
2018-2019 SEARCH CHAIR & COMMITTEE RESPONSIBILITIES CHECKLIST

Please note that all searches must be legally compliant as well as comply with Section III of the Faculty Manual. Please review the faculty manual prior to beginning the search process. All search documentation (described below) must be submitted to the Office of Faculty Affairs (OFA) prior to approval to issue a contract.

Records Retention

The Search Committee Chair assumes responsibility to make sure the process is fair, legally compliant and that upon completion of the search it the Provost's Office as the appropriate documentation as outlined in the Search Packet.

Schedule required training for your committee through the Office of Faculty Affairs.

All required search related documents must be submitted to Faculty Affairs following the submission of your proposed faculty hire. Place the material in large manila envelope with the printed documents and a flash drive.

Paper Copies Requested

1. Search Committee and Chair Responsibilities Checklist - with name of search, who was hired, and Search Chair name.
2. Printed copies of all ADVERTISEMENTS copied from the original source of publication with *beginning and ending publication dates noted*. Please include copies of notifications on professional websites as well as any print ads.
3. Summary paragraph advising who was hired and why.

Flash Drive Of Scanned Items (submitted with above paper file)

4. Copies of employment applications and vitae for all applicants
5. Written Criteria for candidate evaluation
6. "All applicant" spreadsheet supporting hiring decision (hard copy)
7. Schedule of Questions for Interviews
8. ALL evaluation/notes documents created during the interview process (both phone and on-campus interviews)

Faculty Search (Position Title) _____

Faculty Candidate Name _____

Search Chair _____

(Indicates you have complied with the responsibilities listed.)

Completed Date _____

Proposal to Initiate a Full Time Faculty Search

1. **Formation of Committee** - In consultation with the Dean, the department faculty will form a search committee for each position available. It is strongly encouraged that the search committee must be chaired by a tenured faculty member and the committee should include at least one faculty member from outside the academic unit. All committee (and department) members should be familiar with this document. Each committee should also have a designated Administrative Assistant assigned to assist with the process.
2. **Search Committee** will review Section II and III of the **Faculty Manual**. (Available on the Office of Faculty Affairs website.)
3. **Search Committee Chair** will be responsible for meeting with the **Equal Opportunity Officer** to review the university's Affirmative Action Plan and the documentation required by Human Resources for each candidate.
4. **Dean's Office** submits a **Proposal to Initiate a Search** to Faculty Affairs with an editable version of the proposed job ad. This form notes the Search Chair and Committee members. **(Appendix #1)**

Advertising

1. **Budget** - **\$4,000 per search** and the **account string is #100-6207-62074**. (*This does not apply to Fowler School of Law, the School of Pharmacy and Institutes.*)
2. **Dean** will forward the **proposed job description** to the Director of Faculty Affairs for approval. All ads must be approved by the Office of the Provost prior to publication.
3. **Faculty Affairs** will **receive approval** from the Provost. Faculty Affairs will post all Provost approved faculty positions on the **Chapman website** and with **HERC online** and communicate with the Search Chair / Dean / Search Support staff regarding the faculty search.
4. **National Post for Tenure / Tenure Track hires** - Each October the University shall place a University wide **ad in the Chronicle**. If your post is made outside this time frame, then the **Dean's office will place the ad** in a print or electronic/web-based nationally distributed professional journal. Not all professional journals meet this requirement. The online Chronicle meets this requirement. Electronic postings must be posted for a minimum of 30 days and proof of such is required as part of the search documentation. (A copy of the posted ad showing the first day it was posted, as well as a copy of the posted ad showing the 30th day is requested.)
5. **Dean's office** will notify the Search **Chair to advertise** the position in an appropriate venue, such as website or career publications of the professional association of that specific discipline.
6. **Search Committee Chair** will be responsible to **assure that hard-copies** are taken from posted sites of all advertising, particularly including the specific dates the advertisement ran. These will be needed as part of the search documentation. (This includes postings completed by the Vice Provost, the Dean, the Department Chair and any other additional postings.)

Search Committee Process

1. **Shared Search Committee Portal Site for Tracking** - We suggest that each Search Chair work with their administrative support member to set up shared portal site where all the documents can be

uploaded, and thus shared with all Search Committee members who are given appropriate access. These documents should include: all emails, letters of application, CVs, interview questions, interview notes, faculty employment applications, applicant spreadsheet, copies of ads and invoices, and any other search related documents. At the conclusion of the search, this information can then easily be transferred to a flash drive and submitted to Faculty Affairs.

2. **Post External Ads** – post external ads as needed & outlined in the advertisement section above. Some possible sites are included in this document. (Appendix #2)
3. **Applicant Tracking Sheet** (Excel spreadsheet) - The Search Chair is responsible for the creation of a candidate spreadsheet. All candidates, with their corresponding job qualifications and responsibilities that are posted in the ad shall be included. It should be used to rank the candidates. All applicants must be listed on the spreadsheet **until such time that the job posting is closed**.
4. **Applicant Data Link** – Each applicant must be sent the applicant data link. Customized links are developed for each college & are sent to the Search Chair & Admin Assistant at the time that the position is posted internally. (This customization allows Faculty Affairs to systematically collect reporting on our applicants including how they learned about the position. It has nothing to do with your hiring decision.)
5. **Written Set of Candidate Evaluation Criteria** - The search committee will develop a written set of criteria; these written criteria will be used in reading and evaluating each candidate's file. Comments and evaluations for each candidate will be collected from the committee members by the Search Chair and kept in the search committee file.
6. **Schedule of Candidate Interview Questions** - The Search Committee will also develop a schedule of questions **to use with all candidates during the various stages of the process** as appropriate. All candidates should be asked these questions as outlined. Each candidate will be rated according to the position criteria in the Applicant Tracking spreadsheet. (Phone interviews, Skype interviews, on campus, etc.)
7. **Documentation Collection** - ALL notes taken by committee members during the interview process should be collected by the Search Chair and kept in the committee search file.
8. **Review All Applications** - When all applications and CV's have been received, the search committee will review all candidates using the agreed upon criteria and determine a "short list" of candidates for phone interviews.
9. **Faculty Application Required to Advance** - Prior to any type of interview – phone or otherwise – please confirm that you have received a signed Faculty Employment Application.
10. **Narrow Pool** - Using the written criteria developed by the committee, the pool of candidates will be narrowed to the best qualified candidates. (The Search Chair will keep all notes and evaluation memos related to this process and file them in the search file. The spreadsheet will include a ranking as well.) The committee will then place phone call interviews to the best qualified candidates.
11. **Close the Job Post** – Once the committee is satisfied with the applicant pool and the position has been posted 30 days, the Search Chair will contact Faculty Affairs to remove the internal post.
12. **Identify Campus Interview Candidates** - The Search Committee will identify up to three candidates who warrant further consideration and who they recommend be invited to campus for

further interviews, teaching, or research presentations. Invitation for a campus interview may not be extended to a candidate without the approval of the Dean.

- i. Search Chair will provide the Dean with copies of the faculty applications and CVs of the chosen candidates, as well as the rationale for their selection.
- ii. If the Dean is not satisfied with a candidate on the list, the Dean will meet with the committee.
- iii. If the Dean and the committee cannot agree on the candidates to invite to visit the campus, the Dean and the Search Chair will consult with the Provost.
- iv. The Provost, Dean, and Search Chair will decide which candidates to invite or will reopen the search if agreement cannot be reached.

13. Scheduling Campus Visits - The Dean may spend a portion of funds designated for faculty searches to bring candidates (typically no more than three) from outside of the area to campus to be interviewed in person. The Dean is responsible for staying within the allocated search budget; therefore candidates will be invited to campus only with the prior approval of the Dean. Department chairs should file a Request for Travel Expense form (typed) for each visitor. Travel arrangements are made by the department once the Travel Request Form, including proposed budget, has been approved by the Dean.

14. Required Interviewers

- i. All Faculty Candidates – meet with the Search Committee, Department, Dean/Associate Dean.
- ii. Tenure/Tenure Track Candidates – meet with the Provost or Vice Provosts & may be asked to make a research presentation or teach a class or both.
- iii. Department Chair Candidates - meet with the Provost, Vice Provost of Undergraduate Education, Vice Provost for Institutional Effectiveness & Faculty Affairs. (Vice Provosts may meet individually or in groups.)

15. Search Committee's Interview Questions and Tracking - The Search committee's previously approved schedule of questions (#5) need to be asked of each candidate during the interview. Each candidate will be rated according to the position criteria developed (#2). The Search Chair will collect all written notes and evaluations created during the interview process by Search Committee members and will file those notes in the search file.

16. Evaluation of Candidates - After interviews are complete, the Search Committee will evaluate all interviewed candidates. (Search Chair will keep all notes, evaluation comments, complete the spreadsheet and file in a search file.)

17. Reference Checks - Designated members of the Search Committee will personally contact by phone the references provided by the final candidate/s. *Do not contact persons not listed as references without first seeking approval from the candidate otherwise one can betray confidentiality and create liability for the university. It is the joint responsibility of the department chair and search committee chair to ensure that all department members understand this issue and comply accordingly.*

18. Submit Proposed Candidate/s To Dean - The Search Chair will forward the recommendations of the Search Committee to the Dean in a letter or memorandum of recommendation with justification for the decision.

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19. **Negotiations** - During this negotiation stage it is *extremely important* that nobody on the Search Committee or in the department contact the candidate or other persons at his/her institution without prior authorization by the Dean.
 20. **Search Chair Will Submit all the Search Documents** to Faculty Affairs as noted above.
 21. **Notify ALL Applicants** - Upon Completion of the hire, the final responsibility of the committee will be to notify all applicants that the position has been filled.

Available Materials for Candidates

As you narrow your candidate pool and interact with top candidates we suggest you share some information with them to assist them in their possible decision to come to Chapman University. Some helpful items may include:

- ✓ Faculty Manual (link is available on the Office of Faculty Affairs website)
- ✓ Unit Guidelines/Criteria for Faculty Evaluation (available in your Dean's office)
- ✓ Housing Assistance Information (Tenure/tenure track faculty only, HR website)
- ✓ Benefit Information (available from Faculty Affairs) (Appendix #3)
- ✓ What else might be helpful?

Offers and Contracts

Proposal to Hire - Dean's office will submit a completed Proposal to Hire Full-Time Faculty Member form to Faculty Affairs as a recommendation for Provost consideration, including the faculty application and CV. *Once the proposal has been submitted to Faculty Affairs, all communication from the Provost's office regarding pending hires will be conducted with the Dean's office not the Search Chair.*

Decision - The Provost will communicate acceptance or non-acceptance of the recommended candidate, with explanation, to the Dean who will communicate with the search committee. If the Provost does not accept the recommended candidate, the Search Committee may recommend a 2nd choice from the interviewed candidates.

Negotiations - Based on the Provost's acceptance of a candidate, the Dean will discuss an offer and negotiate with the candidate within the approved parameters agreed upon between the Dean and the Provost. If agreement is reached, Faculty Affairs, on behalf of the Provost, will extend a formal offer of employment to the candidate.

Hired – If accepted Faculty Affairs will process the contract and onboard the new full time faculty member.

Not accepted - or if an agreement cannot be reached between the Dean and the selected candidate, after consulting with the search committee and the Provost, the Dean may make an offer to the next ranked acceptable candidate.

2018-2019 Search Profile Request for New Faculty Position

1) This position is to begin during what term and academic year? _____

2) Appointment: _____

3) Rank: _____

4) Budget: department & program # _____

- ✓ Newly budgeted? Y / N
- ✓ Replacement position? Y / N
- ✓ If yes, whose line is being replaced? _____

5) **Disciplinary Field**

- ✓ Specific area of disciplinary expertise: _____
- ✓ Desirable related fields/areas: _____
- ✓ Effect on existing and future academic program(s): _____
- ✓ Degree, credential, teaching, and scholarly requirements: _____

6) **Courses**

- ✓ Major: _____
- ✓ GE: _____

7) **Search Plans**

- ✓ Search Chair: _____
- ✓ Search Committee Members _____
- ✓ Search Commences: _____

8) Search Chair has a copy of the search protocol? Y / N

JOB DESCRIPTION: (include qualifications and responsibilities)

Please attach a copy and send an editable version to Eileen Besner at besner@chapman.edu for internal ad placement.

Department Chair / Associate Dean Date

Dean Date

Provost Date

Posting Options to Reach Candidates with Underrepresented Identities

Academic Diversity Search (<https://www.academicdiversitysearch.com/>) Specializing in connecting women and minorities in higher education

American Association of Affirmative Action (AAAA) (<http://www.aaaed.org/aaaed/default.asp>) From the menu click on **Career Center**, next click on **Employers**, next click on **Post Jobs** (New users must create account to post jobs.)

American Association of Hispanics of Higher Education (<http://www.aahhe.org/Jobs/jobs.aspx>) The posting of vacancies on this page is an exclusive benefit of institutional membership in AAHHE. Contact Marisol Arredondo Samson at arredond@chapman.edu.

American Indian Higher Education: (<http://www.tribalcollegejournal.org/>) From the menu click on **Advertising** (contact Advertising Department for more information)

American Indian Science and Engineering Society (AISES) (<http://www.tribalcollegejournal.org/>) From the menu, select **Programs**, and under Professional and Career, click on **Job Board**. Contact Geri John or Dave Wdowik at (505) 765-1052.

Association for Women Geoscientists (<http://awg.org/index.php>) Select **Advertise with Us** for rates and more information

Association for Women in Science (<http://www.awis.org/>) From the menu, select **Careers**, next click on **Post a Job**, click on. Costs \$300 per position for a 30-day period

Association of American Indian Physicians (<https://www.aaip.org/>) Select **Job Center**, then **job opening credit by clicking here** under the Post a Job box. (Registration required.)

Association of Black Cardiologists Digest of Urban Cardiology (<http://www.abcardio.org/>) From the menu, select **Member Services**, **ABC Career Center**, **Enter new ABC Career Center**, then **Post a Job**. New users must create an account to post jobs.

Association of Women Soil Scientists (<http://www.womeninsoils.org/>) Email James Patton, jamiiejp@nwmissouri.edu

Chronicle Vitae (https://chroniclevitae.com/job_search/new) A service of the Chronicle of Higher Education

College Student Education International (<http://www.myacpa.org/career-central>) Career Central is ACPA's year-round online job search portal. With ACPA's Career Central tools, you not only get the high exposure to which you are accustomed, but you also can search directly for your ideal candidate. - See more at: <http://www.myacpa.org/career-central#sthash.A7Fj9uGY.dpuf>

Diverse Jobs (<http://diversejobs.net/>)

Diverse: Issues in Higher Education (<http://diverseeducation.com/>) Two options for advertisements: **print + free online ad** and **online only**.

Diversity.com (<http://diversity.com>) Select **Classifieds Ads**, then **Open New Account** to register, then select **Post/Edit Ads**.

Equal Opportunity Publications, Inc. (<http://www.eop.com/career.php>) Registration required. Select **Post a Job**. Costs \$250 per month.

FacultyForTheFuture (<http://www.engr.psu.edu/fff/>) Non-members must register to post jobs and search resumes. Under "Register," select **To Post Positions**.

Higher Education Recruitment Consortium (http://www.hercjobs.org/southern_california/) Southern California HERC supports the efforts of each of its member institutions to recruit and retain outstanding faculty, administrators, and staff through the sharing of information and resources.

HigherEd Jobs (<https://www.higheredjobs.com/>)

Hispanic Association of Colleges & Universities (http://www.hacu.net/hacu/See_Job_Postings.asp) On these and the following pages, you will find announcements of employment opportunities at HACU and links to other job postings with federal agencies, private-sector corporations, colleges and universities, and other non-profits.

Hispanic National Bar Association (<http://hnba.com/>) From the menu, select **Membership**, then **Career Center** to post jobs. Cost for nonprofit/government/public sector is \$150 and for private companies is \$400.

Hispanic Outlook in Higher Education (<http://www.hispanicoutlook.com/>) Click on **All Your Advertising Needs** (follow the instruction given on the page)

IMDiversity, Inc. (<http://imdiversity.com/>) From the menu, select **For Employers** (you can register to become member or use non-member services) or click on **Post Jobs** and create an account to use the services. Non-members:\$200 for 90 days

Journal of Blacks in Higher Education (<http://www.jbhe.com/>) From the menu click on **Jobs and Opportunities** next click on **Post Your Job Listings Here** (this link is in a blue arrow in the left side)

LGBT Consortium of Higher Education (<http://www.lgbtcampus.org/job-listings>) Post in Other Jobs category

Minority Corporate Counsel Association (<http://www.mcca.com/>) From the menu, select **Career Center**, then **Job Bank** to post jobs. Membership required.

Minority Nurse (<http://minoritynurse.com/>) From the menu, select **Search Jobs**, then **Post a Job** from the menu on the left side, next select **Post a Job**.

Minority Postdoc (<http://www.minoritypostdoc.org/>) This site is a top hit for web searches using the keywords "minority", "diversity", and "postdoc" so publishing here will educate this targeted audience about your job posting.

National Association of Black Social Workers (<http://nabsw.org/>?) Under **career center**, "Employers," click on **Post a Job** (must register). Costs \$225 per month.

National Association of Diversity Officers in Higher Education (https://nadohe.memberclicks.net/index.php?option=com_mclogin&view=mclogin?servId=2611&option=com_mclogin&view=mclogin) Leading higher education towards inclusive excellence.

National Association of Hispanic Nurses (<http://www.nahnnet.org/>) From the menu click on **Career HQ**, next click on **Post Your Job**. Cost is \$200/30 days, \$350/60 days.

National Association of Puerto Rican/Hispanic Social Workers Newsletter (<http://www.naprsw.org/>) From the menu, select **Advertising**, then **Online Ads and Job Listings** under "Employers," and then **Click Here** next to "Get YOUR Ad Listed" in the first box of the page in the top (follow the instruction and contact them for more information)

National Black Nurses Association (<http://www.nbna.org/>) Select **Advertising**, then **NBNA Job Listings**. Or, contact the NBNA advertising department at 800-575-6298 or send a message to patgray@nbna.org and a representative will contact you. For rates, select **specific rate information here**.

National Organization For The Professional Advancement Of Black Chemists and Chemical Engineers (<http://www.nobcche.org/>) From the menu, select **Career Center**, then follow instructions under **Resources for Employers and Recruits**. (Registration required.)

National Organization of Minority Architects (<http://www.noma.net/>) Select **Contact** and choose "Advertising Information" for Message Type. You must send in the contact form.

National Society of Black Engineers (<http://www.nsbe.org/home.aspx>) From the menu, select **Corporate/Sponsors**, then **Job Postings**. Registration required. Cost is \$250.

Native American Jobs (<http://nativeamericanjobs.com/>) Place your job ads in minutes. It's fast, flexible, easy & the ability to reach candidates beyond your local media. From the menu, click on **Post Jobs**. (Registration required.)

Annual National Conference for Race & Ethnicity in American Higher Education (NCORE®) (<https://www.ncore.ou.edu/en/jobs/>) \$125 for a month; resource for higher education institutions, providing an annual multicultural forum that attracts Black/African Americans, American Indians, Asian/Pacific Islanders, Latino/as, and European Americans representing campuses across the United States.

Society for the Advancement of Chicanos and Native Americans in Science (<http://sacnas.org/>) From the menu, select **Jobs/ Opportunities** next click on **Jobs**, next click on **submit a web ad** (if new should open an account: follow the instruction at the bottom of the page)

Society of Hispanic Professional Engineers (<http://www.shpe.org/>) Select **Careers** (the link looks like an ad towards right of the webpage, not in menu bar) and register to post a job.

Society of Women Engineers (http://careers.swe.org/home/index.cfm?site_id=18141) Click on **Post jobs**. Costs \$150 for 30 days. Registration required.

Student Affairs Administration in Higher Education (<https://www.naspa.org/careers>) Placement Exchange; No matter if you are an undergraduate student just discovering student affairs as a career option or a seasoned veteran looking for that next career move, NASPA serves all professional levels at all times. Explore the pages below to find out how.

Women in Higher Education (WIHE) (<http://wihe.com/>) From the menu, select **Advertise** (all the rates are displayed on the page for more info call the number given)



2018 Benefits at-a-Glance

Take a look inside to learn about Chapman University's comprehensive Employee Benefits Program.



Our employees are our most valuable asset, that's why at Chapman University we are committed to a comprehensive Employee Benefits Program that helps our employees stay healthy, feel secure, and maintain a work/life balance. We are committed to providing quality benefits at an affordable price and we are proud to offer a generous benefits program that gives employees flexibility and choice.

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» 2018 BENEFITS AT-A-GLANCE

The chart below is a brief overview of the benefit options available to eligible employees of Chapman University.



BENEFITS	COVERAGE OPTIONS
Medical	<ul style="list-style-type: none"> • Kaiser HMO (CA only) • Cigna SELECT HMO <ul style="list-style-type: none"> – Los Angeles County: Health Care Partners – Orange County: Providence St. Joseph Hoag Health – San Diego County: Scripps • Cigna FULL HMO (CA only) • Cigna PPO • Cigna PPO + HSA (Consumer Driven Health Plan)
Health Savings Account (HSA)	<ul style="list-style-type: none"> • Available to employees enrolled in the Cigna PPO + HSA (Consumer Driven Health Plan)
Dental	<ul style="list-style-type: none"> • Delta Dental DeltaCare USA • Delta Dental PPO
Vision	<ul style="list-style-type: none"> • VSP Basic • VSP Premier
Flexible Spending Accounts (FSA)	<ul style="list-style-type: none"> • Health Care FSA • Limited Purpose Health Care FSA for HSA participants • Dependent Care FSA
Life/AD&D	<ul style="list-style-type: none"> • Basic coverage for employee only • Supplemental coverage for employee plus family
Disability	<ul style="list-style-type: none"> • Long Term Disability
Life Assistance Program (LAP)	<ul style="list-style-type: none"> • Counseling and work & life services through Cigna
Legal Services	<ul style="list-style-type: none"> • Pre-paid legal services through Hyatt Legal
Bright Horizons Care Advantage	<ul style="list-style-type: none"> • Back-Up Child and Adult/Elder Care • Find Babysitters, Nannies, Senior Care Resources, Pet Care, and more
Retirement Plans	<ul style="list-style-type: none"> • Two plan options • Employer matching contributions
Auto & Home Insurance	<ul style="list-style-type: none"> • Special rates and generous discounts on auto & home insurance through California Casualty
Additional Benefits	<ul style="list-style-type: none"> • Will Preparation Services • Travel Assistance • Identity Theft Protection • Healthy Rewards • ScholarShare 529 Program

Eligibility

- Full-time Faculty and regular status employees who are regularly scheduled to work 30 or more hours per week may participate in all benefit programs offered by Chapman University.
- Full-time Faculty and regular status employees who are regularly scheduled to work 20 - 29 hours per week may participate in the Life Assistance Program and Bright Horizons offered by Chapman University.
- Eligible family members may also be enrolled for coverage under many of the plans.
- Benefits become effective on the first day of the month following the date of regular status employment.

» BENEFITS PLANS

Medical

Chapman University offers employees a choice between five different medical plans. Coverage under all plans includes comprehensive medical care and prescription drug coverage. Plans also offer many resources and tools to help employees maintain a healthy lifestyle. Options include:

- Kaiser HMO (CA only)
- Cigna FULL HMO (CA only)
- Cigna SELECT HMO
 - Los Angeles County: Health Care Partners
 - Orange County: Providence St. Joseph Hoag Health
 - San Diego County: Scripps
- Cigna PPO
- Cigna PPO + HSA (Consumer Driven Health Plan)

Health Savings Account (HSA)

Employees who enroll in the Cigna PPO + HSA (Consumer Driven Health Plan) have an opportunity to open a Health Savings Account (HSA), that is partially funded by Chapman University. An HSA is a tax-favored, personal savings account that allows employees to save and pay for qualified health-related expenses on a tax-favored basis. Chapman contributes **\$750** per year for a single employee and **\$1,500** per year for employees covering one or more family members.

Dental

Employees have a choice between two different dental plans administered through Delta Dental. Both dental plans provide coverage for preventive, basic and major services, as well as orthodontia. Options include:

- Delta Dental DeltaCare USA HMO
- Delta Dental PPO

Vision

Vision coverage is available through Vision Service Plan (VSP) and covers eye exams, lenses, frames, and contacts. Plans also offer special discounts on many non-covered services. Employees have a choice between two different vision plans. Options include:

- VSP Basic
- VSP Premier

Flexible Spending Accounts (FSA)

Employees have an opportunity to participate in three different Flexible Spending Accounts (FSA) administered through Discovery Benefits. Options include:

- Health Care FSA
- Limited Purpose Health Care FSA (for HSA participants)
- Dependent Care FSA

With these accounts, employees may set aside money on a **pre-tax** basis (up to the annual IRS limit) to pay for qualified health care and dependent care expenses.

Life and Accidental Death & Dismemberment (AD&D)

Basic Life and Basic AD&D coverage is equal to two times annual base salary, up to a maximum of \$800,000, and is provided to employees at **NO COST**. Employees also have an opportunity to purchase Supplemental Life and Supplemental AD&D coverage at an affordable group rate for themselves and their eligible family members.



» BENEFITS PLANS (Cont'd)

Disability

Disability coverage provides partial replacement of lost wages when an employee is unable to work due to a covered illness or injury. Eligible employees are provided with Long Term Disability (LTD) coverage at **NO COST**.

- LTD benefit amount is equal to 60% of monthly covered earnings up to a maximum of \$16,000.

Life Assistance Program (LAP)

Counseling and work/life services are available to employees and their eligible family members at **NO COST**. The LAP offers support, guidance and resources that help employees resolve personal issues and meet life's challenges.

Employees have unlimited access to counselors by telephone, resources and tools online, and up to three face-to-face counseling sessions each year, per issue.

Legal Services

Employees are provided with an opportunity to purchase pre-paid legal services through Hyatt Legal at an affordable group rate. Plan provides easy access to a wide variety of personal legal services through a national network of more than 10,000 attorneys from which to choose.

Bright Horizons Care Advantage

This program provides employees with access to back-up child and adult/elder care to assist them in balancing the competing demands of work and life. Employees are also provided with access to a free comprehensive database of babysitters, nannies, senior care resources, pet care, tutors, and more.

Auto & Home Insurance

Employees have an opportunity to purchase auto and home insurance through California Casualty.

- Special Rates / Generous Discounts
- 12 Month Rate-Lock Guarantee

Retirement Plans

The University offers two retirement plans for eligible employees. The Chapman University Defined Contribution and the Chapman University Tax Deferred Annuity Retirement Plans.

- Authorized fund sponsors are TIAA and Fidelity Investments
- Employee Pre and Post Tax contributions
- Employer matching contributions

Additional Benefits

Employees are provided with the following additional benefits at **NO COST**:

- Will Preparation
- Travel Assistance
- Identity Theft Protection
- Healthy Rewards



» 2018 BENEFITS COSTS

Chapman University pays a considerable portion of medical, dental, and vision premium costs for employees and their eligible family members.

Deductions shown are on a *monthly* basis.

Coverage Tier	MEDICAL				
	Kaiser HMO (CA only)	Cigna Select HMO (Los Angeles County, Orange County, San Diego County only)	Cigna Full HMO (CA only)	Cigna PPO + HSA (Consumer Driven Health Plan)	Cigna PPO
Employee Only	\$5.00	\$5.00	\$38.00	\$80.00	\$300.00
Employee + 1	\$80.00	\$80.00	\$355.00	\$370.00	\$900.00
Employee + 2 or More	\$165.00	\$165.00	\$500.00	\$530.00	\$1,275.00

Coverage Tier	DENTAL		VISION	
	Delta Dental DeltaCare USA	Delta Dental PPO	VSP Basic	VSP Premier
Employee Only	\$7.24	\$27.40	\$0.00	\$4.66
Employee + 1	\$18.00	\$60.76	\$0.00	\$7.34
Employee + 2 or More	\$24.62	\$87.06	\$0.00	\$11.12



This brochure highlights the key features of the Chapman University benefit plans. It is intended to be only a summary of the benefits available to eligible employees. If for any reason there is a discrepancy between the official plan documents and this benefits brochure, the plan documents will always govern. Chapman University reserves the right to change or discontinue benefits programs at any time.

**2018-2019 Chapman University
Proposal to Hire a Full-Time Faculty Member**

GENERAL INFO

Submit to Office of Faculty Affairs. *This form must be completed, signed by the hiring dean and submitted as a recommendation to the Provost with a faculty application and CV. Please see Faculty Manual, Section II Appointments for appropriate rank; note the requirements of a hire at Associate, Full or a hire with tenure. Terms and conditions of employment, including but not limited to salary, contained herein are proposals. Offers of employment are made ONLY by the Provost. No discussion of employment terms may be initiated without the approval of the Provost.*

CANDIDATE INFORMATION

Candidate Name: _____

Personal Mailing Address: (physical home address, no post office boxes please)

Chapman School/College: _____ **Department:** _____

Appointment/Rank/Title:

Non Tenure Track

If NTT, list designator: _____

Tenure Track

Tenured

Assistant

Associate

Professor

Title: of..... (ex. Assistant Professor of English)

Is Visa sponsorship required?

Yes

No

SEARCH / REFERENCE DETAILS

1. Date Interviewed:

2. Has this been approved by the appropriate faculty search committee?

Yes

No

3. If “yes”, please identify

➤ **Search Chair:** _____

➤ **Faculty members on the search committee:**

4. Did the search committee consult with the University's Equal Opportunity Officer?

Yes No **Date of Contact:** _____

5. If no, please provide an explanation. _____

Reference Checks -- Please include or attach a document with the following:

- Names and professional affiliations of all references
- The date of the reference conversation
- Names of the search committee member conducting the reference check

BUDGET INFORMATION

Budget Number – department & program#: _____

New Budget line Yes No

Replacement Budget Line Yes No

Explain Replacement: _____

Does this position require external funding? Yes No **If yes, identify source:** _____

CONTRACT DETAILS

Contract Length (non-tenure track only): **One year** **Two Year** **Other** _____

Credit for Service Elsewhere (tenure track only): _____

Tenure and Promotion Consideration Year (tenure track only): _____

Start Date: _____ **End Date:** _____

Salary: _____

Moving Expenses: *Upon the approval of the Provost, moving expenses may be offered to new faculty members. These amounts may be taxable to the faculty member and are paid after the school year commences on or near the faculty member's first pay date.*

- | | |
|---|---------------------------------|
| Faculty residing less than 25 miles from Campus | <input type="checkbox"/> \$0 |
| Faculty residing 25-50 miles from Campus | <input type="checkbox"/> \$1000 |
| Faculty residing 50-400 miles from Campus | <input type="checkbox"/> \$2500 |
| Assistant Professors residing more than 400 miles from Campus | <input type="checkbox"/> \$3000 |
| Associate Professors residing more than 400 miles from Campus | <input type="checkbox"/> \$4000 |
| Full Professors residing more than 400 miles from Campus | <input type="checkbox"/> \$5000 |

Other Amount: _____

Teaching Load: _____ (Expectation is 18 credits year for TT and 24 credits a year for NTT.)

Other Duties (where applicable) _____

Research Support Start Up?

Yes No

Number of years _____

Academic Years Effective _____

Total Amount (distributed evenly) _____

Other note _____

Funding Grad Assistant?

Yes No

Number of years _____

Academic Years Effective _____

Total Amount (distributed evenly) _____

Other note _____

Special Terms and Conditions of Employment:

APPROVALS

Faculty Committee Approval

Date

Please note: A recommendation for hiring with tenure and/or at the rank of Associate Professor or above must be accompanied by a written recommendation from the School/College FRC or FPRC PRIOR to the extension of an offer of employment.

Dean's Recommendation

Date

Provost's Signature

Date