

FACULTY REQUISITION PLAN

Instructions: Please use one (1) form for each requested position.

Complete this form and provide all the requested information. Submit your completed form and attach one (1) copy of the proposed position description using the required template and send electronically to catienza@csudh.edu. For further information, please call (310) 243-3766.

REQUESTING DEPARTMENTAL POSITION INFORMATION

College:

Department Name:

Department ID:

Position Number (contact Academic Resource Manager):

Area of Specialization:

Request to fill:

Faculty Status:

Tenured

Tenure-Track

Full-Time Lecturer

Position Rank/Title:

Assistant

Associate

Professor

Librarian

Coach

Student Psychologist

REASON FOR REQUEST

Reason for the request (check appropriate boxes below and **ALL** requested information):

New Faculty Line

Replacement

Name of Incumbent:

FERP

Retirement

Resignation

Separation

Replacement for Administrative Appointment

REQUIRED JUSTIFICATION FOR REQUEST (1-page max). Department Chair must explain how the position is aligned with the goals identified in the program review, the strategic planning process, or other comments in support of request.

REQUIRED RECRUITMENT PLAN NARRATIVE (1-page max). Describe in detail the recruitment plan. For example, attendance at national and regional conferences; outreach to professional associations; outreach to learned societies; and other venues. The office of Faculty Affairs and Development will post the position on the following websites: CSU, CSUDH, ChronicleVitae.com, and InsideHighered.com. Additional publications are managed by the College's Academic Resource Manager. Include the timetable for recruitment process. State how this plan will capture a diverse and inclusive pool of qualified applicants. The plan should include postings and outreach to venues or networks that are specific to your discipline and targeted to underrepresented groups. Include the search committee members and search committee chair.