



## 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 the University Personnel office 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.

**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:** 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.

**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, 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.

### 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 Review → Provost  
→ President

For Counselors (SSP-AR):

Director → VP of Student Affairs → Student Affairs Budget Review → President

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](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 UP.