



COLLEGE OF EDUCATION, HEALTH & HUMAN SERVICES
Tenure Line Faculty Search Procedures

Requesting a New Tenure Line Faculty Search

1. Write a memo with a rationale to the Dean requesting a new TT hire, the School Director or Department Chair must either be an originator of the memo or provide a separate memo with their assessment of the need for a hire. In this memo the following questions should be addressed (the rationale cannot take into account any buy-out by current TT faculty):
 - a. **How would this position strengthen the department as a whole? Are there interdisciplinary programs to which it contributes? Would new collaborations become possible?**
 - b. **How would the new hire contribute to the essential courses taught in your department/program? How would this new hire contribute to research needs in the school or department?**
 - c. **What are your mentoring plans for the new faculty member?**
 2. Complete the *Faculty Needs Analysis Table*. Template is located on CEHHS Faculty/Staff Resources webpage at: <http://www.csusm.edu/cehhs/facultyandstaff/tenuretrack.html>
 3. Attach *Faculty Needs Analysis Table* to the new hire request memo and submit to the Dean and Associate Dean.
 4. Make certain to review the most current campus Tenure-Track Faculty Search Procedures and Guidelines at: <http://www.csusm.edu/fa/facultysearch>.
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Important Notes

1. The CEHHS Dean's Office will oversee the election of Search Committees for all approved tenure track faculty searches, ensuring compliance with guidelines of the CBA and college election procedures.
2. All search committees will work with the designated search support staff person in the Dean's Office through the entire search process. This will provide continuity in communication and documentation as well as helping ensure all searches are conducted & documented according to the campus tenure-track faculty search procedures & guidelines.
3. Each search has a budget of \$4,000.00 to cover expenses such as advertising, travel and meal(s) with candidates. The limit for meals is \$350.00 per candidate.