

## 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: \_\_\_\_\_

Position's 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	Anticipated salary range:	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.

**Position's 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:** Indicate 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, Higher Ed Jobs, Diversity TRIO and the CSUMB and CSU careers 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 Office Review → Provost

For Counselors (SSP-AR):

Director → VP of Student Affairs → Student Affairs Budget Review

Once all signatures have been obtained, 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](mailto: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.