

THE CALIFORNIA STATE UNIVERSITY
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Date: December 1, 2004

Code: HR 2004-34

To: CSU Presidents

Respond by
October 14, 2005

From: Jackie R. McClain
Vice Chancellor
Human Resources



Subject: **The CSU Faculty Recruitment and Retention Survey for 2005/06**

Attached please find a copy of the 18th annual CSU Faculty Recruitment and Retention survey. The information gathered in this survey will be used to identify faculty staffing trends throughout the CSU and to gather data required for external reporting.

In order to streamline the process and expedite the production of the final report, we have developed a standard electronic format (Excel workbook) that will be provided to the Associate Vice Presidents/Deans of Faculty via e-mail in the near future. Please return the completed surveys by **October 14, 2005** via e-mail to Dr. Kevin Ruminson at kruminson@calstate.edu. Questions on completing the survey or using the survey tool can be directed to Dr. Ruminson at (562) 951-4422 or via e-mail at the address above.

Thank you for your assistance in providing us this important data. We hope to have the final report back to you in the spring of 2006. If you or your staff would like to see additional information on this survey or have recommendations on the data gathering methodology, please contact Dr. Cordelia Ontiveros at (562) 951-4503 or via e-mail to contiveros@calstate.edu.

JRMcC/kr

Attachments

Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Administration
Associate Vice Presidents/Deans, Faculty Affairs
Directors of Human Resources
Directors of Equal Opportunity

CSU Faculty Recruitment and Retention Survey INSTRUCTIONS

These instructions are provided to assist you in completing the Annual CSU Faculty Recruitment and Retention Survey. 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 14, 2005**. If you have any questions regarding the survey instruments please call Kevin Ruminson at 562-951-4422 or send him an e-mail at the address listed above.

Completing the Survey Within a Workbook

This survey workbook (FRSurvey05.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 the tabs at the bottom-left corner of your screen.

Data Entry Tips: 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.

Click on the underlined links to move to and from a section and the corresponding instructions.

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	
Department Name	Enter the department name in which the activity occurred.
Discipline	Click on the arrow to the right of the field to select the academic discipline that most closely fits the department.
Resignations for 2004-2005	Enter the number of tenured and probationary instructional faculty who resigned during or at the end of the 2004-2005 academic year. Do not include retirements.
Non-reappointments and Tenure Denials	Enter the number of non-reappointments and tenure denials of probationary instructional faculty during or at the end of the 2004-2005 academic year.
Searches Made	Enter the number of tenure-track searches that were conducted during 2004-2005 for appointments in 2005-2006.
Applications Received	Enter the total number of applications received in this department for 2005-2006 appointments (do not include the temporary pool).
Appointments Made	Enter the number of tenure-track appointments that were made for 2005-2006. For each tenure-track appointment, an entry should be made on the 'Appointments' worksheet.

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	
Department Name	Enter the department name in which the activity occurred.
Discipline	Click on the arrow to the right of the field to select the academic discipline that most closely fits the department.
Rank	Click on the arrow located to the right of the field to select the appropriate rank of this appointment.
Gender	Click on the arrow located to the right of the field to select if the appointed individual was male or female.

Ethnic Group	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
Monthly Full-time Salary	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	Please indicate the years of service credit granted towards tenure, using the arrow to the right of the field.
Moving Expenses Allocated by Campus	Please enter the moving expenses allocated by the campus.
Start-up funds Allocated by Campus	Please enter the amount of money allocated by the campus for laboratory/office equipment, professional travel, etc.
Workload Reduction Units for First Year (WTUs)	Please enter the total number of units workload reduction (WTUs) for the first year (all terms added together).
Date of Highest Degree	Please enter the year that the applicant received his/her highest degree. If the applicant is ABD, enter 'ABD'.
Prior Higher Ed. Employer	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	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.

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. Additional data entry instructions for each field are listed in the table below.

Positions Not Filled Worksheet - Field Names and Descriptions	
Department Name	Enter the department name in which the activity occurred.
Discipline	Click on the arrow to the right of the field to select the academic discipline that most closely fits the department.
Was the Position Filled?	Using the arrow to the right of the field, choose Yes or No to indicate whether the position was filled.
If no, why not?	Using the arrow to the right of the field, select the primary reason why a tenure-track appointment did not occur.
Comments – Unfilled Positions	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	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	Using the arrow to the right of the field, please choose the primary reason given by the lead candidate for declining an offer of employment.
Comments – Declined Offer	If 'Other' was selected as the primary reason why the lead candidate declined an offer, please specify the reason.

Annual Survey on
Tenure-Track Faculty Recruitment and Retention

Campus _____

Name of Respondent _____

Phone Number _____

E-mail address _____

Information on Faculty Separations, Searches, and Appointments by Department
CLICK ON THE UNDERLINED LINKS FOR INSTRUCTIONS

(Instructional Tenure-Track only)

Department Name	Discipline	Tenure-Track Resignations During 2004-05	Non-reappointments and Tenure Denials During 2004-05	Tenure-Track Recruitment information for 2005-06		
		Number	Number	Searches Made	Applications Received	Appointments Made
ex Department Name	Agriculture; Animal & Plant Science					
1						
2						
3						
4						
5						
6						
7						
8						

Annual Survey on
Tenure-Track Faculty Recruitment and Retention

0
0
0
0

New Tenure-Track Instructional Faculty Appointments for 2005-2006 Academic Year.
CLICK ON THE UNDERLINED LINKS FOR INSTRUCTIONS

	<u>Department Name</u>	<u>Discipline</u>	<u>Rank</u>	<u>Gender</u>	<u>Ethnic Group</u>	<u>Monthly Full-Time Salary</u>	<u>Years of Service Credit Granted</u>	<u>Moving Expenses Allocated by Campus</u>	<u>Start-up Funds Allocated by Campus</u>	<u>Workload Reduction Units for First Year (WTUs)</u>	<u>Date of Highest Degree (if ABD, enter 'ABD' rather than date)</u>	<u>Prior Higher Ed. Employer</u>	<u>State Location of Prior Higher Ed. Employer</u>
ex:	Department Name	Agriculture; Animal & Plant Science	Assistant Professor	Male	Asian	\$5,000	0	\$1,000	\$1,000	0	2004	Name of University	Alabama
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

**Annual Survey on
Tenure-Track Faculty Recruitment and Retention**

Please complete this worksheet:
1) for searches in which an offer of employment was declined for the 2005-2006 academic year
2) for searches that did not result in a tenure-track appointment
(please include searches that were cancelled)
 CLICK ON THE UNDERLINED LINKS FOR INSTRUCTIONS

<u>Department Name</u>	<u>Discipline</u>	<u>Was the Position Filled?</u>	<u>If no, why not?</u>	<u>Comments - Unfilled Positions</u>	<u>Number of Applicants who Declined Offer of Employment</u>	<u>Primary Reason Given by Lead Candidate for Declining Offer of Employment</u>	<u>Comments - Declined Offer</u>
ex: Department Name	Agriculture; Animal & Plant Scienc	No	Budget		Number	Cost of housing	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

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/HRAdm/pdf2002/HR2002-09.pdf>

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