



FACULTY RECRUITMENT GUIDELINES

Recruitment and selection of new faculty is an important organizational task. New faculty bring fresh ideas, knowledge and skills to the organization. They provide contributions that help shape the future of the organization. Faculty and other representatives of California Maritime Academy who participate in the hiring process should be guided by the following general principles:

- Fair and consistent process, adhering to Cal Maritime procedures and legal guidelines
- New employees must be selected because they possess the required qualifications and can perform the requirements of the position as advertised.
- New employees should be selected because there is a reasonable expectation that they can be successful in the position.
- New employees should be able to adapt to the organization's culture.

The California Maritime Academy is a small focused campus. The culture of the campus is built around intellectual learning, applied technology, leadership development, and global awareness. It is suggested that those interviewed (or finalists) for positions at Cal Maritime be given an opportunity to tour the campus to observe the work and educational environment before being offered a position.

I. DETERMINING THE NEED:

Prior to beginning recruitment for temporary faculty positions, the department must first satisfy collective bargaining agreement entitlements. All temporary faculty who were employed the previous academic year, or in the case of mid-year vacancies, employed during the current or immediate past academic year are due careful consideration. Please review entitlement requirements before proceeding with recruitment ([CFA, Article 12](#))

II. REQUEST FOR PERSONNEL ACTION:

To begin recruiting for an open position, the hiring department must submit a "recruitment" ***Request for Personnel Action (RPA)*** to the HR office complete with **all** required signatures. Tenure track positions must include the President's signature. Lecturer positions must include a Provost/Vice President's signature. HR will review for required documentation and ensure budgetary approval has been received before proceeding with the request. Incomplete forms and failure to provide required documentation may result in delays.

- a. A list of the responsibilities, minimum requirements (refer to section VII) and desirables must accompany the RPA.
- b. Tenure-track recruitments will post for a minimum of six (6) weeks before the first review date. Lecturer recruitments will post for a minimum of two (2) weeks.
- c. Job openings will be posted on the following online websites: Cal Maritime Portal, Cal Maritime HR Careers, CSU Careers, NCal HERC, HigherEdJobs.com, HigherEdJobs.com-emails and EDD. Additional advertising venues must be specified by the hiring department and submitted with the

PLEASE NOTE: *This document is currently under review/revision. Please work closely with your Dean for additional guidance and updated instructions.*

Request for Personnel Action-Recruitment form. The cost of the advertising will be charged to the hiring department.

- d. Applicants are required to complete an online employment application. Documents that are required for the selection process such as cover letters and resumes can be attached to the online application.
- e. Job applicants receive an online acknowledgement after they have submitted their application.

III. The Search Committee:

- a) The head of the hiring department may serve as the chair of the search committee or may designate the chair. The chair is responsible for selecting search committee members. At least one member should be a member who has received interviewing training from HR. A list is available from HR of those who have completed the training. No person may serve on a search committee when a conflict of interest exists (i.e. spouse, friend, etc.) Such conflict may require withdrawal from the search committee. Committee members should participate in all committee meetings and must participate in all interviews unless the Chair has prior notification.
- b) All aspects of the search process are confidential. Any information an individual has access to as a result of his/her status as a search committee member is deemed confidential. No discussions shall take place with persons not directly participating in the decision-making process. Similarly, no applicant files may be distributed to and/or reviewed by persons not involved in the decision making process. If confidentiality is not maintained, both during and after the recruitment process, it can lead to cancellation of the search and/or a complaint being filed by a candidate.
- c) Applicant Rating Forms may be used by the search committee to help rank applicants.

IV. Candidate Interviews:

- a) Applicants are contacted by the chair of the search committee or designee to arrange interviews. A follow-up letter, map and parking pass should be provided to the interviewee by mail.
- b) Proposed interview questions are submitted to HR and are reviewed for appropriateness prior to conducting interviews. The same questions must be asked of all candidates. The only permissible divergence from this procedure is seeking clarification, which may be unique to an individual candidate.
- c) The committee will conduct campus interviews, which should follow the campus policy for tenure tracks, including a presentation, tour of the campus, meal and student involvement.
- d) The Provost or designee should be involved in the interview process in the early or follow-up interview stages and must ultimately approve any candidate selected by the committee.
- e) The selection committee must contact references and document results. The same questions must be asked of all references. The only permissible divergence from this procedure is seeking clarification, which may be unique to an individual candidate and/or reference. The Candidate

PLEASE NOTE: *This document is currently under review/revision. Please work closely with your Dean for additional guidance and updated instructions.*

Reference Check form shall serve as a guideline for the references to be contacted. Responses to questions asked of references shall be documented and returned to HR.

- g) All applicants interviewed by the committee must be listed on the Faculty Recommendation for Hire form. When the interview process is complete, the Faculty Recommendation for Hire form must be returned to HR. No commitment to hire can be made prior to completion of this form.
- h) If the position requires a pre-employment physical, drug testing, fingerprinting, etc., the offer of employment must be made contingent upon the candidate successfully completing all necessary requirements. On completion of the background investigation and completion of the Recommendation for Hire form, the Provost or designee can make the verbal offer of employment. It is recommended that the Provost or Designee consult with the Faculty HR Analyst before salary is offered. HR Director approval is required for hire above the midpoint of the salary range as well as completion of the Hire above Midpoint form.
- i) Until such time as there is an acceptance of an offer of employment, it is essential that contact with the other viable candidates not be initiated. All interview and search related material should be returned to the Faculty Analyst in HR along with the details of the job offer such as range/salary information, start date, moving expenses, etc. HR will send the official offer letter of employment. No employee may begin work before completing all appointment documents in HR. All employment documents should be completed in HR by the first day of work.

V. Completion of Process

- a) No commitment to hire can be made without the appropriate Vice President's prior approval. Until there is an acceptance of an offer of employment, it is essential that contact with the other viable candidates be carefully monitored.
- b) Once the offer employment has been made and accepted by the successful candidate, the interview committee, or committee designee, is responsible for notifying in writing those candidates interviewed that the hiring process has been completed. A copy of the correspondence must be provided to HR for the recruitment file.
- c) All applications and supplemental material submitted by applicants will remain on file in HR for three years.

VI. Minimum Requirements

Candidates are required to submit official documentation on hire as proof of minimum/license requirements.

Tenure Track Faculty: Ph.D. in appropriate field is generally required

Exceptions:

Marine Transportation and Engineering Technology shall require Master's Degree.

Maritime Vocational Instructors shall be placed based on the following requirements:

Maritime Vocational Instructors

MVI 1: no degree, no unlimited coast guard license

MVI 2: bachelor's degree, *unlimited coast guard license

MVI 3: bachelor's degree, *unlimited coast guard license (MVI 3 is attained through promotion through RTP process)

PLEASE NOTE: *This document is currently under review/revision. Please work closely with your Dean for additional guidance and updated instructions.*

MVI 4: bachelor's degree, *unlimited coast guard license (MVI 4 is attained through promotion through RTP process)

**Types of engine licenses include, from lowest to highest, 3rd Asst, 2nd Asst, 1st Asst, and Chief Engineer. Engineer licenses can be for diesel, steam or gas turbine.*

Types of deck licenses include, from lowest to highest, 3rd Mate, 2nd Mate, 1st Mate, Master

Lecturers (Non Tenure-Track Faculty): Master's degree in appropriate field is required

Exceptions:

Maritime Vocational Lecturers shall be placed based on the following requirements:

Maritime Vocational Lecturers

MVL 1: no degree, no unlimited coast guard license

MVL 2: bachelor's degree, *unlimited coast guard license

MVL 3: bachelor's degree, *unlimited coast guard license

MVL 4: bachelor's degree, *unlimited coast guard license

*Types of engine licenses include, from lowest to highest, 3rd Asst, 2nd Asst, 1st Asst, and Chief Engineer. Engineer licenses can be for diesel, steam or gas turbine.

Types of deck licenses include, from lowest to highest, 3rd Mate, 2nd Mate, 1st Mate, Master

VII. Evaluation of Temp Faculty:

Each temporary faculty employee shall be evaluated before the end of each semester. The evaluation will be used in the "careful consideration" criteria when determining appointments for the following academic year. Evaluation forms are available through Human Resources and on the HR website.