many applicant pools will include candidates previously interviewed by a departmental hiring committee whose eligibility for subsequent appointment has expired and who has chosen to reapply. The hiring committee will determine whether an additional interview may be beneficial to the selection process for a candidate who has taught for the department within the past two years or whether it can make its determination based on materials submitted by the applicant and a review of the Personnel Action File in the Office of Faculty Affairs. Please note that the option of selecting by screening a candidate's dossier without interview only applies to individuals who have taught in your department within the last two years.

**3 year – Do not require interview – PAF reviewed as final step.**  
**1 year – Review letter of intent to remain in pool and decide to interview or not.**

7. **Submit the Approval to Interview Form**

When you have determined which candidates you wish to interview/screen, complete the Approval to Interview Form.

The Approval to Interview Form should be submitted to the School Dean for approval at least a week prior to the date you wish to begin interviewing. Send the form to Faculty Affairs for review.

**No interviews should be scheduled until after receiving a message from the Offices of Faculty Affairs.**
8. Conduct Interviews

Following appropriate consultation, the hiring committee should finalize the interview schedule for all candidates. Every care should be taken to treat all candidates comparably.

Interviews should be scheduled as soon as possible following the close of the posting period. Applicants should always be given time at the conclusion of the interview to provide any other information they wish in support of their candidacy and to ask any questions they have regarding the position and the selection process. It is helpful to let interviewees know when they can expect to hear about the outcome of the interview process.

DISCUSSION: There are a number of keys to successful interviewing:

1. Remember that candidates are to be evaluated on job-related factors only. Many candidates are nervous during the interview and it is the committee's responsibility to work through apprehension and assess their qualifications for the position.

2. You learn most about the candidates when they are talking. Spend a minimum of time discussing the position in the formal interview and a maximum of time exploring the candidate's qualifications.

3. Interviews are stressful situations for the candidate and the committee. Ensure that the candidates are comfortable and able to express their qualifications.

4. It is essential that both the committee and the candidate are able to make the correct match of job versus interests and qualifications. Make sure that the interview allows the committee to assess the candidate's ability to perform the required and recommended job criteria and that the candidate understands both the position and its significance to the University.

This is another point during which search procedures can become flawed. In the course of the candidate's visit to campus, questions may not be asked in a number of key areas such as marital status or child care arrangements.

Consultation between the department chair and the hiring committee chair during this phase of the recruitment process is also essential.

9. Prepare Recommendation for Temporary Pool Form

The form used for recommendations of temporary faculty pools (e.g., lecturer or librarian pools) is the Recommendation for Temporary Pool Form.

In addition to this form, for lecturer candidates, submit a list of the courses for which the committee judges the faculty candidates are qualified.

These forms, upon completion, are official documents and may be subpoenaed. The form for a particular search should, when viewed as a whole, make clear to any reader the reasons for the ranking of all applicants and the non-selection of all others. The content of these forms must be legible. The following points may be helpful to you as you complete these reports:
1. The evidence for new applicants which must be evaluated includes the application, vita, cover letter, interview and any other materials requested.

Applicants who are SSU employees are due “careful consideration” which includes a review of the official Personnel Action File and evaluations in that file, one year lecturers may be interviewed as well.

2. The interview reports should present the facts upon which the employment decision was made. Whenever possible, reference should be made to statements made by the candidate in the interview which influenced the decision (e.g., "Candidate indicated that she had no experience with large lecture sections and did not feel that she would be effective") in light of the stated criteria and in response to the approved questions.

3. Comparative statements should be avoided. The successful candidate's relative merit will be evident if pertinent factual information is contained in each report (e.g., for Candidate A, "Had five years teaching experience in the field" and for Candidate B, "Had one year of teaching experience," rather than indicating on Candidate B's report "Had less experience than the individual selected").

4. Subjective statements are unacceptable. Decisions must be based on the approved criteria only. Therefore, statements such as "The committee felt that he would not be able to work with the department" would be inappropriate. Rather, the report should indicate the objective basis for such a conclusion (e.g., "Candidate presented no evidence of ability or interest in committee work").

5. The report should be brief (six to eight lines), focusing on the major criteria upon which the decision is based. There is no need to comment on each criterion or on the same criteria for each candidate.

6. A direct factual statement should be given (e.g., "Knowledge in this area was not adequate—could not respond to this question").

7. Any reference to prior experience at Sonoma State should be avoided in the interview reports. The reports can indicate as one of the factors discussed the number of years of working or teaching in the field and the quality of performance or the fact that the candidate has expertise in a particular field.

Many departments have been employing a number of their temporary faculty for several years. They should be judged against the entire pool of applicants. Should you choose to hire or rank higher another individual, ensure that the qualifications of the person being recommended are greater than those of the individual who has previously taught for the department.
10. Review Finalists: Hiring Committee and Department Chair

At the conclusion of the search process, all committee notes should be destroyed once a candidate has accepted the position. The Recommendation for Appointment packet contains the singular hiring justification documentation.

11. Send Notice of Pool Status to all Applicants

Faculty Affairs will send final “outcome of search” email to all applicants.
Recruitment Forms

These forms are available on the Faculty Affairs website. It will be either a “Fill and Print” PDF form, or a Word document that you may download and modify.

- Endorsement of Position Opportunity Announcement form
- Sample of Temporary Pool POA
- Lecturer Professional Qualifications and Duties form
- Advertising Request
- Approval to Interview for faculty positions
- Recommendation for Temporary Faculty Pool
INSTRUCTIONS
This form is used for departmental and administrative approval of the proposed faculty position and recruiting strategy. It is to be prepared with the advertising attachments noted below*. If you have questions regarding the use of this form, call Faculty Affairs at 664-2192. Send faxes to 664-4060.

TO BE COMPLETED BY SEARCH COMMITTEE
Department Name and Number:
Area of Specialization (Optional):
Check one:
☐ Tenure-Track Instructional Faculty  ☐ Lecturer Pool  ☐ Other _____________
☐ Coaching Faculty  ☐ Visiting Professor
☐ Librarian (Tenure-Track)  ☐ Librarian (Temporary)

Submit the following with this form:
☐ Ad Request form for any additional ads the department will post
☐ Recruitment Strategy description on an attached page
☐ Criteria and Interview Questions on an attached page
☐ Position Duties and Qualifications form

DISTRIBUTION OF NOTIFICATIONS
Faculty Affairs will send acknowledgement emails to applicants. Final notifications for temporary faculty searches will be sent by Faculty Affairs. For tenure-track searches, departments may send notifications, edited to meet department needs, for various stages of screening, or may ask Faculty Affairs to send standardized emails. For tenure-track searches, indicate which approach you wish taken with this recruitment:

<table>
<thead>
<tr>
<th>Notification</th>
<th>Department</th>
<th>Faculty Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regrets to applicants who do not meet minimum qualifications</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Regrets to applicants who are considered, but not competitive</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Regrets to applicants who are interviewed, but not selected</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Notice to applicants when a position has been cancelled</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

The department will prepare letters inviting potential candidates to apply and confirming interviews. Faculty Affairs will prepare the letter of appointment.

TO BE COMPLETED BY SEARCH COMMITTEE CHAIR
Approved: ☐ Yes ☐ No  Comments:
Signature: ___________________________________________________________ Date: ________________
Forward to Dean

TO BE COMPLETED BY DEAN
Approved: ☐ Yes ☐ No  Comments:
Signature: ___________________________________________________________ Date: ________________
Forward to Faculty Affairs

TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS
Approved: ☐ Yes ☐ No  Comments:
Signature: ___________________________________________________________ Date: ________________

FOR USE BY FACULTY AFFAIRS
Requisition Number Assigned ________________
☐ SSU Web Posting ______________________ ☐ CSU Web Posting ______________________
☐ HERC Posting _________________________ ☐ Department Chair notified on ________________ Faculty Affairs 7/2014
FACULTY EMPLOYMENT OPPORTUNITY

DEPARTMENT OF ********

Temporary Faculty Position (Lecturer)
Addition to the Pool (Year-Year)

Refer to ***** (Faculty Affairs will assign number) on all correspondence and inquiries regarding this position.

THE UNIVERSITY

Sonoma State University is one of the 23 campuses of the California State University. Located in the Sonoma County wine country, 48 miles north of San Francisco, the University has an enrollment of approximately 9,000 students. As of spring 2013, the University had 497 faculty with 47% tenure-track. The University is comprised of six schools: Arts and Humanities, Business and Economics, Education, Extended and International Education, Social Sciences, and Science and Technology. Degrees are offered in 45 majors at the bachelor's level and 16 at the master's level. Sonoma State University occupies 274 acres in the beautiful wine country of Sonoma County, in Northern California. Located at the foot of the Sonoma hills, the campus is just an hour’s drive north of San Francisco and 40 minutes away from the Pacific Ocean.

THE DEPARTMENT

***To be approved by Dean****

Prospective applicants are encouraged to see the department’s Web page at:

DUTIES OF THE POSITION

***Department specific – from Lecturer Professional Qualifications and Duties of the Position form ****

PROFESSIONAL QUALIFICATIONS

To be recommended for appointment, the candidate must have:

*** Department specific – from Lecturer Professional Qualifications and Duties of the Position form ****
RANK AND SALARY

Full-time is 15-unit workload per semester. Actual salary is dependent upon number of units assigned, educational preparation, and availability of funds subject to any CSU system faculty contract salary increases.

- Selection as a candidate in the applicant pool, does not guarantee employment. Temporary Faculty appointments are made on a part-time, temporary basis and contingent upon department needs and funding.
- Temporary Faculty appointments are made on a semester-by-semester basis.
- Relocation expenses will not be provided for temporary faculty appointments.
- Reimbursement for expenses incurred to attend an interview for temporary faculty positions are not reimbursed by the University.

HOW TO APPLY

Do not send materials to facultysearch@sonoma.edu. To apply for this position, go to www.sonoma.edu/jobs and select Job Opportunities. If you are not currently employed at Sonoma State University, select the External Applicants box. If you are currently employed at Sonoma State University, select the Internal Applicants box. You will be redirected to a list of all available jobs at Sonoma State University. Find and select the faculty position you are applying for to view the description and select Apply Now. If you have not applied for a job at Sonoma State University previously you will be asked to Register Now in order to proceed. At the initial stage of the application, you will be prompted to upload a resume. Please combine your CV and cover letter into one PDF document and upload it in place of the resume. Once you have submitted the application, a confirmation email will be automatically sent to you. If you encounter difficulties during the application process, please email facultysearch@sonoma.edu.

Please submit:
- Application letter
- Curriculum vitae

Official transcripts may be required at the time of hire.

Application procedures for temporary faculty already teaching in the department:
- Temporary Faculty with three year contracts do not need to reapply.
- Temporary Faculty who have taught for the department within the past two years need only submit a letter of intent in place of a resume and proceed to submit the application to remain in the pool. The hiring committee will review the Personnel Action File and then determine whether an additional interview would be beneficial.

Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee’s identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.

APPLICATION DEADLINE

The deadline to apply is by ************.
Questions concerning the application process may be directed to: facultysearch@sonoma.edu

Questions concerning this position may be directed to:

*** (Search Committee Chair’s name)
***E-mail: (Search Committee Chair’s e-mail)
***Phone: (Search Committee Chair’s phone number)

****** PLEASE REFER TO THIS NUMBER ON ALL CORRESPONDENCE AND INQUIRIES REGARDING THIS POSITION.

EQUAL EMPLOYMENT OPPORTUNITY

The University is an Equal Opportunity Employer and does not discriminate against persons on the basis of age, disability, disabled veteran or Vietnam-era veteran status, gender, marital status, national origin, race, religion, or sexual orientation.

MANDATED REPORTING REQUIREMENT

This position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

CAMPUS SAFETY REPORTS

Jeanne Clery Act – Annual Security Report
Sonoma State University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Sonoma State University and on the public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault and other matters. You can download a copy of this report by accessing the Police and Parking Services web site: Jeanne Clery Act - Annual Security Report, or receive a copy by contacting Police and Parking Services at (707) 664-2143.

Campus Housing Fire Safety Report
Sonoma State University’s Annual Campus Housing Fire Safety Report, in compliance with The Campus Fire Safety Right-to-Know Act, contains information about fire statistics, fire safety systems, and safety practices and standards for campus housing. The Campus Housing Fire Safety Report is available at the Housing Services website or you can contact Housing Services at (707) 664-2541 to receive printed information or additional information.

BACKGROUND CHECK

Successful candidate is required to complete a background check prior to assuming this position.
SMOKE-FREE CAMPUS

Sonoma State University is proud to be a smoke-free campus within the California State University System. Effective July 1, 2015, smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited on Sonoma State owned, controlled or leased property, as well as in vehicles owned, leased, or rented by the University, parking lots and residential space.

SONOMA STATE UNIVERSITY
Department of *********
1801 East Cotati Avenue
Rohnert Park, CA 94928-3609
INSTRUCTIONS
This form is used by the Department Search Committee to define the specifics of the position for this lecturer pool search. This information will be inserted into the Position Announcement after approval by Dean and AVP of Faculty Affairs. If you have questions regarding the use of this form, call Faculty Affairs at 664-2192.

TO BE COMPLETED BY SEARCH COMMITTEE
Department Name: 
Pool Title: 

DUTIES OF THE POSITION
Please provide a brief paragraph summarizing specific classes and type of work you expect from applicants to this pool.

PROFESSIONAL QUALIFICATIONS
1. What degree is required for this position? Please be specific.
2. How many years of university teaching do you require for this position?
3. Do you require any other research/work experience for this position?
4. Are there any other qualifications which are desired but not required?

The following attachments will be requested of all applicants. If you have additional unique materials you need for review of this position, please indicate those below in ‘Other’.

Required Documents: Cover Letter, Resume/CV
Other:

TO BE COMPLETED BY SEARCH COMMITTEE CHAIR
Approved: □ Yes □ No 
Comments: 
Signature: ___________________________ Date: ________________
Forward to Dean

TO BE COMPLETED BY DEAN
Approved: □ Yes □ No 
Comments: 
Signature: ___________________________ Date: ________________
Forward to Faculty Affairs

TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS
Approved: □ Yes □ No 
Comments: 
Signature: ___________________________ Date: ________________

Faculty Affairs 12/2014
**INSTRUCTIONS**
Submit this form with the Endorsement for Position Opportunity Announcement form to place recruitment advertising. Prepare a separate form for each advertisement and attach ad copy.

Faculty Affairs will post positions to SSU, CSU and HERC (Higher Education Recruitment Consortium) websites. Additional advertising is placed and paid for by the department.

For questions regarding the use of this form, call Faculty Affairs at 664-2192. Send faxes to 664-4060.

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY SEARCH COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name and Number</td>
</tr>
<tr>
<td>Position Advertised</td>
</tr>
<tr>
<td>Account Number to be charged</td>
</tr>
<tr>
<td>Requisition Number, if available</td>
</tr>
<tr>
<td>Publication/Website</td>
</tr>
<tr>
<td>Estimated Cost</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY SEARCH COMMITTEE CHAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved: □ Yes □ No</td>
</tr>
<tr>
<td>Comments: ____________________________</td>
</tr>
<tr>
<td>Signature ____________________________</td>
</tr>
<tr>
<td>Date: ________________________________</td>
</tr>
<tr>
<td>Forward to Dean</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY DEAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved: □ Yes □ No</td>
</tr>
<tr>
<td>Comments: ____________________________</td>
</tr>
<tr>
<td>Signature ____________________________</td>
</tr>
<tr>
<td>Date: ________________________________</td>
</tr>
<tr>
<td>Forward to Faculty Affairs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved: □ Yes □ No</td>
</tr>
<tr>
<td>Comments: ____________________________</td>
</tr>
<tr>
<td>Signature ____________________________</td>
</tr>
<tr>
<td>Date: ________________________________</td>
</tr>
</tbody>
</table>
Instructions
This form is used for departmental and administrative approval of the proposed interview group for all faculty searches. It also serves to record the search committee membership and recruiting actions taken. If you have questions regarding the use of this form, call Faculty Affairs, 664-2192. Send faxes to 664-4060.

Do not contact candidates for interview until form has been approved.

Department  Date
Position Title  Requisition Number

TO BE COMPLETED BY SEARCH COMMITTEE
List the names of the members of the search committee and indicate who is serving as the chair.

<table>
<thead>
<tr>
<th>Name</th>
<th>Review Personnel Action File</th>
<th>Interview in addition to File Review</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On a separate page describe any additional recruitment efforts beyond those indicated on the Endorsement for Position Opportunity Announcement. List professional meetings attended at which recruitment took place or contacts with persons or organizations to elicit names of candidates and attract a diverse pool of applicants.

List the candidates proposed for interview.

List the candidates being reserved as alternates, to be called if candidates listed above decline.

For searches for temporary pools, list the candidates, if any, with prior University experience in the department and indicate whether the department intends to evaluate them by review of the Personnel Action File or to interview them as well.

Attach the proposed criteria and interview questions (if not submitted previously). Submit a tentative schedule of the interview day for tenure-track searches.

TO BE COMPLETED BY SEARCH COMMITTEE CHAIR
Approved:  □ Yes  □ No  Comments:
Signature: __________________________________________ Date: ___________________________

Forward to Dean

TO BE COMPLETED BY DEAN
Approved:  □ Yes  □ No  Comments:
Signature: __________________________________________ Date: ___________________________

Forward to Faculty Affairs

TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS
Approved:  □ Yes  □ No  Comments:
Signature: __________________________________________ Date: ___________________________

Faculty Affairs 12/2014
**Instructions**

This form is used for departmental and administrative approval of the selection logic of candidates interviewed to establish a pool for hiring of temporary faculty. If you have questions regarding the use of this form, call Faculty Affairs, 664-2192. Send faxes to 664-4060.

**Department**

**Date**

**Position Title**

**Requisition Number**

---

### List the candidates recommended for membership in the pool

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Ranking</th>
<th>PAF *</th>
<th>Notes **</th>
</tr>
</thead>
</table>

Attach additional sheet if needed.

*For faculty who have previously taught in the department, indicate in the PAF column whether the determination was based on review of the Personnel Action file alone (PAF) or also on the basis of interview.

** List two to four criteria by number and describe the candidate’s skills, knowledge, or abilities related to those criteria, as determined in the screening and interview process, which form the basis for your recommendation. Statements may also focus on the candidate’s area of expertise within the discipline.

---

### List candidates who are not acceptable or who withdrew from consideration

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Status ***</th>
<th>Notes ***</th>
</tr>
</thead>
</table>

Attach additional sheet if needed.

***Indicate status of candidate using the following codes and providing the requested information in the notes column

- **X** = Not acceptable
- **W** = Withdrew

---

These recommendations are made in accordance with Sonoma State University policies on faculty recruitment, including equal employment opportunity and diversity.

---

**TO BE COMPLETED BY SEARCH COMMITTEE CHAIR**

Approved:  □ Yes  □ No  Comments: _______________________

Signature: ___________________________________________________ Date: ____________________

Forward to Dean

**TO BE COMPLETED BY DEAN**

Approved:  □ Yes  □ No  Comments: _______________________

Signature: ___________________________________________________ Date: ____________________

Forward to Faculty Affairs

**TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS**

Approved:  □ Yes  □ No  Comments: _______________________

Signature: ___________________________________________________ Date: ____________________

Faculty Affairs 8 2012