The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, CA 90802-4275
(310) 985-2665

Code: HR 98 -02

Date: February 11, 1998

Please Respond by March 30, 1998 and May 1, 1998

To: Presidents

From: Samuel A. Strafaci
Interim Senior Director
Human Resources

Subject: **The CSU Faculty Recruitment and Retention Survey for 1996-97 and 1997-98**

Attached are copies of the ninth and tenth annual surveys of CSU faculty recruitment and retention. The surveys are designed to obtain information about faculty searches and resignations in each of these two years for purposes of internal planning and external reporting.

The survey forms are identical to the instrument used in the 1995-96 survey. Again, in item B.5 we ask for information on the prior employment of persons appointed to campus positions to determine if they had a faculty appointment when they were recruited and, if so, at what university or college. (In cases where a lecturer is appointed to a tenure-track position, the prior employer would be the CSU campus.)

I am requesting that copies of **Part I** of each survey be sent to each academic department that initiated a tenure-track search during 1995-96 or 1996-97 with the intent of effecting an appointment for 1996-97 or 1997-98. This part should be completed by the department chair or a member of the department hiring committee who is informed about a particular search.

Distribution: Vice Presidents, Academic Affairs (w/attach)
Vice Presidents, Administration
Affirmative Action Officers (w/attach.)
Associate Vice Presidents/Deans, Faculty Affairs (w/attach.)
Personnel Directors

Departments are asked to prepare a separate copy of **Part I** for each search initiated *or* for each vacancy if a single search was used to fill several vacancies. Part II is a summary report of searches for tenure-track appointments in 1996-97 and 1997-98 and resignations among probationary and tenured faculty in 1995-96 and 1996-97. Part II should be completed at the campus level for each year and returned with the surveys from the departments for the specific year. (Information contained in the campus summary report should match the data reported by the departments).

Please designate a person on your campus to collect the surveys from academic departments and to forward them to us. In returning the surveys, please check each form to ensure that the gender and ethnicity of all appointees have been indicated (Item B.2 of Part I). We would like to receive both parts of the 9th survey by March 30, 1998; and both parts of the 10th survey by May 1, 1998.

If there are any questions regarding the survey instruments, please call Mr. Thierry Koenig at (562) 985-2693.

SAS:jj

Attachments

***9th* CSU Faculty Recruitment Survey** HR 98 - 02
Part I - Searches conducted during 1995-96 for tenure-track appointment in 1996-97

Campus:_____ **Department:**_____

Search #_____

Please complete a copy of part I for each search initiated or appointment effected. For example, if a single search was intended or used to effect two appointments, a separate form should be submitted for each appointment anticipated or made.

A. This search resulted in a tenure-track appointment? yes___ no___
If yes, please continue immediately below; *if no, please proceed to questions B.8, then Section C.*

B. Tenure-track appointment conditions

B.1 Rank_____ and step_____ of person appointed; check here _____ if designated market discipline (DMD) salary applies to this appointment.

B.2 Sex and ethnicity of person appointed: male __ female __
Asian __ Black __ Hispanic __ Native American __ White __

B.2a. Does the person appointed have a declared disability?
yes ___ no___

B.3 Which of the following incentives were used to recruit this person to the campus?

a. Early tenure consideration___ with ___ years probationary credit or immediate tenure_____.
b. Relocation or moving expenses *actually paid* by the campus $_____.
c. Reduced course load_____, for how many academic years_____.
d. Acquisition of new equipment, facilities, computer hardware or software, library holdings, etc. _____. Approximate $_____ commitment.
e. Travel funds commitment $_____.
f. Other commitment or incentive used to attract candidate: _____
_____

B.4 Residence of person appointed prior to appointment:
____ within commuting distance of the campus
____ within California (beyond commuting distance)
____ U.S.A. outside of California
____ outside the U.S.A.

B.5 Immediately prior to this appointment, was the person a faculty member at a college or university? yes:____ no:____;

if yes, where: _____.

B.6 Did this person ever before hold a teaching appointment in this department? yes ____ no____.

B.7 Was the person appointed the first person to whom a formal offer was made for this position? yes____ no____. **If no, please be sure to complete part D on page 3.**

B.8 Total number of persons who either a) declined a campus offer for this position, or b) withdrew their candidacy by refusing a campus interview or c) indicated their lack of interest following the interview: _____

C. Position *not* filled with tenure-track appointment. This position was not filled with a tenure-track appointment because:

1. All offers were rejected _____ *(complete part D below).*
2. No offer was made because applicant pool was weak_____.
3. No offer was made because there were too few minority or women candidates_____.
4. Search was cancelled for budgetary reasons_____.
5. Other reason why the search did not result in a tenure-track appointment **(please specify)**_____
_____
_____
_____
_____
_____

9th CSU Faculty Recruitment Survey
Part II - Campus Summary Report HR 98 - 02

Campus:_____

Tenure-track Faculty Resignations, Searches and Appointments

Department	1995-96 Resignations	Searches for 1996-97 Appt.	Appointments Effected 1996-97
Campus Totals:			

Name of respondent _____ Phone No. _____

D. Reasons given by candidates who rejected campus offer of a tenure-track appointment. Please mark the primary reason with a P and mark any secondary reasons with an X:

		1st Refusal	2nd Refusal	3rd Refusal
D.1	Salary inadequate	_____	_____	_____
D.2	Cost of housing	_____	_____	_____
D.3	Teaching load	_____	_____	_____
D.4	Equipment/facilities inadequate	_____	_____	_____
D.5	Research opportunities limited	_____	_____	_____
D.6	Travel support insufficient	_____	_____	_____
D.7	Lack of employment for spouse	_____	_____	_____

D.8 Better job offer elsewhere
(e.g., promoted at home campus or hired by a competing university). Please describe offer to the extent possible, including name of institution.

1st refusal _____
_____
_____
2nd refusal _____
_____
_____
3rd refusal _____
_____
_____

D.9 Other reasons (please be as specific as possible):

1st refusal _____
_____

2nd refusal _____
_____

3rd refusal _____
_____

***10th* CSU Faculty Recruitment Survey** HR 98 - 02
Part I - Searches conducted during 1996-97 for tenure-track appointment in 1997-98

Campus:_____ **Department:**_____

Search #_____

Please complete a copy of part I for each search initiated or appointment effected. For example, if a single search was intended or used to effect two appointments, a separate form should be submitted for each appointment anticipated or made.

A. This search resulted in a tenure-track appointment? yes___ no___
If yes, please continue immediately below; *if no, please proceed to questions B.8, then Section C.*

B. Tenure-track appointment conditions

B.1 Rank_____ and step_____ of person appointed; check here _____ if designated market discipline (DMD) salary applies to this appointment.

B.2 Sex and ethnicity of person appointed: male __ female __
Asian __ Black __ Hispanic __ Native American __ White __

B.2a. Does the person appointed have a declared disability?
yes ___ no___

B.3 Which of the following incentives were used to recruit this person to the campus?

a. Early tenure consideration___ with ___ years probationary credit or immediate tenure_____.
b. Relocation or moving expenses *actually paid* by the campus $_____.
c. Reduced course load_____, for how many academic years_____.
d. Acquisition of new equipment, facilities, computer hardware or software, library holdings, etc. _____. Approximate $_____ commitment.
e. Travel funds commitment $_____.
f. Other commitment or incentive used to attract candidate: _____
_____

B.4 Residence of person appointed prior to appointment:
____ within commuting distance of the campus
____ within California (beyond commuting distance)
____ U.S.A. outside of California
____ outside the U.S.A.

B.5 Immediately prior to this appointment, was the person a faculty member at a college or university? yes:____ no:____;

if yes, where: _____.

B.6 Did this person ever before hold a teaching appointment in this department? yes ____ no____.

B.7 Was the person appointed the first person to whom a formal offer was made for this position? yes____ no____. **If no, please be sure to complete part D on page 3.**

B.8 Total number of persons who either a) declined a campus offer for this position, or b) withdrew their candidacy by refusing a campus interview or c) indicated their lack of interest following the interview: _____

C. Position *not* filled with tenure-track appointment. This position was not filled with a tenure-track appointment because:

1. All offers were rejected _____ *(complete part D below).*
2. No offer was made because applicant pool was weak_____.
3. No offer was made because there were too few minority or women candidates_____.
4. Search was cancelled for budgetary reasons_____.
5. Other reason why the search did not result in a tenure-track appointment **(please specify)**_____
_____
_____
_____
_____
_____

D. Reasons given by candidates who rejected campus offer of a tenure-track appointment. Please mark the primary reason with a P and mark any secondary reasons with an X:

		1st Refusal	2nd Refusal	3rd Refusal
D.1	Salary inadequate	_____	_____	_____
D.2	Cost of housing	_____	_____	_____
D.3	Teaching load	_____	_____	_____
D.4	Equipment/facilities inadequate	_____	_____	_____
D.5	Research opportunities limited	_____	_____	_____
D.6	Travel support insufficient	_____	_____	_____
D.7	Lack of employment for spouse	_____	_____	_____

D.8 Better job offer elsewhere
(e.g., promoted at home campus or hired by a competing university). Please describe offer to the extent possible, including name of institution.

1st refusal _____
_____
_____
2nd refusal _____
_____
_____
3rd refusal _____
_____
_____

D.9 Other reasons (please be as specific as possible):

1st refusal _____
_____

2nd refusal _____
_____

3rd refusal _____
_____

# # # #

10th CSU Faculty Recruitment Survey
Part II - Campus Summary Report HR 98 - 02

Campus:_____

Tenure-track Faculty Resignations, Searches and Appointments

Department	1996-97 Resignations	Searches for 1997-98 Appt.	Appointments Effected 1997-98

Campus Totals: _____ _____ _____

Name of respondent _____ Phone No. _____