



SACRAMENTO STATE

APPOINTMENT PROCESS SUMMARY

Instructions

Please forward all Hiring Packets (including attachments) directly to HR- Academic Personnel (Del Norte 3009 – Campus Zip 6032). Once HR-AP has received and approved all documents, the appointment package (including the offer letter) will be forwarded to the Provost/Vice President for Academic Affairs for final approval.

Each hiring packet must include the following:

1. Appointment Process Summary. (One copy of form with all sections completed and attachments).
 - a. Section 1: Provide the listed information based on the agreed upon terms of the offer made by the Dean/Administrator.
 - b. Section 2-5: To be completed by Search Committee or designee.
 - i. If additional space is needed for Section 2.B.8 or Section 3, please attach additional pages in the *same format provided*.
 - ii. Note: The AA/EOR must sign the Process Summary (page 4) to affirm that no inappropriate actions have occurred. If there is no signature, a separate written statement must be submitted (attached to this document).
 - c. Section 6: Attach all required documents in the order listed.
2. PTF for selected hire/s. (<http://www.csus.edu/hr/forms.html#location>):
 - a. You are no long required to include Social Security numbers or Date of Birth for new hires. HR-AP will contact candidates directly.
 - b. Please ensure “Salary” equates to **whole numbers** (general practice is to round up)

APPOINTMENT PROCESS SUMMARY

Date Prepared: _____

Posting #: _____

I. APPOINTMENT INFORMATION

1. New Position Replacement Position - Former Incumbent's Name: _____

2. Administrative Unit: _____ College/Division: _____ Dept: _____

3. Appointment type (check all that apply): Tenure-Track With Tenure Department Chair

FT Lecturer AY _____ 12-Month _____ Other _____

4. Rank: Assistant Prof Associate Prof. Professor Other _____

5. Probationary Period: One-Year Two-Year Other _____

6. Proposed Starting Date of Appointment: Fall Start Spring Start Other _____

7. Name (including salutation): _____

8. Mailing Address: _____

9. Phone Number: Main: _____ Alternate: _____

10. Salary \$_____.00/month | \$_____.00/year (monthly salary must be a whole number)

11. Service Credit: None 1 year 2 years (maximum per CBA)

If service credit granted, state rationale: _____

12. Is reimbursement provided for relocation costs: No Yes (Amount) \$_____

13. Release Time: Provide WTU per semester and # years: _____WTU(s) each semester for ___ years

14. Startup Funds: \$_____ # Years funds will be available

15. Summer Work: \$_____ # summer(s) compensation will be available beginning Summer 20____

Note: All amounts should be total (Dean + other funding); # years refers to the number of years the new faculty member will be able to spend the benefit provided.

16. Other Conditions/Contingencies of Appointment (e.g., appointment with tenure, Ph.D. required by [date], lecturer with possibility of reappointment) *Note: Include statement from department chair concerning status of terminal degree, if not yet completed*

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II. RECRUITMENT PROCESS

A. Selection Committee Membership

Chair:	AA/EOR:	Members:

B. Applicant Pool

1. How many applications were received by the priority review date? _____
2. How many applications were received in total? _____
3. How many applicants were CSU lecturers at time of application? _____
4. Did the search committee conduct telephone interviews? Yes No
If Yes, how many candidates were interviewed by phone? _____
5. How many applicants were CSU lecturers and were invited to an on-campus interview? _____
6. Total number of candidates invited to on campus interview on-campus: _____
7. Total number of applicants that withdrew from consideration/or rejected offer because:
____ Took Offer Elsewhere ____ High Cost of Housing ____ Family/Personal Reasons
____ Inadequate Salary ____ Lack of Spousal Employment ____ High Teaching Load
____ Timing of Offer ____ Other (indicate reason): _____
8. Please list all applicants invited for on-campus interview. (If additional space needed, attach separate document)

Applicant Name	Which preferred qualifications did candidate meet?	Applicants Strengths in comparison to other applicants	Applicants Weaknesses in comparison to other applicants

III. CANDIDATE RECOMMENDED FOR APPOINTMENT

Please list the recommended candidate(s) for the position.

Choice	Candidate Name	Reasons for ranking (as it pertains to advertised job criteria)	Accepted (Y/N)? If no, indicate primary reason
1			
2			
3			

IV. VERIFICATIONS:

A. Qualifications – All qualifications have been verified and all candidates invited for interview meet ALL minimum qualifications: Yes No (please explain) _____

B. Reference checks - Hiring committees are responsible for completing reference checks before an applicant is offered an appointment.

Reference checks completed: Yes No (please explain) _____

C. Degrees – Was the highest/terminal degree verified for your recommended candidate(s)?

Yes No (Please explain) _____

Highest degree verified: _____ Institution earned from: _____

If degree verified is not terminal degree, indicate deadline for obtaining terminal degree: _____

V. AA/EOR AFFIRMATION

Pursuant to UARTP Section 6.06.D.2.H, I affirm by my signature that no inappropriate actions have been taken which may have been the effect of discriminating against an applicant for this faculty position. If the AA/EOR fails/declines to sign, a written statement by the AA/EOR shall be included.

Signature

Date

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VI. ATTACHMENTS & APPROVALS

Please attach the below supporting documentation to this document **in the following order**:

- a. PTF
- b. Application Materials from Recommended Candidate(s) including **ALL OF THE FOLLOWING**: Online application, Current Resume/CV (include cover letter if provided), and Unofficial Transcripts of highest degree. If candidate provided “**official transcripts**”, please submit those to HR. (If degree is not completed, provide statement from chair concerning status of terminal degree.
- c. Copy of email from Dean to candidate (if something was prepared and sent) providing additional details of their employment. [e.g., start-up package, Summer stipend, teaching reduction]
- d. CSUS vacancy announcement
- e. If any of the below items have been altered after submitting to Human Resources, please attach an updated copy:
 - i. Print Advertisements
 - ii. Interview Questions
 - iii. Reference Questions
- f. Application Materials from Other Applicants Interviewed including: Online application, Resume (include cover letter if provided), Unofficial Transcripts of highest degree.

Approvers	Signature	Date
Department Chair/Division Manager	_____	_____
Appropriate Administrator/Dean	_____	_____
Vice President (if appropriate)	_____	_____
HR-Academic Personnel	_____	_____