



## 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 and Classification Code (Job Code)</b>	<b>Department Name/Department ID:</b>  /
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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 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:

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

<b>SECTION THREE: Appointment Recommendations (To be completed by School Deans and Administrators)</b>		
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
COMMENTS:		
LECTURER/ MVL	Salary & Range	Full-time Monthly Salary \$_____.00 Prorated Monthly Salary \$_____ Range_____ FTE _____
		Other: \$_____ Explain or attached calculation:
COMMENTS:		
All Other Unit 3 Classifications	Salary & Range	Full-time Monthly Salary \$_____.00 Prorated Monthly Salary \$_____ Range_____ FTE _____
		Other: \$_____ Explain or attached calculation:
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)

<b>SECTION FOUR: (Authorization and Signature Approvals)</b>	
<b>Administrator/School Dean Signature/Director (Required):</b>	Date: ___/___/___
<b>Human Resources (Required):</b>	Date: ___/___/___
<b>Provost/VP Signature (Required):</b>	Date: ___/___/___
<b>Budget Officer (Required):</b>	Date: ___/___/___
<b>President (Required for Tenure Track):</b>	Date: ___/___/___