



HUMAN RESOURCES

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Candidate Recommendation Form (CRF)

Instructions: This form is intended to communicate information on the appointment of temporary faculty employees (i.e., lecturers, coaching faculty, librarians, etc.). Complete this form for new hires, returning employees, and any changes to existing appointments. Submit the completed form to Human Resources.

If the individual is not a current employee at California State University, Monterey Bay (CSUMB) or has not been employed by your department within the last academic year, an online application form must be completed before employment can be processed.

I. Employee Information

☐ Revised CRF

Employee name:	New CSUMB employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employee ID:
Department name/ID:	Current CSUMB staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Please verify with employee.)
Position number:	If staff, is employee exempt?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
State where work will take place (if not CA):	Re-appointment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

¹Current CSUMB staff must complete an Additional Employment Pre-Approval form and Work Schedule Designation form before a teaching appointment is confirmed.

II. Appointment Type (Check only one)

<input type="checkbox"/> Lecturer ² :	<input type="checkbox"/> Student Services Professional, Academic Related:
<input type="checkbox"/> Coaching Faculty:	<input type="checkbox"/> Temporary Librarian:
<input type="checkbox"/> Music Studio Instructional Faculty (2365)	
<input type="checkbox"/> Extended Education: Program (if known):	Rank: FT Monthly Rate ³ :

²Required to complete Section V.

³Full-time monthly salary required for 2357 appointments.

III. Appointment Duration (Check only one)

<input type="checkbox"/> Fall semester only	<input type="checkbox"/> Spring semester only	Summer semester	<input type="checkbox"/> Academic Year (AY):
<input type="checkbox"/> 12-month or multi-year appointment ⁴	FTE:	Start Date:	End Date:
<input type="checkbox"/> Three-year appointment:	AY Entitlement:	<input type="checkbox"/> Budget/Enrollment/Other ⁵ :	<input type="checkbox"/> Units declined ⁵ :

⁴Use for full 12-month appointments or appointments with start and end dates that do not align with the academic calendar dates.

⁵If entitlement is not met, check reason box and enter number of units not assigned.

IV. Personnel Action (Check only one)

<input type="checkbox"/> Late start – first date of work:
<input type="checkbox"/> Change in time base (if effective date is not at beginning of a semester). Effective date:
<input type="checkbox"/> Advancement in range due to attaining a higher degree related to teaching assignment. (Submit official transcripts with CRF.)
<input type="checkbox"/> Early separation – Separation date (last day of work):

V. Assignments (Complete both semesters for academic year, full-time, and three-year lecturer appointments.)

Fall Assignment(s)		
Course name and number (Example: HCOM 211, Section 1)	Is this new or additional work?	Units

Course release(s)/Reassigned time

Other assignments (include assigned time code/corresponding course)

Spring Assignment(s)		
Course name and number (Example: HCOM 211, Section 1)	Is this new or additional work?	Units

Course release(s)/Reassigned time

Other assignments (include assigned time code/corresponding course)

Fall time base: /15

Full-time monthly rate: \$

Spring time base: /15

Special Circumstances – Hourly Intermittent: \$
(Librarians, Demonstrations, Music Studio Instructional Faculty)

Chair/Director (Signature)

Date

Dean/Associate Dean (Signature)

Date

Academic Personnel

Date

Employee ID:
Background check completed:
Entered by:

Employee Record #:
Date entered in CMS:

Provost Signature:
President Signature:

Instructions for Completing Candidate Recommendation Form

We recommend completing this form on the computer and saving a copy for each lecturer. This way, you can simply print out a new copy for each semester (as needed) and the prior information will already be in place. As the form is meant to be completed on the computer, corrections and edits will be easier to make. If items are being revised, check the **REVISED** box and make the appropriate selection from the drop-down box.

I. Employee Information (Complete all fields.)

Employee Name: Enter employee name.

Department Name/ID: Enter the appointing department's name and ID number

Position number: Enter the position number the employee will be assigned. If you are unsure of this number, please contact your College Analyst, Budget Officer, or Human Resources (HR).

State where work will take place: Enter the state where this person will be working only if it is not California.

New CSUMB employee: Indicate if this person is new to CSUMB or if they have worked at CSUMB before. If known, please enter their employee ID. *It is the responsibility of the employee to notify the department of other appointments at CSUMB or other CSU campuses.* (We must know if any employees have additional appointments or are over 1.0 FTE.)

Current CSUMB staff: Indicate if the person currently has a **staff** appointment at CSUMB. Please note that employees with full-time staff appointments must submit an Additional Employment Pre-Approval form **AND** Work Schedule Designation form before a teaching appointment can be confirmed.

If staff, is employee exempt: If the employee is a staff employee, please indicate if the employee is exempt or not. This should be verified with the employee. There are financial implications if a non-exempt employee exceeds 40 hours (1.0 FTE) per week. If you have questions, please contact HR.

Re-appointment: Please indicate if this person is being re-appointed in the department.

II. Appointment Type (Check one box and complete the corresponding field(s) to indicate the type of position this employee will be assigned.)

For lecturers, you must complete section V.

For 2357 appointments, a full-time annual salary is required.

If you have an appointment that does not correspond to the listed items, please contact HR.

III. Appointment Duration (Check one box and complete the corresponding field(s) to indicate the length of the appointment for the employee.)

For semester and academic year (AY) appointments, be sure to select the year from the drop-down lists.

For 12-month or multi-year appointments, enter the FTE and the start and end dates.

For three-year appointments, enter the employee's three-year term and AY entitlement. If the employee's entitlement is not being met during an AY, indicate the number of units and the reason. This information will need to be included in the employee's revised appointment letter.

IV. Personnel Action (Enter this information only if it applies to the current appointment. Otherwise, leave blank.)

Late start: Indicates if the first day of the appointment occurs after the first day of the semester. Provide date of start.

Change in time base: Indicates if the employee's time base is changing after the beginning of the semester (i.e. cancelled class). Provide date of change.

Advancement in range: Indicate that the employee will be moving to a different range. Please note that the increase will take effect the semester following the submission of the official transcripts.

Early separation: Indicates if the employee's appointment is ending prior to their last day of appointment. Provide last day of work.

V. Assignments (Complete both semesters for academic year, full-time, and three-year lecturer appointments.)

Please enter the course name and number, indicate if it is New or Additional Work, and the number of units for each class.

New or additional work is work remaining after all three-year entitlements have been met, all part-time and full-time lecturers receiving one-year contracts have been assigned the same time base (if work is available for which they are qualified), and any re-appointed lecturers with semester appointments have been assigned.

For academic year, full-time, and three-year appointments, please enter information for both semesters, even if it is unconfirmed. HR need to know if the expected entitlements for three-year lecturers will be met during the course of the AY.

Enter the total number of semester units and the full-time monthly rate at the bottom of each semester or the hourly rate for any special circumstances.

The Department Chair/Director and Dean/Associate Dean must sign the form. For new hires, the completed Recruitment Record Form (including references) and offer letter (signed by the Dean/Associate Dean) should be forwarded to HR with the completed and signed CRF.