



TENURE-TRACK FACULTY RECRUITMENT DOCUMENT RETENTION PRACTICES

FACULTY AFFAIRS AND SUCCESS	DEPARTMENT
<input type="checkbox"/> Copies of all submitted recruitment forms (ex. Requisition Details, Ad Template)	<input type="checkbox"/> Proof of Advertising, including: <ul style="list-style-type: none">• Invoices showing advertisement details• Tear sheet from an ad placed in a national/professional journal (one in which no subscription or payment is required to view) that shows the first and last date the ad was active or a dated screenshot of the entire active advertisement from the date it opens and another for a date prior to the ad closing (need to establish minimum 30-day advertising was accomplished)
<input type="checkbox"/> Copies of full-page advertisements Faculty Affairs and Success posted through the CHRS Recruitment system	<input type="checkbox"/> A copy of the full-page advertisement for the national/professional journal (discipline specific pub) and any additional locations advertised. <ul style="list-style-type: none">• Ad must include employer name, job title, job duties, minimum requirements, location of employment, and how to apply.• Copy of ad must show the journal title and date of publication. If such information is not on the page containing the ad, a copy of the journal cover where the ad was published must also be provided.• Print ads must include name and date of publication.• Listserv or email ads must have dated printout evidencing when the ad was posted or sent out.

<input type="checkbox"/>	Copy of both phone and campus interview questions and any rubrics used by department	<input type="checkbox"/>	Final report of the faculty, student, or administrative body making the recommendation or selection of the final candidate at the completion of the competitive recruitment and selection process including why this candidate was considered to be the most qualified at the time of hire.
<input type="checkbox"/>	Copies of all committee notes and communications pertaining to candidate, committee updates or changes, or search process/procedures	<input type="checkbox"/>	List of courses to be taught, if known at time of hire
<input type="checkbox"/>	Copies of any communication pertaining to search process occurring between Faculty Affairs and Success and Provost or Dean of hiring college, including flow log reports		
<input type="checkbox"/>	Copy of campus interview itineraries, official transcripts, reference check forms (including questions), and any letters from advisors (ABD candidates)		
<input type="checkbox"/>	Copy of written candidate recommendation, final offer letter, and moving and relocation approval if needed		
<input type="checkbox"/>	Completed search summary		

The recruitment file for a tenure-track faculty search, regardless of whether a successful hire was made, should include all documentation and key communications related to the recruitment. The document retention period for recruitment records is **four years** after the final hiring decision. Appropriate recruitment documents for the candidate hired should be transitioned to the Personnel File. Refer to the [CSU Personnel/Payroll Retention and Disposition Schedule](#) (Series 1.1, 1.21, and 1.24) for more details regarding items that need to be retained.