

Faculty Recommendation for Hire

The Faculty <u>Recommendation for Hire</u> form must be completed and forwarded to Human Resources before a faculty employee can be hired. It is imperative that specific job-related comments concerning the candidates' qualifications be stated in **Section One** below and specific justification be included in **Sections Two, Three and Four** for the recommended hire.

Job Bulletin #:		Position Title/Classification			on Code: Department Name/Departme			ne/Department ID:					
							1						
SEARCH STATUS													
☐ Successful								Start Date:					
		Recommended Hire Name: End Date:											
		Current California State University Employee: ☐ Yes ☐ No											
☐ Unsuccessful								Close Date:					
			FAILED SEARCH	<u></u>	ANCELLED SEARCH Effective Close Date			Close Date.					
		REASON:											
SECTION ONE – Recommendation Information: The Hiring Manager has interviewed the following candidates and ranked the candidates in the following order with the "Top" choice listed first:													
Choice Order	NAME			SPECIFIC COMMENTS REGARDING QUALIFICATIONS									
1													
2													
3													
4													
5													
(You may	attach a	an ad	ditional applicant l	ists if n	ecessary)								
The Hiring	g Manage	er rec	ommends the select	ion of th	e first candidate l	isted al	bove for the	following reasons:					
If the first candidate selected is unavailable, the second recommendation is selected for the following reasons:													

Rev.: 6/10/2024



Faculty Recommendation for Hire

SECTION TWO: List of Search Committee Member information.											
Name (I	Last, First)		Depar	tment	Position/Classification						
Department Chair	· Signature (F	Required):	Date:								
SECTION THREE: Appointment Recommendations (To be completed by School Deans and Administrators)											
	Salary &	Range	Monthly Salary \$ Annual Salary \$ Range								
TENURE-TRACK/	Tenure S	Status	☐ 1 Year ☐ 2 Years CREDITED SERVICE TOWARD TENURE and PROMOTION (Must Complete Credited Service form & Submit to HR)								
TENURE			☐ TENURE AWARD								
	Relocation Expense Authorized		□ No □ Yes, Amount \$00								
Job Code:	COMMENTS:										
LECTURER/	Salary &	Full-time Monthly Salary \$00 Prorated Monthly Salary \$ Range FTE									
MVL	Range	Other: \$ Explain or attached calculation:									
Job Code:	COMMENT	ΓS:									
ALL OTHER UNIT 3 CLASSIFICATIONS		Full-time Monthly Salary \$00 Prorated Monthly Salary \$ Range FTE									
(COACHES/ LIBRARIANS/ COUNSELORS)	Salary & Range	Other: \$ Explain or attached calculation:									
Job Code:	Job Code: COMMENTS:										
Submit all applicable forms and documents below with the Recommendation for Hire form. This includes: 1) References 2) Credited Service Towards Tenure and Promotion (Tenure Track Faculty only if applicable)											
SECTION FOUR: (Authorization and Signature Approvals)											
Administrator/School Dean Signature/Director (Required): Date: _											
	н	uman Res	sources (Required):			Date:					
Exec			c Affairs (Required):			Date:					
			pprover (Required):			Date:					
President (Required):											

Rev.: 6/10/2024