

## **Temporary Lecturer 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 the 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](#) and documents:
  - ☐ [Coversheet for Position Opportunity Announcement \(POA\)](#)
  - ☐ One-page recruitment and advertising strategy
  - ☐ Interview questions and criteria
  - ☐ [Lecturer Professional Qualifications & Duties of the Position Form](#)
  - ☐ [Ad Request Form \(optional\)](#)
    - ☐ Ad copy (optional)
  - ☐ [POA template](#)

## Application Review

- ☐ Screen Applications
- ☐ Submit the [Approval to Interview Form](#)
- ☐ Schedule and conduct interviews  
**Three year contract lecturers do not require interview. PAF review as final step.**  
**One year contract lecturers - review Letter of Intent and PAF to determine if interview is needed.**
- ☐ Submit [Recommendation for Temporary Faculty Pool Form](#) to Faculty Affairs
- ☐ Submit list of courses faculty have been deemed qualified to teach to Faculty Affairs
- ☐ Faculty Affairs sends final notifications 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 must 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://web.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 post an announcement from the information provided on your Lecturer Professional Qualifications and Duties form and Position Opportunity Announcement (POA) document. 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, and 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 Form](#) with your endorsement packet. Advertising should be approved by the Dean because schools cover these costs. Faculty Affairs posts all announcements to SSU and CSU job sites as well as HigherEdJobs.com, DiversityJobs.com, DiverseEducation.com, and CalJOBS.ca.gov.

## **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 POA 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 contract lecturers – Do not require interview. PAF reviewed as final step.**

**1 year contract lecturers – 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. [Coversheet for Position Opportunity Announcement \(POA\)](#)
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](#) filled out

6. All proposed ad copy with an [Advertising Request Form](#) and the text of your ad should also be sent to Faculty Affairs (Optional)

Send the packet to Faculty Affairs who will review, assign the recruitment number, 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 only need to 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. They will also submit a [Lecturer Qualified Course Form](#) to the search committee directly (not through the online application).

Three-year lecturers do not need to apply, but they do need to submit a [Lecturer Qualified Course Form](#) to the search committee directly. The Faculty Affairs Recruitment Specialist will add them to the list of candidates for the pool.

**All lecturers must submit a [Lecturer Qualified Course Form](#) for review by the search committee.**

### **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 contract lecturers – Do not require interview – PAF reviewed as final step.**

**1 year contract lecturers – 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.

**Do not schedule interviews until after receiving a message from the Office 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. 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. 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 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](#).

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 selection 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.

## **10. Send Notice of Pool Status to all Applicants**

Faculty Affairs will send final “outcome of search” letters to all applicants unless otherwise noted on the Coversheet form.



## Appendix

### Recruitment Forms

These forms are available on the [Faculty Affairs website](#):

- [Coversheet for POA](#)
- [Lecturer Position Opportunity Announcement Template](#)
- [Lecturer Professional Qualifications and Duties Form](#)
- [Advertising Request Form](#)
- [Approval to Interview for Faculty Positions Form](#)
- [Recommendation for Temporary Faculty Pool Form](#)