



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
- Cover Letter for each finalist and alternate
- Curriculum Vitae for each finalist and alternate
- Narrative Statement for each finalist and alternate
- University Application for Employment for each finalist and alternate
- Interview Questions for On-Campus Interview
- Attach copies of all advertisements placed by the committee/college (print and online)
- 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.



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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 on the Recruitment Questionnaire.
2. Please provide a list of any additional advertising you pursued beyond the standard and centralized advertising provided by the University (position announcements are posted on your behalf online at *Chronicle*, *InsideHigherEd*, *HigherEdJobs*, *Cal Jobs*, and *CSU Careers*), including those with a focus on reaching out to underrepresented candidates.
3. Please describe how you have kept applicants informed regarding the process of the search (emails, calls, letters, etc.).



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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