

California State University, Chico
Recruitment Authorization Form
Full-time Tenure-Track Faculty Searches

Recruitment No. (OAPL to assign): _____

College/Unit: _____

Dept: _____

- Hire Level: [] Assistant Professor (discipline not hard-to-hire)
[] Assistant or Associate w/o Tenure (hard-to-hire discipline)
[] Director or Chair Position (with Tenure)

Please attach the following documents:

- [] Screening and Selection Criteria/Outreach Efforts form (OAPL Form 2)
[] Vacancy Announcement (OAPL Form 3)
[] Short Advertisement (OAPL Form 3b) – Only required if short-ad will be used.
[] Electronic versions of all above sent to academicpersonnel@csuchico.edu

Please list the names of all members of the Department Search Committee.

Unconscious Bias in Recruiting training (UCB) is now required of ALL committee members. Access to applications will be granted once training has been completed and verification received by Academic Personnel.

Table with 5 columns: Name, Dept., Rank, Member Designation, UCB training complete (or currently registered). Rows include Chair (Ext #), Dept. Member, and External Member (recommended).

You must have a minimum of three committee members. Search committees should be composed primarily of tenured faculty. Probationary faculty may serve with pre-approval from the Office of Academic Personnel. (FPPP 5.1.3)

The undersigned have reviewed the enclosed documents and request authorization to begin a faculty search.

Search Committee Chair Signature Date

Department Chair Signature Date

College Dean Signature Date

Brian J. Oppy AVP of Academic Personnel Signature Date

The undersigned has reviewed the enclosed documents and approves the request to proceed with a search to fill the position named above.

Debra Larson Provost Signature Date