

CMA FACULTY RECRUITMENT GUIDELINES

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

- Fair and consistent process, adhering to CMA 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 CMA 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 temp 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.

II. Request for Personnel Action:

To begin recruiting for an open position, the hiring department must submit a ***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 Vice President's signature. Incomplete forms will be returned. HR will review for required documentation and ensure budgetary approval has been received before proceeding with the request. Failure to provide the 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) HR will include the opening on the CMA Job line and have hard copies of the announcements available. The openings will be posted online on the following free websites: EDD, CSU (accessible by the public as well as all 23 campuses, NorCal HERC, and our own CMA website. In addition, an e-mail will be sent notifying Faculty and Staff of the vacancies. Additional resources include for-fee sites such as Career Builder, and Chronicle of Higher

Education for tenure track positions. Maritime Operations, Marine Transportation, and ET may wish to consider MEBA, Master Mates and Pilots, and advertisements with the other US Maritime Academies. Additional advertising venues must be specified by the hiring department. The cost of the advertising will be charged to the hiring department.

- d) Applicants will be directed to submit packets to HR. Any application packets received by the department should be forwarded to HR. Application packets will be provided to the screening committee after the deadline for first review.
- e) Applications are not accepted before a job bulletin has been posted. Applications will be prescreened by HR for all required documents. HR will send notification to applicants if any required documents are missing. Incomplete applications will not be forwarded to the hiring department for consideration.

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. Processing Applications and Applicant Flow Information sheet

- a) A confidential Applicant Flow Information sheet is attached to the official Faculty Employment Application. This sheet is not provided to the search committee as the data from these sheets is used for statistical purposes and reporting requirements. The data can not be used as selection criterion. The data sheets and statistical information derived from the data will remain on file in HR for three years.
- b) If an individual submits a letter of interest and/or resume to HR, HR will send the individual a job bulletin, official Faculty Employment Application with attached Applicant Flow Information sheet. The individual will not be considered an applicant unless the Application for Employment and all other required documents are submitted.

V. 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 Vice President of Academic Affairs or designee should be involved in the interview process in the early or follow-up interview stages and must ultimately approve candidate selected by the committee.
- e) A Background Investigation packet must be provided to the finalist(s). HR will begin the background investigation for the finalist(s) upon receipt of the signed background investigation consent form. The fee, approximately \$41 for this service, will be charged to the hiring department. The investigation takes approximately 7-10 working days to complete. No commitment to hire can be made prior to the completion of the investigation and without the AA/EEO's prior approval. HR will conduct a degree verification along with the background check, but the Dean will verify the accreditation of the university.
- f) 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 Reference Check form (HR 005A) shall serve as a guideline for the references to be contacted. Responses to questions asked of reference shall be documented.
- g) All applicants interviewed by the committee must be listed on the Appointment Selection form. When the interview process is complete, the Appointment Selection form must be returned to HR, signed by each committee member and the committee chair. **The reasons for selection of the finalist must be documented on this form.** No commitment to hire can be made without the AA/EEO's prior approval.
- 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 approval of the AA/EEO, the VPAA or designee must make the verbal offer of employment. It is recommended that the VPAA consult with the HR Director before salary is offered. 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 original application packets and evaluation sheets must also be returned to 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.

VI. Completion of Process

- a) 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.

- b) All applications and supplemental material submitted by applicants will remain on file in HR for three years.

VII. 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)

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.