

INSTRUCTIONAL AND ADMINISTRATIVE/PROFESSIONAL RECRUITMENT FORM

POSITION INFORMATION

1. Date _____ 2. Department _____
 3. Title of Position _____ 4. Search Chairperson _____
 5. Search Committee _____

6. Type of Appointment:
 Instructional Faculty Full-time _____ Part-time _____
 Administrative/Professional Faculty _____

- **Designated Personnel** (Essential to agency operations during emergencies) _____ Must be included in the position description.
- **Sensitive Position** (Directly responsible for the health, safety and welfare of the general populace, or protection of critical infrastructures. _____ Must be included in the position description.
- **Campus Security Authorities (CSAs)** _____ Any crime reported to a CSA will be immediately reported to CNU Police. Must include CSA statement in position description.

7. Contract Type: Teaching & Research
 7.a. Instructor: 9/10 month _____ 11/12 month _____ Other _____
 Faculty Rank: _____ Tenure Track _____ or Restricted _____
 7.b. Administrative/Professional: 9/10 month _____ 11/12 month _____

8. Position is: New _____ Replacement _____ (Check one)
 If a replacement Replacing _____ Termination Date _____

9. Position Reporting Line and Campus Directory Information:
 Position Reports to: _____
 Primary Time Sheet Approver: _____
 Backup/Secondary Time Sheet Approver: _____
 Position supervises: _____
 Position's Work Location: _____ Position's Work Phone #: _____

10. Budget account # for position funding _____

RECRUITMENT AND ADVERTISING

1. Type of Recruitment: Open to the Public _____
 2. Attach the proposed text of the advertisement.
 3. Advertisement Area: Local/Regional _____ Statewide _____ Nationwide _____
 4. Publications to be used _____

5. Budget account # for recruitment advertising _____

APPROVAL SIGNATURES FOR POSITION RECRUITMENT

Title of Position _____

1. _____
Director/Department Chair/Supervisor

4. _____
Chief Budget Officer

2. _____
Dean (If Applicable)

5. _____
Director of Title IX and EO

3. _____
Provost/Vice President/Chief of Staff

APPOINTMENT RECOMMENDATION

Director of Faculty Recruitment completes this section following interviews and receipt of information from the Search Committee.

Note:

- **The Office of the Provost extends offers for employment for instructional faculty following receipt of approval signatures.***
- **Director of Faculty Recruitment extends offers for employment for administrative and professional faculty following receipt of approval signatures.***

Search Committee Chairperson _____

Proposed Date of Appointment _____

Proposed Salary Rate _____

Name of Candidate Selected _____

Position # _____

Faculty Rank _____

APPROVAL SIGNATURES FOR HIRING*

1. _____
Dean (If Applicable)

4. _____
Director of Title IX and EO

2. _____
Provost/Vice President

5. _____
Chief of Staff

3. _____
Chief Budget Officer

EXTENDING THE OFFER

- The Office of the Provost extends offers for employment for instructional faculty following receipt of approval signatures.*
- Director of Faculty Recruitment extends offers for employment for administrative and professional faculty following receipt of approval signatures.*

Offer Extended _____
(Date)

Offer Accepted _____
(Date)

Hire Date _____
(Date)

HR Notified of Hire _____
(Date)

APPOINTMENT RECOMMENDATION- (Second Choice)

***Please note an offer will be made if primary candidate selected does not accept. Please provide information only if you would like to proceed with an offer for the second choice.**

Director of Faculty Recruitment completes this section following interviews and receipt of information from the Search Committee.

Note:

- The Office of the Provost extends offers for employment for instructional faculty following receipt of approval signatures.*
- Director of Faculty Recruitment extends offers for employment for administrative and professional faculty following receipt of approval signatures.*

Search Committee Chairperson _____

Proposed Date of Appointment _____

Proposed Salary Rate _____

Name of Candidate Selected _____

Position # _____

Faculty Rank _____

APPROVAL SIGNATURES FOR HIRING (Second Choice) - * Offer will only be made if primary candidate selected does not accept.

4. _____
Dean (If Applicable)

4. _____
Director of EO

5. _____
Provost/Vice President

5. _____
Chief of Staff

6. _____
Chief Budget Officer

EXTENDING THE OFFER

- **The Office of the Provost extends offers for employment for instructional faculty following receipt of approval signatures.***
- **Director of Faculty Recruitment extends offers for employment for administrative and professional faculty following receipt of approval signatures.***

Offer Extended _____
(Date)

Offer Accepted _____
(Date)

Hire Date _____
(Date)

HR Notified of Hire _____
(Date)