



FACULTY REQUISITION PLAN

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

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

A. POSITION INFORMATION

| | |
|---|--|
| College: | Department: |
| Area of Specialization: | Position Number (contact Academic Resource Manager for details): |
| Request to fill: | |
| <p>Tenured (check appropriate box below):</p> <p>Associate Professor</p> <p>Tenure-Track (check appropriate box below):</p> <p>Assistant Associate Professor Librarian</p> <p>Full-Time Lecturer Coach Student Psychologist</p> | |

B. REASON FOR REQUEST

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|---|
| Reason for the request (check appropriate boxes below and provide ALL requested information): |
| <p>New Faculty Line</p> <p>Replacement Position</p> <p>Name of Incumbent:</p> <p>FERP Retirement</p> <p>Resignation Separation</p> <p>Replacement for Administrator Appointment</p> |

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.

REQUIRE 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. 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.

C. RECRUITMENT PLAN ITEMIZED BUDGET

| ACTIVITY | DESCRIPTION | COST |
|-----------------------------------|---|-------------|
| Search Committee Expenses: | | |
| Transportation | | |
| Meals | | |
| Lodging | | |
| Conference Fees | | |
| Supplies and Support | | |
| Other | | |
| | | |
| | | |
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| | | |
| Advertising Expenses: | | |
| | | |
| ChronicleVitae.com | Paid by Faculty Affairs and Development | |
| InsideHighered.com | Paid by Faculty Affairs and Development | |
| | | |
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| | | |
| Other Publications (list below): | | |
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| Candidate Expenses: | | |
| Lodging | | |
| Transportation | | |
| Meals (Per Diem) | | |
| Other | | |
| | | |
| TOTAL: | | |

D. POST APPOINTMENT ITEMIZED BUDGET

| ACTIVITY | DESCRIPTION | COST |
|------------------|-----------------------------------|------|
| Relocation Fees: | | |
| | Out-of-State (maximum of \$7,500) | |
| | In-State (maximum of \$3,500) | |
| | | |
| Start-up | | |
| Travel | | |
| Equipment | | |
| Personnel | | |
| Misc. | | |
| Release Time | | |
| Other | | |
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| TOTAL: | | |