



**CAL STATE LA**

# On-Campus Interview Form Tenure-Track Faculty Recruitment

**College and Department:**

**Position Title:**

## I. FINALISTS PROPOSED FOR ON-CAMPUS VISITS

Names of Finalists to Invite – Alphabetical Order, Last name first	Check if ABD include notes
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Additional name(s) to be considered as alternate(s)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## II. REQUIRED ATTACHMENTS CHECKLIST

- Candidate Evaluation Spreadsheet** with all applicants listed
- Completed Recruitment Summary** with detailed log of contacts (See Page 2)
- Completed Reference Check Forms** for each finalist and alternate
- Curriculum Vitae** for each finalist and alternate
- University Application for Employment** for each finalist and alternate
- Interview Questions** for On-Campus Interview
- ABD Status Verification**- Emails from Dissertation Committee Chair (if relevant)

## III. SEARCH COMMITTEE MEMBERS (Please Print):

Search Committee Chair:
Other Members:

The Office of Faculty Affairs will review and facilitate approval of the search procedures and progress. Please do not invite candidates until your on-campus visits have been approved.



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## IV. RECRUITMENT SUMMARY (PLEASE ATTACH A SEPARATE DOCUMENT)

1. Please provide a detailed narrative of multiple recruiting strategies the committee used to ensure that the position announcement was brought to the attention of diverse candidates. Committees will provide a detailed log of actions that provide evidence of implementing the strategies listed above.
2. Please provide your plans for interactive contacts, such as recruitment at professional meetings and conferences, phone calls, and face-to-face conversations. Committees will provide a detailed log of actions that provide evidence of implementing the strategies listed above.
3. Please provide a list of any additional advertising you pursued beyond the standard and centralized advertising provided by the University, including those with a focus on reaching out to underrepresented candidates.
4. Please describe how you have kept applicants informed regarding the process of the search (emails, calls, letters, etc.).

## V. APPROVALS/REVIEW LEVELS (List Names):

*Listing name verifies that the file has been reviewed and the search has been conducted properly.*

\_\_\_\_\_  
*Search Committee Chair* *Date*

\_\_\_\_\_  
*Department Chair* *Date*

\_\_\_\_\_  
*Dean* *Date*

\_\_\_\_\_  
*AVP for Faculty Affairs* *Date*