

# TEMPORARY LECTURER POOL SEARCH PROCEDURES AND GUIDELINES

## INTRODUCTION

Search committees play a critical role in shaping SSU's faculty - they are stewards of SSU's future. The care that they take in selecting faculty ensures that instruction and scholarship are of the highest standards. By recruiting individuals with different perspectives and areas of expertise, search committees help build a rich community whose members continually challenge and learn from each other.

Those individuals appointed to search committees should have good judgment and a strong commitment to diversity and equity. They should represent different backgrounds, career stages, and areas of expertise, and have a deep understanding of department priorities and SSU's mission.

## TEMPORARY POOL SEARCH PROCESS

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 scheduled by Academic Personnel at the beginning of the semester. Dates and times will be posted on the website each year
- Develop and submit the endorsement packet signed by the School Dean and Search Committee Chair to Academic Personnel. Please include the following forms and documents (found on the SSU [Academic Personnel website](#)):
  - Coversheet for Search Form
  - One-page recruitment and advertisement strategy
  - Interview questions and criteria
  - Lecturer Professional Qualifications & Duties of the Position Form
  - Ad Request Form (Optional)
  - POA Template

## APPLICATION REVIEW

- Screen applications; review current lecturer PAFs (**Three-year contract lecturers do not require interview. PAF review as final step. One-year contract lecturers – review Qualified Course Form and PAF to determine if interview is needed**).
- Submit the Approval to Interview Form
- Schedule and conduct interviews (only once approval to interview is approved)
- Submit Recommendation for Temporary Faculty Form to Academic Personnel
- Submit list of courses faculty have been deemed qualified to teach to Academic Personnel
- Academic Personnel sends final notifications to candidates

## GUIDELINES FOR TEMPORARY FACULTY POSITION SEARCHES

### 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 must be composed of at least three faculty as voting members
- It is highly encouraged that the department chair is the committee chair
- Probationary faculty may serve on hiring committees for temporary faculty at the discretion of the department and search committee
- 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 **must** participate in all committee meetings and interviews. Failure to participate in deliberations may lead to invalidation of the search process
- At the initial meeting of the hiring committee, the department chair should provide the committee with a list of anticipated courses to be staffed and discuss any specific programmatic, affirmative action, or diversity goals for the recruitment

### PAGE-UP APPLICATIONS

All applicants (internal and external) apply to SSU faculty positions through the new online recruitment module PageUp. Positions are posted at [jobs.sonoma.edu](http://jobs.sonoma.edu). All required applicant materials must be uploaded through the online module.

**All applicants MUST apply through the online posting to be considered. Late applications will not be accepted.**

### POSITION ANNOUNCEMENT AND RECRUITMENT STRATEGY

An announcement will be posted from the information provided on the Lecturer Professional Qualifications and Duties form and the Position Opportunity Announcement (POA) document. The Dean completes the department description section.

Please ensure the announcement is specific enough but general enough to capture a wide net of 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.

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 minimum, sending the announcement to chairs of departments in your discipline and appropriate professional organizations in your geographic area. The strategy should also include specific information to ensure a diverse pool.

If you are planning to post a paid advertisement, submit an Advertisement Request form with your endorsement packet. Advertising must be approved by the Dean as the cost is at the school's expense. Academic Personnel posts all announcements to the SSU job page as well as the CSU job page, Indeed, DiversityJobs.com, and HigherEdJobs.com.

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## 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 must be developed from the criteria. There should be at least one question developed for each criterion (multiple criteria can be represented in one question).
  - The set of criteria used for the interview process should include all of the qualifications listed on the POA as being required or preferred.
  - Consider using “what” instead of “why”; “Why” physiologically generates adrenaline, so it makes people nervous. Example phrase: “What interests you in working at Sonoma State?”
- Three-year contract lecturers do not require an interview as they are automatically in the pool during their contract. PAFs should be reviewed.**
- One-year contract lecturers do not require an interview; their PAF and Lecturer Qualified Course Form should be reviewed to determine whether to interview for more information.**

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## SUBMIT THE ENDORSEMENT PACKET

Once you have developed your endorsement packet, forward it to your school Dean for review and signature. Send the approved packet to [academicpersonnel@sonoma.edu](mailto:academicpersonnel@sonoma.edu). The packet includes the following (forms which can be found on the Academic Personnel website):

1. Coversheet for POA
2. One-page recruitment and advertising strategy
3. Interview questions and criteria
4. Lecturer Professional Qualifications and Duties of the Position Form
5. Position Opportunity Announcement (POA) template
6. Proposed ad copy with an Advertising Request Form (optional)

Once the packet is received and approved by the Senior Associate Vice President for University Personnel, Academic Personnel will assign the recruitment number and post the position announcement.

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## ANNOUNCE THE POSITION

The position will be open for a minimum for 30 days. Applicants must apply online through the PageUp recruitment module on the SSU jobs website. If they have previously applied through PageUp, they can sign in using their existing credentials. If they have not previously applied through PageUp, they can create a new account and apply to multiple positions through the one account. All materials should be uploaded through PageUp.

Temporary faculty who have taught in the department within the past two years **must submit** an updated CV and the Lecturer Qualified Course Form to the online application.

Three-year contract lecturers are automatically in the pool (no need to apply), but **must submit** a Lecturer Qualified Course Form to the search committee directly.

**To clarify, ALL lecturers must submit a Lecturer Qualified Course Form for review.**

**All applicants (including non three-year contract lecturers) must apply through the online PageUp module to be considered. Late applications will not be accepted.**

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## SCREEN APPLICATIONS

The hiring committee will screen applications when applicant materials are made available. The committee will receive notification of the documents through the PageUp system. 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. Please note that the option of selecting by screening a candidate's dossier without interview only applies to individuals who have taught in the department within the last two years.

**Non three-year contract lecturers – Review application materials and decide to interview or not.  
Three-year contract lecturers – Do not require interview; PAF reviewed as final step.**

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## SUBMIT THE APPROVAL TO INTERVIEW FORM

When the search committee has determined the candidates to be interviewed, complete the Approval To Interview Form. The Approval to Interview Form must be submitted to the School Dean for approval, and then to Academic Personnel for review. Please be sure to provide ample time for review, as interviews may not commence until approval by all parties has been given.

**Do not schedule interviews until after receiving an approval message from Academic Personnel.**

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## 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. All interviews must be conducted in the same manner. For example, if you are scheduling interviews via Zoom, then all interviews must be done via Zoom.

Interviews should be scheduled as soon as possible following the close of the posting period, once approved to do so. 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.

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.

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 hiring committee chair and the department chair (if not already the committee chair) during this phase of the recruitment process is essential.

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## PREPARE RECOMMENDATION FOR TEMPORARY FACULTY POOL FORM

The form used for recommendations of temporary faculty pools (e.g., lecturer or librarian pools) is the Recommendation for Temporary Faculty Pool Form. This form must include ALL applicants and their status of approval or rejection to the pool. Only those that are listed on the form will be notified.

**In addition to this form for lecturer candidates, the search committee must 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 selection of all applicants and the non-selection of all others.** 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, CV, cover letter, interview and any other materials requested.
  - a. 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 not be used. 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.

The search committee should not share the results of the recommendation form with the candidates until it has been approved through Academic Personnel.

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## SEND NOTICE OF POOL STATUS TO ALL APPLICANTS

Academic Personnel will send final "outcome of search" letters to all applicants unless otherwise noted on the Coversheet form. This notification is sent through the PageUp recruitment module.