



## 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.

<b>Job Bulletin #:</b>	<b>Position Title/Classification Code:</b>	<b>Department Name/Department ID:</b>  /
------------------------	--	--

SEARCH STATUS			
<input type="checkbox"/> Successful	Recommended Hire Name:	Start Date: _____	End 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 Hiring Manager has 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 Hiring Manager recommends 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 of Search Committee Member information.**

Name (Last, First)	Department	Position/Classification
<b>Department Chair Signature (Required):</b>		Date: _____

**SECTION THREE: Appointment Recommendations (To be completed by School Deans and Administrators)**

TENURE-TRACK/ TENURE	Salary & Range	Monthly Salary \$ _____ Annual Salary \$ _____ Range _____
	Tenure Status	<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years CREDITED SERVICE TOWARD TENURE and PROMOTION <i>(Must Complete Credited Service form &amp; Submit to HR)</i> <input type="checkbox"/> TENURE AWARD
	Relocation Expense Authorized	<input type="checkbox"/> No <input type="checkbox"/> Yes, Amount \$ _____ .00
<b>Job Code:</b>	COMMENTS:	
LECTURER/ MVL	Salary & Range	Full-time Monthly Salary \$ _____ .00 Prorated Monthly Salary \$ _____ Range _____ FTE _____
		Other: \$ _____ Explain or attached calculation:
<b>Job Code:</b>	COMMENTS:	
ALL OTHER UNIT 3 CLASSIFICATIONS (COACHES/ LIBRARIANS/ COUNSELORS)	Salary & Range	Full-time Monthly Salary \$ _____ .00 Prorated Monthly Salary \$ _____ Range _____ FTE _____
		Other: \$ _____ Explain or attached calculation:
<b>Job Code:</b>	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)**

<b>Administrator/School Dean Signature/Director (Required):</b>		Date: _____
<b>Human Resources (Required):</b>		Date: _____
<b>Executive Dean of Academic Affairs (Required):</b>		Date: _____
<b>Budget Approver (Required):</b>		Date: _____
<b>President (Required):</b>		Date: _____