



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

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)

Human Resources:		Date:
Dept. Chair /Director/Manager:	Print Name: _____ Signature: _____	Date: _____
Administrator/School Dean:	Print Name: _____ Signature: _____	Date: _____
Executive Dean of Academic Affairs:		Date: _____
Budget Officer Signature:		Date: _____
President's Signature:		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:

SECTION I DEPARTMENT AND EMPLOYEE INFORMATION	<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
SECTION II CALENDAR (PAY PLAN)	<input type="checkbox"/> CALENDAR: Check the appropriate calendar type. NOTE: Academic Year = Start/End of Semester; Cruise = Academic Year Cruise Position; Cruise Adjunct = Temp for 2-month Cruise only; 12-month = TEMP faculty classifications only. Contact HR before using; Summer = April through August (non-cruise); Other – please explain
SECTION III RECRUITMENT CLASSIFICATION	<input type="checkbox"/> TENURE/TENURE TRACK: 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"/> TEMPORARY FACULTY: 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"/> GRADUATE STUDIES (Master's Program - JC: 2322): For Extended Learning only. Enter the range/grade from the drop down menu and the number of students enrolled. <input type="checkbox"/> OTHER: Check the box and provide a description/explanation.
SECTION IV FACULTY WORKLOAD & COURSE INFORMATION	<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.
SECTION V ADMINISTRATIVE/FISCAL APPROVALS	<input type="checkbox"/> RPAs require signature approvals from Department Chairs/ Director/Manager, Administrator/School Dean, Executive Dean of Academic Affairs and Budget Officer. Print and Sign your name. Note: Department Chairs must sign only for faculty teaching in their own department. <input type="checkbox"/> The President's Signature is required on all appointments.
SECTION VI HUMAN RESOURCES ONLY	For Human Resources Only – no action required

RESOURCES:

LINK	DESCRIPTION
HUMAN RESOURCES EMPLOYMENT SERVICES	Link to Human Recruitment and Selection Forms
CFA Contract	Link to CFA and other Bargaining Union Agreements
CSU SALARY SCHEDULE	Link to CSU Salary Schedule for all classifications