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| **Responsible** | **Action** | **Date Completed:** |
| Department | Submits Lecturer Search/Emergency Hire Approval Request and Position Announcement to the Dean’s Office. |  |
| Dean’s Office | Forwards approved Lecturer Search/Emergency Hire Approval Request and with required attachments to Faculty Affairs. |  |
| Faculty Affairs | Posts announcement on CSU Careers and Faculty Opportunities websites and notifies college of search approval. |  |
| Department | Posts approved position announcement in the requested pre-approved additional publications. |  |
| Department | Facilitates the applicant review process and submits selected candidates CV and application to the Dean’s Office. |  |
| Dean’s Office | Authorized college staff conduct background check, and notify the department of salary placement determination. |  |
| Department | Makes offer and informs Dean’s Office once the candidate has accepted and the search is closed. |  |
| Dean’s Office | Notifies Faculty Affairs the search is closed. |  |
| Faculty Affairs | Removes position announcement from CSU Careers & Faculty Opportunities webpage. |  |
| Department | Removes position announcement from all other publications. |  |
| Department | Closes search file and notifies all other candidates position has been filled  (File including all search materials is to be retained for 3 years) |  |

Lecturer Search Checklist

\*Use Lecturer New Hire Check-List for next steps in process