California State University
MONTEREY BAY
University Personnel

UNIVERSITY PERSONNEL
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Request to Recruit for Tenure-Line Faculty and Academic Administrators (MPP)

Section I.

Talent Selection Committee Chair: _____ Phone: _____

Committee Support Person: _____ Phone: _____

Dept./Div./School: _____ Department ID: _____

Additional advertising locations requested: _____

Chartstring for additional advertising: _____

Date submitted: _____ Position Title: _____

Type of Appointment (check one):

Start date/term: _____ ☐ Tenure-Track ☐ Tenured ☐ MPP

Type and Rank of Faculty (check all applicable and select from drop down menu)*:

☐ Department Chair ☐ Instructional: _____

☐ Librarian: _____ ☐ Counselor/SSP-AR: _____

☐ MPP: _____

Reason for Request (check all applicable):

☐ New budgeted position ☐ Previously failed search ☐ Replacement for: _____

If replacement, please provide the following:

Date of separation: _____ Position #: _____

☐ Reason for leaving: ☐ Resignation ☐ Retirement ☐ FERP ☐ Termination

Section II.

This request to recruit has been reviewed and approved by:

_____ _____ _____ _____
Director/Department Chair | Date | Dean/VP of Student Affairs | Date

Funding Department ID if different: _____ _____ _____

Amount budgeted: _____ Funding Department/Division MPP (if applicable) | Date

_____ _____ _____ _____
AA/SA Budget Review | Date | Provost (or other VP if applicable) | Date

UP Office Use Only

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 academic MPP or tenure-line 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.

Section I to be completed by the Department:

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.

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

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.

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

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 select the rank(s) from the respective drop-down list. *If hiring a Department Chair, please also select the Instructional Faculty Rank.

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.

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

For Instructional Faculty, Librarians, Student Service Professionals, Academic-Related, Department Chairs, and Academic Administrators:
> Director/Department Chair ➔ Dean ➔ Funding MPP ➔ Academic Affairs Budget Review ➔ Provost

For Counselors:
> Director ➔ VP of Student Affairs ➔ Student Affairs Budget Review ➔ Provost

Once all signatures have been received, forward completed Request to Recruit to University Personnel 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 UP.