



These guidelines and strategies for after the faculty search process is designed to help departments with:

- improving the search process for the future
- retention of appointed faculty
- compliance with federal and state laws
- adherence to CSUF's Affirmative Action Plan
- alignment with CSUF Strategic Goal 3: to recruit and retain high-quality and diverse faculty and staff

Post-Search Task List

- Remove the position advertisement from any websites, listserves, etc., that were posted by the Department (HRDI will remove the posting from our standard sites)
- Disposition of all applicants to one of the COMPLETE statuses in CHRS Recruiting
- Securely archive all search-related documents and communications that have not been uploaded into the CHRS Recruiting system (the Department Chair is responsible for this archive)
- All other members of the DSC and the Department must delete and destroy all search-related documents
- Fill out the Final Search Report Form, which can be accessed at HRDI's website under [Faculty Recruitment's Post Search Documents](#).

Assessing the Search Process

- Hold a post-search meeting with the search committee and department chair
 - Review how the process went for the search committee, the department chair, and the final candidate
 - If applicable, discuss candidates who turned down offers and what might have been done to make their recruitments successful
- Document what led to a successful hire and what didn't
- Examine and modify recruitment strategies while the search is fresh in department members' minds
- Ask the new hire what went well during the search process
- Archive recruitment tools and techniques for the next search
- Additional Questions:
 - Did the search committee and department members utilize all or most of the recommended high-impact practices for faculty recruiting and searching?
 - Did the search committee and department members understand and follow campus policies and procedures?
 - Did the search committee and department members apply principles of non-discrimination and equal employment opportunity?
 - What aspects of the search process worked well? Why?
 - What aspects of the search process could be improved? How?
 - Was the applicant pool sufficiently diverse?
 - What can the department do moving forward to increase the pool diversity?
 - How could the position description be modified to bring in a stronger and more diverse pool?
 - How can the department recruit more actively moving forward?

Supporting the New Faculty Member

- Schedule regular follow-up meetings between the new faculty member and the department chair
 - Clarify new faculty responsibilities
 - Explain department and institution standards and procedures
 - Discover and address any misunderstandings or dissatisfactions
- Help the new faculty member develop collegial networks at the institution and in the region
- Articulate the criteria for evaluation well in advance of the evaluation period
- Showcase the new hire's talents and research on campus and in the local community