

Procedure for Hiring New Temporary Lecturers

I. CONDUCT A SEARCH WHENEVER THERE IS TIME

A. OBTAIN AUTHORIZATION TO SEARCH

Department submits the [Lecturer Search/Emergency Hire Approval Request Form](#) and [Lecturer Position Announcement](#) to their Dean's Office. If approved, the Dean's Office forwards all documents to Office of Faculty Affairs for approval.

Faculty Affairs must authorize the search before the remaining search steps may be taken.

B. ADVERTISE

Fill out a [Position Announcement](#), which will be published by Faculty Affairs with CSU Careers and on the Faculty Opportunities webpage <http://www.csusm.edu/facultyopportunities/>.

Optional:

The department may maintain a list of open positions on their webpage only if a link to the Faculty Opportunities webpage is provided. The department may also post the approved announcement on additional pre-approved locations (i.e. journals, conferences, etc.) identified on the Lecturer Position Announcement form. NOTE: Announcements may not be posted prior to receiving the required approvals and must be posted for a minimum of two weeks.

C. REVIEW APPLICATIONS

All applications will be sent to designated resource mailboxes for review.¹ Please review each application received during the review period identified in the announcement as well as any qualified applicants from the pool. Also carefully consider any applicant who has worked as a Unit 3 faculty member and been evaluated by CSUSM in the past.

The department will maintain the applications and communicate with candidates via the mailbox. An acknowledgement email should be sent to each applicant. You may set up an auto reply for this purpose by using the "Out of Office Assistant" tool in outlook.

¹ Each department has a dedicated resource mailbox [xxxxptlec@csusm.edu] where applicants will be instructed to submit their application along with any other required documents. The Department Chair and appropriate administrative personnel have been granted access to retrieve correspondence from the resource mailbox. You will need to [add a Resource Mailbox](#) in outlook in order to retrieve emails. Please notify Faculty Affairs of any necessary changes to authorized personnel accesses.

D. DOCUMENT THE SEARCH

Create a file for each search. Include a [Lecturer Search Checklist](#) and all documentation (i.e. application materials, copies of all advertisements placed, etc.) which pertains to the search. Search files including all related search materials must be retained for three years. All applications received in response to a specific advertisement must be kept for three years.

Provide a secure, locked location for search files to ensure confidentiality throughout the search process.

E. BACKGROUND CHECK

Per CSU Executive Order, a background check and degree verification must be completed only for the candidate for whom a contingent offer has been made. The College should work with outside vendor Accurate Background to complete these tasks only after the contingent offer is extended. The Dean's Office will review background check results.

F. CLOSE THE SEARCH

Once the acceptance of the offer is confirmed, the department calls the Dean's Office to provide, or hand delivers, the candidate's social security number and informs the Dean's Office the search is closed. (Never Send SS#'s via e-mail.)

The Dean's Office informs Faculty Affairs the search is closed and forwards the candidates' application. The Dean's Office provides the Social Security Number via phone or hand delivery.

Faculty Affairs will remove advertisements from the CSU Careers and the Faculty Opportunities webpage. The department is responsible for removing any other ads they have posted.

Once Faculty Affairs has received the data above, they will provide the Dean's Office with a PeopleSoft Identification Number (PSID#) for the candidate. The Dean's office provides the PSID# to the department and informs them the candidate may now be added to the schedule.

Once assigned to the schedule, the Dean's Office submits an Electronic Status Profile (ESP) and sends the electronic New Hire Lecturer packet to the candidate.

II. EMERGENCY/LAST MINUTE HIRES—USE YOUR POOL

A. DIRECT APPLICANTS TO YOUR POOL

Direct potential applicants to <http://www.csusm.edu/facultyopportunities/> and encourage them to submit an application to your pool if no specific opening is posted.

B. REVIEW YOUR POOL AND OBTAIN AUTHORIZATION TO HIRE

In the case of emergency/last minute hires the candidate should be selected from your pool.² Review all applications, and carefully consider any applicant who has worked as a Unit 3 faculty member and been evaluated by CSUSM in the past.

To obtain authorization to hire the selected applicant, the department must submit the [Lecturer Search/Emergency Hire Approval Request Form](#) including a copy of the selected candidates application to the Dean's Office. If approved, the Dean's Office forwards all documents to Faculty Affairs for approval. Faculty Affairs will notify the appropriate administrative personnel in the college of the approval. A background check must be completed after the contingent offer has been made (See "Background Check", Section E above).

C. PURGE APPLICANT POOL

Applications two years or older that are sent to your pool resource mailbox must be purged each year on the first business day in March.

² All application materials can be found in the resource mailbox(s) set up for your department. For more information on resource mailboxes please see footnote 1, on page 2.