

Form 1: Request and Authorization to Recruit Temporary Faculty Unit Employees

Search/Screening Committee Chair: _____ Phone Ext: _____

Support Staff: _____ Phone Ext: _____

Equity Advocate: _____ Phone Ext: _____

Complete Form 1 must include the following:

- 1) Detail of the projected workload for the new position during the appointment period.
- 2) Explanation of department need that justifies hiring this position rather than hiring from the temporary faculty pool.
Note: This assignment must not include any courses that incumbent lecturers are qualified and willing to teach.
- 3) Statement describing how this position will affect temporary faculty appointments (in regard to Order of Work).
- 4) Draft Vacancy Announcement **reviewed by Equity Advocate** - Please submit an electronic copy to: academicpersonnel@humboldt.edu
- 5) Confidentiality Acknowledgement & Agreement for Search/Screening Committee Members and Support Staff
- 6) Strategic Advertising/Recruitment Plan **reviewed by Equity Advocate**
- 7) Timeline of Recruitment Activities (OPTIONAL)

Account to be charged
for advertising:

_____	_____	_____	_____	_____	_____
Account	Fund	Dept. ID	Program	Class	Project

Department/Hiring Unit: _____

Position Title: _____ HSU Office Assignment: _____

Dept. ID #: _____ Position #: _____ Account #: _____

Type of Position: (check one) New Replacement For: _____

Type of Faculty: (check one) Instructional Faculty Counselor (SSP-AR) Librarian Coach

Job Code: _____ Job Code: _____ Job Code: _____ Job Code: _____

Type of Appointment: (check one) Academic Year 12-Month 10-Month

Term of Appointment: (check all that apply) Fall Year: _____ Spring Year: _____ Other _____

Timebase: Fall _____ Spring _____ Other _____

Department Chair (OAA Position Only)

.....
Signature Date

College Dean / University Library Dean / Director of CAPS

Recommended Not Recommended
.....
Signature Date

Associate Vice Present for Faculty Affairs

Approved Not Approved
.....
Signature Date

Vice President for Student Affairs (Counselors Only) /President (Coaches Only)

Approved Not Approved
.....
Signature Date

Please Return Original to Academic Personnel Services

Distribution: Original to APS for routing. Approved copies distributed electronically to Search/Screening Committee Chair/Support Staff, College Dean/University Library Dean/Director of CAPS, VP for Student Affairs/President (if applicable), and Academic Affairs Budget Office (if applicable).