CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

Date: February 20, 2023

To: Kris Bezdecny, Chair
Academic Senate

From: Heidi Riggio, Chair
Faculty Policy Committee

Copies: D. Fazzi, E. Porter, R. Roquemore, V. Salcido

Subject: **Proposed Policy Modification for Chapter VI (Personnel and Professional Policies), Section B of the *Faculty Handbook*:
FPC 22-3.7: *Recruitment of Tenure-Track/Tenured Faculty***

In Spring and Fall 2022, the Faculty Policy Committee (FPC) considered the policies on *Evaluation of Permanent Instructional Faculty* and *Appointments*. Our consideration of these policies and concerns from faculty brought to FPC led us to consider this policy on *Recruitment*. The main modifications focus on criteria for developing Department hiring plans, the role of Department committees and College Deans and other University offices in developing hiring plans, recruitment of lecturer faculty at Cal State LA for tenure-track positions, and consistency of interview structure and modality within any search.

FPC deliberated about FPC 22-3.7 at its meetings of January 30, February 6, February 13, and February 20, 2023, and unanimously approved the modification on February 20, 2023.

The following points summarize the proposed changes to the policy:

Line 5: The word "hiring" is inserted to refer to Department hiring plans.

Lines 5-6: The words "on the basis of careful forecasting of curriculum developments" are deleted and replaced by "the faculty" in referring to development of Department hiring plans.

Line 7: The words "hereafter Department" are inserted to refer to departments/divisions/schools as "Departments" throughout the policy. This change occurs on lines 20, lines 21-22, line 28, lines 29-30, line 35, lines 36-37, and line 47.

Lines 7-13: Criteria for developing Department hiring plans is explicated, with deletion of language "projected changes in class size limits related to changes in content and methods of instruction in each class, changing needs for each offering," and addition of language "based on consideration of curricular developments, specialization needs, needs for subject matter or research expertise, accreditation and workforce needs, current student/faculty ratios, tenure-track/tenured and lecturer faculty ratios, Department mission or vision."

Line 13: The word "inclusivity" is replaced with "Inclusion" in referring to the University Statement on Equity, Diversity, and Inclusion." The words "or equivalent" is added to indicate that this document may change in the future.

Lines 14-15:   Language is added to indicate that other University offices may be consulted in developing Department hiring plans.

Lines 15-17:   Language is added to indicate that College Deans must consider Department hiring plans and consult with Departments when finalizing College hiring plans.

Lines 18-19:   Language is added to refer to candidates from historically oppressed, marginalized, exploited, and/or otherwise underrepresented groups.

Lines 23-24:   Language is added: "Recruitment of qualified lecturer faculty at Cal State LA for permanent positions is strongly encouraged."

Lines 29-30:   Language "Based on consultation with the Department faculty" is added to clarify the role of Department faculty in developing recruitment materials.

Lines 41-43:   Language "Unless precluded by regulation or policy, the appointments/recruitment committee shale make decisions about how faculty recruitment is conducted in the Department" is added in place of previous language to clarify the role of the Department committee in recruitment.

Lines 45-46:   Language "Interview structure and modality shall be the same within any particular search" is added to mandate consistency of interviews within a search.

Line 48:   The words "or equivalent" are added referring to the Office of Equity, Diversity, and Inclusion in case of name change in the future.

Line 48:   Language is added to ensure the involvement of the Office of Faculty Affairs in recruitment of tenure-track/tenured faculty.

Recruitment of Tenure-Track/Tenured Faculty

Recruitment should be based on explicit long-term (three- to five-year) HIRING plans developed on the basis of careful forecasting of curriculum developments for BY THE FACULTY WITHIN each department/division/school (HEREAFTER DEPARTMENT) BASED ON CONSIDERATION OF CURRICULAR DEVELOPMENTS, SPECIALIZATION NEEDS, NEEDS FOR SUBJECT MATTER OR RESEARCH EXPERTISE, ACCREDITATION AND WORKFORCE NEEDS, projected changes in class size limits related to changes in content and methods of instruction in each class, changing needs for each offering, projected OR CURRENT student/faculty ratios, TENURE-TRACK/TENURED AND LECTURER FACULTY RATIOS, projected FTES, DEPARTMENT MISSION OR VISION, and the Statement of EQUITY, Diversity, and Inclusivity INCLUSION (OR EQUIVALENT). THE COLLEGE DEAN IS CONSULTED IN DEVELOPMENT OF HIRING PLANS. OTHER UNIVERSITY OFFICES MAY BE CONSULTED IN DEVELOPING DEPARTMENT HIRING PLANS. COLLEGE DEANS MUST CONSIDER DEPARTMENT HIRING PLANS AND CONSULT WITH DEPARTMENTS WHEN FINALIZING COLLEGE HIRING PLANS.

An intensive effort should be made to recruit candidates from HISTORICALLY OPPRESSED, MARGINALIZED, EXPLOITED, AND/OR OTHERWISE underrepresented groups. Departments/divisions/schools DEPARTMENTS shall be required to recruit faculty from a wide variety of academic institutions to provide significant breadth of background and experience in each DEPARTMENT department/division/school.

RECRUITMENT OF QUALIFIED LECTURER FACULTY AT CAL STATE LA FOR PERMANENT POSITIONS IS STRONGLY ENCOURAGED.

Each college and the Library shall strive to maintain a ratio of tenure-track/tenured to lecturer faculty sufficient to ensure that activities requiring tenure-track/tenured faculty are adequately staffed. When accrediting agencies specify a particular ratio of tenure-track/tenured to lecturer faculty, specific limits on lecturer faculty should be recommended by a DEPARTMENT department/division/school.

BASED ON CONSULTATION WITH THE DEPARTMENT FACULTY, Tthe DEPARTMENT department/division/school APPOINTMENTS/RECRUITMENT COMMITTEE shall develop the position announcement and other recruitment documents, which shall be approved by the college dean and the vice president of Faculty Affairs. The position announcement must include the name of the specific terminal degree that is required for tenure and promotion if the possession of that degree is not a requirement for appointment.

Departments/divisions/schools DEPARTMENTS may require additional professional training, vocational experience, or education above and beyond the terminal degree. Departments/divisions/schools DEPARTMENTS shall distinguish between minimum and preferred qualifications, and shall consider such factors as instructional ability; training; professional potential or achievement; evidence of research, scholarly, and/or creative activities; and quality of recommendations. All applicants for a position shall be evaluated using the criteria stated in the position announcement. Position announcements for tenure-track positions shall be disseminated locally, regionally, and nationally. UNLESS PRECLUDED BY REGULATION OR POLICY, THE APPOINTMENTS/RECRUITMENT COMMITTEE SHALL MAKE DECISIONS ABOUT HOW FACULTY RECRUITMENT IS CONDUCTED IN THE DEPARTMENT. Unless prescribed by regulation or policy, the appointments/recruitment committee make decisions about their affairs during any faculty recruitment processes. INTERVIEW STRUCTURE AND MODALITY SHALL BE THE SAME WITHIN ANY PARTICULAR SEARCH.

47   <u>Departments/divisions/schools</u> DEPARTMENTS <u>may</u> SHALL consult with the Office of Equity, Diversity,
48   and Inclusion OR EQUIVALENT, AND THE OFFICE OF FACULTY AFFAIRS throughout the recruitment
49   process.