



## Request to Recruit for Temporary Faculty

Talent Selection Committee Chair \_\_\_\_\_ Phone: \_\_\_\_\_

Support Staff: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Department ID: \_\_\_\_\_

Work location Bldg# & Room#: \_\_\_\_\_ BUS Phone Ext#: \_\_\_\_\_

Additional advertising locations: \_\_\_\_\_ Chartstring : \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Position #:** \_\_\_\_\_

**Type of Position (check one):**  
 New  Replacement for: \_\_\_\_\_

**Type of Faculty (check one):**  
 Instructional Faculty: \_\_\_\_\_  Coaching Faculty \_\_\_\_\_  
 Librarian \_\_\_\_\_  Counselor/SSP-AR \_\_\_\_\_

**Term of Appointment (check all that apply):**  
 Fall, Year: \_\_\_\_\_  Spring, Year: \_\_\_\_\_  Other: \_\_\_\_\_

**Units or Time base (if known):**  
 Fall: \_\_\_\_\_  Spring: \_\_\_\_\_  Other: \_\_\_\_\_

**Estimated Maximum Annual Salary or Full-time Monthly Rate:** \_\_\_\_\_

**Talent Selection Committee Members (Please list all members):**

\_\_\_\_\_  
 \_\_\_\_\_

**For individual (non-pool) faculty recruitment, please include the following:**

- Job description (including special conditions of employment)
- Job announcement
- Estimated timeline of screening, interviews, reference checks, offer date, and start date.

**This request to recruit has been reviewed and approved by:**

\_\_\_\_\_  
 Manager/Supervisor/Department Chair Signature Date

\_\_\_\_\_  
 Director/Dean Signature Date

\_\_\_\_\_  
 Vice President (for coaches/counselors) Signature Date

\_\_\_\_\_  
 Dean of Extended Education (for EE funded hires) Signature Date

## Instructions for Completing Request to Recruit Form for Temporary Faculty

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

**Talent Selection Committee Chair and Phone:** Enter the name and phone number of the chair of the selection committee. For lecturers, if there is no committee, please enter the Department Chair information.

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

**Department and Department ID:** Enter the name and ID number of the hiring Department.

**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), Higher Ed Jobs, Monterey Bay Jobs, The Chronicle of Higher Education, Cal Jobs, and the CSUMB website.

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

**Position Title:** Enter title of position being filled.

**Position Number:** Enter the number of the position being filled. If there is no position number, please contact your Department Budget Analyst or Academic Affairs Budget Analyst.

**Type of Position:** Indicate if this is a new position or replacement. If it is a replacement, please enter the name of the incumbent.

**Type of Faculty:** Indicate the type of temporary faculty position for this recruitment.

**Term of Appointment:** Indicate the length of the appointment and the year.

**Units or Time base:** Indicate the number of units or the time base (full-time equivalent) for the position.

**Estimated Maximum Full-time Monthly Rate:** Enter the estimated highest full-time monthly rate for the position.

**Talent Selection Committee Members:** Please provide all selection committee members (if applicable). If more space is needed, please enter multiple members on one line or attach additional documentation.

**For individual (non-pool) faculty recruitment, please include the following:** These items are not required for positions using a pool posting. For individual recruitment postings, these items will need to be provided before the position can be posted. If you have questions, please contact University Personnel (831) 582-3389.

Once completed, the request to recruit must be signed by the Manager/Supervisor/Department Chair, the Director/Dean, and the Vice President of the Division (for coaches and counselors). If you are unsure which signatures are required, please contact University Personnel. The completed and signed Request to Recruit for Temporary Faculty should be emailed to University Personnel to facilitate the offer letter and background check process.

Please note that at least two (2) reference checks **must** be completed for the selected candidate. A third reference check is optional. Please complete all fields of the reference checks (Candidate Name, Date (of reference check), Name of Referent, Title, and Relationship to Candidate). Reference checks should be completed over the phone or in-person in accordance with best practices.

**At least two (2) reference checks must be completed for the selected candidate.**

**Candidate Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Reference Check #1 (required)

Name of Referent: \_\_\_\_\_

Title: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

Comments:

**At least two (2) reference checks must be completed for the selected candidate.**

**Candidate Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Reference Check #2 (required)

Name of Referent: \_\_\_\_\_

Title: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

Comments:

**At least two (2) reference checks must be completed for the selected candidate.**

**Candidate Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Reference Check #3 (optional)

Name of Referent: \_\_\_\_\_

Title: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

Comments: