



Please send an online copy of the Job Announcement to Human Resources

Date Submitted:	<input type="checkbox"/> New Recruitment	<input type="checkbox"/> Replacement Recruitment: Former Incumbent(s): <input type="checkbox"/> N/A or Name: _____ Date Vacated: ___/___/___
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**SECTION I: DEPARTMENT and ADVERTISING INFORMATION** (Budgetary Requirement for "All" Positions)

Department Name	Department Number	# of Openings	Proposed Start Date
Advertising Requested <input type="checkbox"/> Yes <input type="checkbox"/> No (List or Attach listing of requested AD sites and details)			
Comment:			

**SECTION II: CALENDAR (I.E. PAY PLAN)**

Academic Year  Cruise  Cruise-Adjunct  12-Month  Summer (non-cruise)  Other, explain:

**SECTION III: RECRUITMENT CLASSIFICATION**

<input type="checkbox"/>	<b>TENURE/ TRACK TENURE</b>	<b>Job Working Title:</b> _____ <b>Job Classification Title:</b> <input type="checkbox"/> Instructional Faculty <input type="checkbox"/> Instructional Faculty (MVI) <input type="checkbox"/> Department Chair <input type="checkbox"/> Librarian <b>Job Grade/Range:</b> <input type="checkbox"/> (3) Asst. Professor; <input type="checkbox"/> (4) Assoc. Professor; <input type="checkbox"/> (5) Professor
<input type="checkbox"/>	<b>TEMPORARY FACULTY</b>	<b>Job Working Title:</b> _____ <b>Job Classification Title:</b> <input type="checkbox"/> Lecturer <input type="checkbox"/> Maritime Vocational Lecturer <input type="checkbox"/> SSP AR: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> Coach <input type="checkbox"/> Assist. Coach
<input type="checkbox"/>	<b>GRADUATE STUDIES</b>	<i>(Master's Program, Instructional. Faculty (JC: 2322), SP-Credit</i> <b>Job Grade/Range:</b> <input type="checkbox"/> (3) Asst. Professor; <input type="checkbox"/> (4) Assoc. Professor; <input type="checkbox"/> (5) Professor
<input type="checkbox"/>	<b>OTHER (explain)</b>	

**SECTION IV: FACULTY WORKLOAD/COURSE INFORMATION**

Check Appropriate Semester(s)	Course Number & Name	# Sections	Unit Value	Total WTU
<input type="checkbox"/> Fall				
<input type="checkbox"/> Spring <input type="checkbox"/> TBD				
<input type="checkbox"/> Summer				
<input type="checkbox"/> Cruise <input type="checkbox"/> Other				

**SECTION V: ADMINISTRATIVE/FISCAL APPROVALS (REQUIRED)**

Dept. Chair /Director/Manager:	Print Name:	Signature:	Date: / /
Administrator/School Dean:	Print Name:	Signature:	Date: / /
Human Resources:			Date: / /
Provost/VP Signature:			Date: / /
Budget Officer Signature:			Date: / /
President's Signature: <i>(Required for all Tenure-Track Positions)</i>			Date: / /

**SECTION VI: Human Resources Use Only:**

Job Bulletin/REQ. #:	Position Number:	Job Code:	Range Code/Grade:
Chief Human Resources Officer Signature		Date Submitted to Payroll	

**FACULTY EMPLOYMENT FOR WHICH THIS FORM IS APPROPRIATE:**

- The hiring of CFA Academic Personnel at California State University Maritime Academy (Cal Maritime) is regulated by the articles of the Collective Bargaining Agreement as agreed upon by the CSU and the CFA (Unit 3). The current contract may be accessed at: <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml>. Care must be taken to ensure that Agreement articles related to appointment and notice, as well as CSU System-wide Classification and Qualification Standards are upheld.

**INSTRUCTIONS:**

- Complete the form
- Include attachments as needed
- Obtain all required signatures before forwarding your RPA to Human Resources
- INCOMPLETE and UNSIGNED RPAs WILL BE RETURNED**

**COMPLETE FORM FIELDS AS FOLLOWS:**

<b>SECTION I</b> <b>DEPARTMENT AND EMPLOYEE</b> <b>INFORMATION</b>	<input type="checkbox"/> Enter the department name and number which corresponds with the data-set up in People Soft <input type="checkbox"/> Enter the employee (if internal Cal Maritime) or proposed hires name <input type="checkbox"/> Enter the proposed "Start" (first day of the appointment) and "End" date (i.e. AY end date, last day of semester (if only working one semester)). <input type="checkbox"/> Check if hire is working at another campus and identify the Campus
<b>SECTION II</b> <b>CALENDAR (PAY PLAN)</b>	<input type="checkbox"/> <b>CALENDAR:</b> Check the appropriate calendar type. NOTE: <b>Academic Year</b> = Start/End of Semester; <b>Cruise</b> = Academic Year Cruise Position; <b>Cruise Adjunct</b> = Temp for 2-month Cruise only; <b>12-month</b> = TEMP faculty classifications only. Contact HR before using; <b>Summer</b> = April through August (non-cruise); <b>Other</b> – please explain
<b>SECTION III</b> <b>RECRUITMENT</b> <b>CLASSIFICATION</b>	<input type="checkbox"/> <b>TENURE/TENURE TRACK:</b> Enter the "Working Title" or department specifics (i.e. Asst. Prof. Oceanography, Diesel/Steam, etc.). Check the appropriate position Classification for regular faculty <input type="checkbox"/> <b>TEMPORARY FACULTY:</b> Enter the "Working Title" (i.e. Spanish Instructor, Men's Water Polo Coach, etc.) of the Position. Check the appropriate "Temporary Faculty" Classification <input type="checkbox"/> <b>GRADUATE STUDIES (Master's Program - JC: 2322):</b> For Extended Learning only. Enter the range/grade from the drop down menu and the number of students enrolled. <input type="checkbox"/> <b>OTHER:</b> Check the box and provide a description/explanation.
<b>SECTION IV</b> <b>FACULTY WORKLOAD &amp;</b> <b>COURSE INFORMATION</b>	<input type="checkbox"/> Check the appropriate semester session <input type="checkbox"/> If the position is for the full academic year check both the Fall and Spring Boxes. The "TBD" box for the Spring Semester. <input type="checkbox"/> List the a) course name and number; b) numbers of course sections being taught; c) the unit value per course; and d) the total number of WTUs for each course number (Sections x Unit Value) = WTUs.
<b>SECTION V</b> <b>ADMINISTRATIVE/FISCAL</b> <b>APPROVALS</b>	<input type="checkbox"/> RPAs require signature approvals from Department Chairs, Administrator/School Dean, Provost and Budget Officer. Print and Sign your name. <b>Note:</b> <i>Department Chairs must sign only for faculty teaching in their own department.</i> <input type="checkbox"/> The President's Signature is required on all Tenure Track Job Openings/Hires and FERP appointments.
<b>SECTION VI</b> <b>HUMAN RESOURCES ONLY</b>	For Human Resources Only – no action required

**RESOURCES:**

LINK	DESCRIPTION
<a href="#">HUMAN RESOURCES EMPLOYMENT SERVICES</a>	Link to Human Recruitment and Selection Forms
<a href="#">CFA Contract</a>	Link to CFA and other Bargaining Union Agreements
<a href="#">CSU SALARY SCHEDULE</a>	Link to CSU Salary Schedule for all classifications

Form Updated: 2/28/2024