

Form 1: Request and Authorization to Recruit Visiting Faculty

Visiting Faculty Classification (12.32 of the Unit 3 Collective Bargaining Agreement)

- Humboldt State University has been allocated **three (3)** Visiting Faculty positions that may be filled each academic year.
- Appointments are full-time for up to one academic year, and **may not** be renewed.
- Salary ranges are identical to those for the equivalent lecturer ranges.
- Appointments **may be made only after all 3-year lecturer entitlements have been met** and shall not result in the displacement or timebase reduction of any incumbent 3-year lecturers, as reflected in the Order of Work (see **Building Your Schedule: Assignment of Work under Article 12** <https://hraps.humboldt.edu/building-your-schedule-and-following-contract-assignment-work-under-article-12>).

Department/Hiring Unit: _____ Dept. ID #: _____

Discipline: _____ HSU Office Assignment: _____

Term of Appointment: AY Year: _____ Fall Only Year: _____ Spring Only Year: _____

Appointment Method: Candidate Identified (no formal search required) Recruitment (search required)

Attach the following documents in support of this request:

- 1) Explanation of departmental need that justifies hiring a visiting faculty member
- 2) Statement describing how this position will affect temporary faculty appointments (in regard to Order of Work).
- 3) Detail of the projected workload for the visiting faculty member and 3-year incumbent lecturers in the department.

If qualified candidate has been identified, please complete the following documents:

- 1) Memo detailing candidate's name and qualifications for the position
- 2) Candidate's Curriculum Vitae

If a formal recruitment is required, please complete the following documents:

- 1) Draft Vacancy Announcement ***reviewed by Equity Advocate*** - Please submit an electronic copy to: academicpersonnel@humboldt.edu
- 2) Confidentiality Acknowledgement & Agreement for Search/Screening Committee Members and Support Staff
- 3) Strategic Advertising/Recruitment Plan ***reviewed by Equity Advocate***
- 4) Timeline of Recruitment Activities (OPTIONAL)

Search/Screening Committee Chair: _____ Phone Ext: _____

Support Staff: _____ Phone Ext: _____

Equity Advocate: _____ Phone Ext: _____

Account to be charged for advertising:

Account	Fund	Dept. ID	Program	Class	Project
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Department Chair

Signature _____ Date _____

College Dean

Recommended Not Recommended

Signature _____ Date _____

Associate Vice Present for Faculty Affairs

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, and Academic Affairs Budget Office.