



Request to Recruit (RTR) for Tenure-Line Faculty

SECTION I – TO BE COMPLETED BY HIRING DEPARTMENT/COLLEGE

Date submitted: _____ Position Title: _____

Dept./School: _____ Department ID: _____

Work Location Bldg. # & Room/Cubicle #: _____ BUS Phone Ext. #: _____

Type of Appointment: Tenure-Track Tenured

Type and Rank of Faculty (check all applicable, list rank(s)):

Instructional: _____ Department Chair: _____

Librarian: _____ Counselor/SSP-AR: _____

Reason for Request (check all applicable):

New budgeted position Previously failed search Replacement for: _____

If replacement, reason for leaving: Resignation Retirement FERP Termination

Date of separation: _____ Position #: _____

Talent Selection Committee Chair: _____ Phone: _____

Committee Support Person: _____ Phone: _____

Additional advertising locations requested: _____

Chartstring for additional advertising (Bus Unit/Account/Fund/Dept): _____

SECTION II – SIGNATURE APPROVALS

| | | | |
|---|------|----------------------------|------|
| Director/Department Chair | Date | Dean/VP of Student Affairs | Date |
| Funding Department ID if different: _____ | | | |
| Funding Department/Division MPP (if applicable) | Date | | |
| AA/SA Budget Review | Date | Salary budgeted: | Date |
| Provost | Date | | |

HUMAN RESOURCES USE

Position #: _____ Job Announcement #: _____

Signature _____ Date _____ Position filled by _____

Instructions for Completing Request to Recruit

To standardize the recruitment process for all searches, this form is to be used when filling any tenure-line faculty position. Based on the type of position, not all fields may be necessary. If you have any questions, please contact Human Resources at (831) 582-3389.

Section I to be completed by the Department:

Position Title: Enter title of the position (i.e. Assistant Professor of . . .).

Department/Division/School and Department ID: Enter the name and ID number of the hiring Department, Division or School.

Work Location Bldg. # & Room/Cubicle # (if known): Enter the building and room/cubicle number of the new employee.

Business Phone #: Enter the last four digits of the new employee's business phone number.

Type of Appointment: Enter the anticipated start date or term and indicate type of appointment.

Type and Rank of Faculty: Indicate the type of faculty position and list rank(s). If hiring a Department Chair, please also list the Instructional Faculty Rank(s).

Reason for Request: Indicated the reason for the request. If the request is to replace a current employee, please provide the name of the employee, the date of separation, the position number, and the reason for their separation.

Talent Selection Committee Chair and Phone: Enter the name and phone number of the chair of the selection committee.

Committee Support Person: Enter the name and phone number of the support staff member who will be assisting with the recruitment process and paperwork.

Additional advertising locations requested: Please provide any specific websites where you would like to job posted (costs must be covered by department). Current included websites (no cost to department): Higher Education Recruitment Consortium (HERC), The Chronicle of Higher Education, Inside Higher Education, Higher Ed Jobs, and the CSUMB and CSU websites.

Chartstring for additional advertising: Please provide a chartstring to use for websites that charge for posting.

Section II to be signed by Directors, Department Chairs, and Administrators

For Instructional Faculty, Librarians, and Department Chairs:

Director/Department Chair → Dean → Funding MPP if applicable → Academic Affairs Budget Review → Provost

For Counselors (SSP-AR):

Director → VP of Student Affairs → Student Affairs Budget Review

Once all signatures have been received, forward completed Request to Recruit to Human Resources and send an electronic (Word) copy of the job description and the Faculty Recruitment Plan to Melissa Manivanh (mmanivanh@csumb.edu). Please note that the Request to Recruit and Faculty Recruitment Plan must be approved by the Dean prior to submitting to HR.