California State University
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University Personnel

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Lecturer Hiring Process Steps

- Department
  - Complete Request to Recruit Form (RTR) – One RTR should be completed for each new hire
  - Applicant pools can be created for positions that will require multiple hires
- Applicant
  - Complete online job application and upload any required documents such as curriculum vitae (To be considered for multiple departments, applicants should submit separate online applications for each department)
- Department
  - Request access to Temporary Faculty Hiring pools from University Personnel (UP)
  - Review, interview, and select finalist
  - Provide finalist with Applicant Authorization and Release (AAR)
  - Provide finalist with Employment Disclosure (ED) forms (electronic or hard copy)
- Finalist
  - Complete and return Applicant Authorization and Release and Employment Disclosure forms to Department
- Department
  - Complete Candidate Recommendation Form (CRF) for temporary faculty appointment
  - Email completed RTR, Reference Checks, and CRF to College Analyst and UP and send hard copies to College Analyst
- University Personnel
  - Enter finalist as Person of Interest to generate employee ID
  - Upon electronic receipt of RTR and CRF, submit Instructor form (electronic copy)
- Department
  - Submit all hard copies of documents to Dean for signature (RTR, AAR, ED, CRF, CV, application)
- College Analyst/Dean's Office
  - Enter contract data into CMS
  - Print Appointment Letter for Dean for signature (hard copy)
  - Email Appointment Letter to finalist and copy UP (to initiate background check)
- University Personnel
  - Submit background check request upon receipt of offer letter from Analyst
    - While usually completed within a week, background checks can take longer depending on the information and location of the information being requested
- Finalist
  - Complete online Background Check application
- College Analyst/Dean's Office
  - Assemble, sign, and send all approved documents to UP (hard copies)
- University Personnel
  - Upon successful completion of background check, submit IT request and enter employee information on related spreadsheets
  - Send welcome email to new faculty with new hire instructions (copy Department)
- Teaching, Learning, and Assessment
  - Review list of new temporary faculty
    - Schedule New Faculty Orientation
- Department
  - Submit Facilities request for access, keys, and any additional training
- Candidate
  - Schedule appointment with UP to complete hiring paperwork and submit Employment Disclosure Form

- University Personnel
    - Verify total FTE for new faculty
        - Review Employment Disclosure form and any active employee assignments in CMS
- Teaching, Learning, and Assessment
    - Contact new faculty to confirm New Faculty Orientation date (communicated through email, hard copies, and telephone)
- University Personnel
    - Prepare and send Payroll documents for processing (hard copies)