



Faculty Recommendation for Hire

The Faculty **Recommendation for Hire** 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: | Department Name/Number: <div style="text-align: right; margin-top: 10px;">/</div> |
|------------------------|---------------------------------------|---|

| SEARCH STATUS | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> Successful | Recommended Hire Name: | | Start Date: ____/____/____ |
| Current California State University Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| <input type="checkbox"/> Unsuccessful | <input type="checkbox"/> FAILED SEARCH | <input type="checkbox"/> CANCELLED SEARCH | Effective Close Date: ____/____/____ |
| REASON: | | | |

| SECTION ONE – Recommendation Information: <i>The Search Committee Members (listed on the reverse of this form) have interviewed the following candidates and ranked the candidates in the following order with the “Top” choice listed first:</i> | | |
|---|------|--|
| Choice Order | NAME | SPECIFIC COMMENTS REGARDING QUALIFICATIONS |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

(You may attach an additional applicant lists if necessary)

The Search Committee Members recommend the selection of the first candidate listed above for the following reasons:

If the first candidate selected is unavailable, the second recommendation is selected for the following reasons:

| SECTION TWO: List Selection Committee member information. Each committee member must initial this form. | | | |
|--|-------------------|--------------------------------|-----------------|
| Name (Last, First) | Department | Position/Classification | Initials |
| | | | |
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| | | | |
| | | | |
| Department Chair Signature (Required): | | | Date: __/__/__ |

| SECTION THREE: Appointment Recommendations (To be completed by School Deans and Administrators) | | |
|--|-------------------------------|---|
| TENURE-TRACK/ TENURE | Salary | Annual Salary \$ _____ |
| | Tenure Status | <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years CREDITED SERVICE TOWARD TENURE and PROMOTION <i>(Must Complete Credited Service form & Submit with RPA)</i> |
| | Relocation Expense Authorized | <input type="checkbox"/> TENURE AWARD <input type="checkbox"/> No <input type="checkbox"/> Yes, Amount \$ _____ .00 |
| COMMENTS: | | |
| LECTURER/ MVL | Salary | Full-time Monthly Salary \$ _____ .00 Prorated Monthly Salary \$ _____ FTE: _____ |
| | | Other: \$ _____ Explain or attached calculation: |
| COMMENTS: | | |
| All Other Unit 3 Classifications | Salary | Full-time Monthly Salary \$ _____ .00 Prorated Monthly Salary \$ _____ |
| | | Other: \$ _____ Explain or attached calculation: |
| COMMENTS: | | |

Submit all applicable forms and documents below with the Recommendation for Hire form. This includes:

- 1) References
- 2) Request for Personnel Action (RPA) - Hire
- 3) Credited Service Towards Tenure and Promotion (Tenure Track Faculty only)

| SECTION FOUR: (Authorization and Signature Approvals) | | |
|---|--|----------------|
| Administrator/School Dean Signature/Director (Required): | | Date: __/__/__ |
| Provost/VP Signature (Required): | | Date: __/__/__ |
| President (Required for Tenure/Tenure-Track Hires): | | Date: __/__/__ |