

CSU Faculty Recruitment and Retention Survey

INSTRUCTIONS

These instructions are provided to assist you in completing the 17th Annual CSU Faculty Recruitment and Retention Survey. The survey tool should have been provided to you in an Excel workbook titled "FRSurvey04.xls." Please complete this survey in this electronic format and return via e-mail to Kevin Ruminson at kruminson@calstate.edu. Please note that we are requesting electronic versions only. Please return the completed surveys by **October 15, 2004**. If you have any questions regarding the survey instruments please call Kevin Ruminson at 562-951-4422 or send him an e-mail to the address listed above.

Completing the Survey Within a Workbook

This survey workbook (FRSurvey04.xls) is comprised of three worksheets – the first is titled *'Summary'*, the second is titled *'Appointments'*, and the third is titled *'Positions Not Filled.'* You can easily move between the different worksheets by clicking on these tabs at the bottom-left corner of your screen.

Within each worksheet you can move between cells by using the arrow keys on your keyboard. Alternatively, you can move from left to right by using the Tab key, and from right to left using the Shift + Tab keys. In each worksheet, the first row beneath the column headings is an example row. If you tab across these fields, a brief explanation will be shown in a pop up window.

Summary worksheet:

The first worksheet, titled *'Summary'* (the title of the worksheet can be seen on the tab at the bottom-left corner of the screen) is a summary of tenure-track faculty separations, searches, and appointments for each academic department. Before completing the survey, please complete the contact information section at the top of the worksheet. Select your campus name from the list provided, using the arrow to the right of the field, and then enter the name, contact telephone number, and e-mail address of the person who is responding to the survey. Data entry instructions for each field are listed in the table below.

Summary Worksheet - Field Names and Descriptions	
Field Name	Description
Department Name	<ul style="list-style-type: none"> ▪ Enter the department name in which the activity occurred.
Resignations for 2003-2004	<ul style="list-style-type: none"> ▪ Enter the number of tenured and probationary instructional faculty who resigned during or at the end of the 2003-2004 academic year. ▪ Do not include retirements.
Non-reappointments and Tenure Denials	<ul style="list-style-type: none"> ▪ Enter the number of non-reappointments and tenure denials of probationary instructional faculty during or at the end of the 2003-2004 academic year.
Searches Made	<ul style="list-style-type: none"> ▪ Enter the number of tenure-track searches that were conducted during 2003-2004 for appointments in 2004-2005. ▪ The number of appointments cannot exceed the number of searches for one department. For example, if one search was conducted and three appointments were made, the number of searches should be three. ▪ Please include cancelled or aborted searches. ▪ Do not include searches for counselors or librarians.
Applications Received	<ul style="list-style-type: none"> ▪ Enter the total number of applications received in this department for 2004-05 appointments (do not include the temporary pool).
Appointments Made	<ul style="list-style-type: none"> ▪ Enter the number of tenure-track appointments that were made for 2004-05. ▪ For each tenure-track appointment, an entry should be made on the <i>'Appointments'</i> worksheet.

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Appointments worksheet:

The second worksheet, titled '*Appointments*' (again, the title can be seen on the tab at the bottom-left corner of the screen), contains specific information on each of the reported tenure-track appointments. Data entry instructions for each field are listed in the table below.

Appointments Worksheet - Field Names and Descriptions	
Field Name	Description
Department Name	<ul style="list-style-type: none"> ▪ Enter the department name to which this appointment was made.
Rank	<ul style="list-style-type: none"> ▪ Click on the arrow located to the right of the field to select the appropriate rank of this appointment.
Gender	<ul style="list-style-type: none"> ▪ Click on the arrow located to the right of the field to select if the appointed individual was male or female.
Ethnic Group	<ul style="list-style-type: none"> ▪ Click on the arrow to the right of the field to select the appropriate ethnicity. ▪ If ethnicity is tracked at a more detailed level, refer to the Ethnicity Mapping Table on page 4.
Monthly Full-time Salary	<ul style="list-style-type: none"> ▪ Enter the monthly full time salary for this appointment. ▪ You do not need to enter the currency symbol in front of the amount (\$).
Years of Service Credit Granted	<ul style="list-style-type: none"> ▪ Please indicate the years of service credit granted towards tenure, using the arrow to the right of the field.
Moving Expenses Allocated by Campus	<ul style="list-style-type: none"> ▪ Please enter the moving expenses allocated by the campus.
Start-up funds Allocated by Campus	<ul style="list-style-type: none"> ▪ Please enter the amount of money allocated by the campus for equipment, travel, etc.
Workload Reduction Units for First Year (WTUs)	<ul style="list-style-type: none"> ▪ Please enter the total number of units workload reduction (WTUs) for the first year (all terms added together).
Date of Highest Degree	<ul style="list-style-type: none"> ▪ Please enter the year that the applicant received his/her highest degree. ▪ If the applicant is ABD, enter 'ABD'.
Prior Higher Ed. Employer	<ul style="list-style-type: none"> ▪ If the individual appointed was previously employed in higher education, enter the name of the prior higher education employer, including CSU campus.
State Location of Prior Higher Ed. Employer	<ul style="list-style-type: none"> ▪ Click on the arrow to the right of the field to select the state in which the prior higher education employer is located. ▪ If the employer is external to the United States, please select 'Outside US' from the list. ▪ Select 'Unknown' if the state is unknown.

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Positions Not Filled Worksheet

The third worksheet, titled *'Positions Not Filled'* (the title of the worksheet can be seen on the tab at the bottom-left corner of the screen), should be completed for searches in which at least one offer of employment was declined and for searches that did not result in a tenure-track appointment. The first row beneath the column headings is an example row. If you tab across these fields, a brief explanation will appear in a pop up window. Additional data entry instructions for each field are listed in the table below.

Positions Not Filled Worksheet - Field Names and Descriptions	
Field Name	Description
Department Name	<ul style="list-style-type: none"> ▪ Enter the department name in which this search was conducted.
Was the Position Filled?	<ul style="list-style-type: none"> ▪ Using the arrow to the right of the field, choose Yes or No to indicate whether the position was filled,
If no, why not?	<ul style="list-style-type: none"> ▪ Using the arrow to the right of the field, select the <u>primary</u> reason why a tenure-track appointment did not occur.
Comments – Unfilled Positions	<ul style="list-style-type: none"> ▪ If 'Other' was selected as the primary reason why a tenure-track appointment did not occur, please specify the reason.
Number of Applicants who Declined Offer of Employment	<ul style="list-style-type: none"> ▪ Please enter the number of applicants who declined an offer of employment for this position.
Primary Reason Given by Lead Candidate for Declining Offer of Employment	<ul style="list-style-type: none"> ▪ Using the arrow to the right of the field, please choose the <u>primary</u> reason given by the lead candidate for declining an offer of employment.
Comments – Declined Offer	<ul style="list-style-type: none"> ▪ If 'Other' was selected as the primary reason why the lead candidate declined an offer, please specify the reason.

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Ethnicity Mapping Table

Please use the ethnic origins table below to find the appropriate ethnic code mapping. We have provided the ethnicity detail and the PIMS coding for your reference. Please refer to HR 2002-09 for guidelines on the collection and reporting of employee race/ethnicity data. This HR letter is available at: <http://www.calstate.edu/HRAAdm/pdf2002/HR2002-09.pdf>.

Ethnicity Mapping		
ETHNIC GROUP	ETHNICITY DETAIL	PIMS ETHNIC ORIGIN CODE
African American	African	F
Asian	Asian Indian Cambodian Chinese Filipino Guamanian/Chamorro Hawaiian Japanese Korean Laotian Samoan Vietnamese Other	M U J G R P I K Y Q L S, T
Hispanic	Cuban Mexican/Mexican American/Chicano Puerto Rican Other	C A B D
White	Indo-European	E
American Indian	Aleut American Indian Eskimo	O H N
Other/Unknown	Other Non-White Unknown	X Z