

Candidate Name:	_____
Department:	_____
College:	_____
Hire No.:	(Ex: #23-??) _____

Tenure-Track & Temporary Full-Time Faculty Appointments CHECKLIST

The Department shall obtain search certification via the OnBase process outlined in the EEO toolkit which can be found on the Faculty Affairs website. Please upload into CHRS the EEO approved Recruitment Record/Search Report Documents in one complete packet:

- ✓ Recruitment Record Certification form (formerly AA-4)
- ✓ Position Announcement (formerly AA-1)
- ✓ Recruitment and Advertising Plan
- ✓ Applicant Screening Master Tracker spreadsheet and HIRE packet to CHRS

Please visit the EEO Toolkit webpage for forms: <https://www.csun.edu/faculty-affairs/eo-toolkit>

After the search has been certified, the department or college shall compile the Hire Packet for upload into CHRS. Please upload 1 unlocked/unencrypted packet containing the following documents:

1. **Full-Time Faculty Requisition Personnel Action Request Form (FTFR-PAR)** signed by Department Chair, Dean, and DFO.
2. Start Up Funds Information for Chancellor’s Office Annual Recruitment Survey
 - Moving expenses allocated by campus: [Click or tap here to enter text.](#)
 - Total start-up funds allocated by campus: [Click or tap here to enter text.](#)
 - # of years start-up funds to be dispersed: [Click or tap here to enter text.](#)
 - Any other start-up funds not captured by the above: [Click or tap here to enter text.](#)
3. **Original SC-1 Form** (Statement of Professional Preparation and Experience)
4. **Moving and Relocation Expenses Reimbursement Authorization Form**
5. **moving.com** estimate
6. **Current Resume/Vita & Cover Letter**
7. **Background Check Clearance**– Include confirmation email from HR
8. College Personnel Committee’s written recommendation (Tenure-Track hires only) if hiring at the rank of Associate or Full Professor or for Lecturers converting to tenure-track.
9. **List of 3 References and or 3 Signed Letters of Recommendation** (no more than 3 years old)
10. **Original Transcripts of Highest Degree** (Please include verification of degree if transcripts are not available – e.g.: National Student Clearinghouse).
11. **Visa Requirements** (non-U.S. citizens only). Please visit the FA website for TT Faculty Visa forms at: <https://www.csun.edu/faculty-affairs/tenure-track-faculty-international>



Prepared by: _____ Name _____ Ext. _____

SECTION I.

Date: _____

Department Faculty Hire Number (AA-1#): _____

College/Division: _____

Reports to: _____ Name _____ Position Number _____

Offer letter should be mailed to:

Last Name: _____ First Name: _____ Initial: _____

Number and Street _____

City, State and Zip Code _____

Citizenship: _____ Work Permit if non-U.S. citizen No Yes If Yes, type: _____ country

*If Visa Sponsorship is required, please review https://www.csun.edu/faculty-affairs/tenure-track-faculty-international and submit the H-1B Data Collection Form.

Table with 9 columns: SECTION II., Job Classification, Dept ID, Job Code, Effective Date, Appt. End Date, Rank, Monthly Salary, Annual Salary. Rows for Current Information and New Information.

Current Employee Info Empl ID #: _____ Record #: _____ Position #: _____

SECTION III.

Appointment Effective Date: _____ Semester _____ Year _____ If not at beginning of semester, specify other date.

Type of Appointment: (Check one): Probationary Lecturer Until Terminal Degree Lecturer Tenure

If a probationary appointment, what credit, if any, is to be granted for prior service? (Check one): NA None One-year credit Two years credit

If credit is being granted for previous service, at what institution: _____

If a Lecturer appointment, specify length: One semester Two semesters Other, specify: _____

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

SECTION IV.

Highest degree claimed: _____ Who at CSUN verified degree: _____ Name/Ext. _____

How was degree verified: _____

If the candidate has been previously employed at any other CSU campus, which officials at that campus have been consulted: Name: _____ Phone/Email: _____

SECTION V. Indicate any special reservations/conditions that should be stated in the appointment letter or any additional special comments/circumstance:

Large empty box for special reservations or comments.

SECTION VI.

SIGNATURES OF APPROVAL

Department Chair _____ Date _____

College Dean/DFO _____ Date _____

*Faculty Affairs will obtain the Provost signature

*Faculty Affairs will obtain this signature when applicable

Provost _____ Date _____

FA (if applicable) _____ Date _____

- Attach: SC-1 AA-1 Vitae Transcripts Cover Letter 3 letters of recommendation/refrence list CDO Approved Recruitment Record Copies of Ads Placed Background check clearance Moving & Relocation Authorization Form CPC Recommendation for Senior Rank Dept. Personnel or Search Committee letter Moving.com Estimate

For Human Resources Use Only

Table with 8 columns: Remaining SSI, Prob Code, Sabb Elig Date, Prob End Date, Diff in Pay Elig Date.



HUMAN RESOURCES

Moving & Relocation Expenses Payment Authorization Form

To: Kristina de la Vega, Associate Vice President, Office of Human Resources

From: Moving & Relocation Forms are now live on the HR website! 3 new forms: MPPs, Deans, & Faculty. Departments can find them here Date:
Email: https://www.csun.edu/hr/human-resources-forms. Select the appropriate form and click continue, there are hyperlinks at the top each form to the guidelines document for reference, if needed. The link to moving.com is also a hyperlink on each form. Fax:
Contact:

SUBJECT: Authorization for Moving & Relocation Expense Payment

This will serve to authorize a one-time payment for reasonable estimated moving and relocation expenses for:

Name: College/Department:
Position: Anticipated Start Date:

This individual can be contacted as follows:

Current Home Address: City: State:
Zip Code: Phone: Email:

Payment allowance for this move is established at (using moving.com tool) \$ (If this total amount is to be divided between departments, the split is to be allocated as follows): \$ to be paid by department and \$, to be paid by department. Please refer to the Guidelines.

Justification (for amounts exceeding moving.com tool. Estimate must be attached):

Approvals:

Dean/Director Print Name Date

*Please do not route to the Provost's Office. Faculty Affairs will obtain the Provost's signature along with the Offer Letter

Vice President Print Name Date

*President Print Name Date

*(Required for amounts exceeding \$20,000)



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Cover Letter

Amy Applicant

(111) 999-3456

Amy.Applicant@email.com

January 1, 2019

Dear Hiring Manager,

I am writing to apply for the position of Professor currently offered at Clearwater University. Teaching has been my lifelong career, and I am excited to reach new heights in the field of education. As a dedicated researcher with a passion for knowledge and learning, I am thrilled at the prospect of helping young minds take their first real steps into adulthood and develop valuable skills for both their future careers and lives.

At St. Helena University where I was previously employed, I competently taught classes of upwards of 40 students while offering personalized tutoring services to many of them during office hours. In both student and peer reviews, I was consistently commended for being easy to understand and good at interpreting the grievances of others to assist them in working through problems.

Both as an educator and student, my attention to detail has always been one of my strong points. As a professional, I feel it is my duty to ensure everything I do is done correctly and to the highest degree of excellence whether that is grading papers, reviewing lesson plans or collaborating with my peers to establish academic goals for the department. Naturally, this professionalism extends to the classroom where I endeavor to teach my students in a challenging and engaging manner focused on ensuring that they understand the material for more than just passing a test.

Thank you for your time and consideration of my application. I look forward to learning more about the Professor position at Clearwater as well as more about your institution. Education is a constant factor of life, and I endeavor to partake in it both as a learner and educator and hope to continue applying my skills as a part of your university.

Sincerely,

Applicant

Current Resume/Vita

[Your Name]

[Address, phone number, email address]

Professional summary

[Introduce yourself, highlight your best qualifications and explain why you're a fit for the job]

Education

[Title of degree] [GPA] [Dates attended]

[School name]

[Title of dissertation or thesis]

Work experience

[Job title] [Dates of employment]

[Name of employer] [City and state of employer]

[Description of your responsibilities and accomplishments]

Skills

[Relevant skills]

Personal interests

[Short paragraph on your personal pursuits]

Community service

[Position held or job performed] [Dates of service]

[Organization] [City and state of organization]

Accomplishments

Publications

[Authors with your name in bold] [Year of publication] [Title of article] [Publishing journal]

Awards and honors

[Name of award] [year]

Background Check Clearance

From: Background Check <backgroundchecks@csun.edu>
Sent: Wednesday, January 11, 2023 12:42 PM
To: You
Subject: CSUN: Background Check Cleared – Amy Applicant

Dear Department,

The background check(s) for **Amy Applicant** has/have cleared.

Sincerely,
Recruitment Services

Background Check | [Recruitment Services](#) | Office of Human Resources | 160 Valera Hall
California State University, Northridge | Mail Drop 8229 | (Tel) [818.677.2101](tel:818.677.2101) |
(Fax) [818.677.2512](tel:818.677.2512) | backgroundchecks@csun.edu

Statement of Confidentiality: The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain confidential information. If you are not the intended recipient, please notify the sender of this message immediately and destroy all copies of this message and any attachments. This email is not to be forwarded without the approval of the original sender. Thank you.

College Personnel Committee's written
recommendation

Tenure-Track hires at the rank of
Associate Professor or Full Professor

Letters of recommendation



RECORD OF:

RECORD DATE:

STUDENT ID. NO.:

PAGE 10F 1

DESCRIPTIVE TITLE DEPT CRSE HRS GRADE

ADVANCED PLACEMENT CREDIT 1992
AP BIOLOGY
AP ENGLISH LIT & COMPOSITION
AP MATH CALCULUS AB
AP PHYSICS B
TOTAL HRS 23.00

BIO S 999 8.00 A-
ENGL 999 3.00 A-
MATH 999 4.00 A
PHYS 999 8.00 A

ARTS & SCIENCES FALL 1995
GAMELAN IN INDO HIST & CULTURE
INDEPENDENT STUDY MUSIC
INTRO TO THE GAMELAN
MUSIC OF THE TWENTIETH CENTURY
COMPOSITION
DEAN'S LIST

MUSIC 245 3.00 A+
MUSIC 302 3.00 A+
MUSIC 346 1.00 A
MUSIC 384 4.00 A
MUSIC 454 4.00 A

ARTS & SCIENCES FALL 1992
GENERAL & INORGANIC CHEM
FWS:INTRO TO TRAD/ORAL LIT
EVOLUTION
CALCULUS
INDEPENDENT STUDY IN MUSIC
CORNELL JAZZ ENSEMBLES
FENCING I

CHEM 215 4.00 A-
ENGL 103 3.00 A-
HIST 287 3.00 A
MATH 112 4.00 A
MUSIC 301 1.00 A
MUSIC 339 1.00 A+
P ED 441 1.00 SX
DEAN'S LIST

ARTS & SCIENCES FALL 1995
CORNELL SYMPHONY ORCHESTRA
MUSIC IN WESTER EUROPE TO 1700
HONORS IN MUSIC
MUSIC IN HUNGARY & EAST EUROPE

MUSIC 335 1.00 A
MUSIC 381 4.00 B+
MUSIC 401 4.00 R
MUSIC 480 4.00 B+

ARTS & SCIENCES SPRING 1993
FWS:WRITING ABOUT FILM
HISTORY OF BIOLOGY
ELEMENTARY TONAL THEORY
INDEPENDENT STUDY MUSIC
CORNELL JAZZ ENSEMBLES

ENGL 108 3.00 B
HIST 288 3.00 C-
MUSIC 152 5.00 A
MUSIC 302 1.00 A+
MUSIC 340 1.00 A+

ARTS & SCIENCES SPRING 1996
CORNELL SYMPHONY ORCHESTRA
HONORS IN MUSIC
ORCHESTRATION
MARKETING PRINCIPLES

MUSIC 336 1.00 A
MUSIC 402 4.00 A
MUSIC 456 4.00 B+
H ADM 240 3.00 D+

ARTS & SCIENCES FALL 1993
MICROECONOMICS
INTERMED COMPOS&CONVER I
LEARN MUSIC THROUGH DIG TECH
INTERMED TONAL THEORY
YOGA II

ECON 203 4.00 B-
FRDML 203 3.00 B
MUSIC 120 3.00 A
MUSIC 251 5.00 A-
P ED 176 1.00 SX

CORNELL UNIVERSITY DEGREE
ARTS & SCIENCES
AB
CUM LAUDE MUSIC
AND WITH DISTINCTION IN ALL SUBJECTS
MAY 26, 1996

END OF TRANSCRIPT

ARTS & SCIENCES SPRING 1994
INTERMEDIATE TONAL THEORY
MUSIC OF THE EIGHTEENTH CENTUR
MUSIC & SOCIETY IN WEST AFRICA
CONDUCTING

MUSIC 252 5.00 A-
MUSIC 382 4.00 A
MUSIC 403 4.00 A
MUSIC 463 4.00 A-
DEAN'S LIST

ARTS & SCIENCES FALL 1994
MATERIALS OF 20TH CENTURYMUSIC
MUSIC OF THE NINETEENTH CENTUR
TOPICS IN MUSIC ANALYSIS
INTRO TO IMPROV. THEORY

MUSIC 351 5.00 B+
MUSIC 383 4.00 A-
MUSIC 452 4.00 A
MUSIC 453 4.00 A
DEAN'S LIST



Signature of David S. Yeh

DAVID S. YEH
UNIVERSITY REGISTRAR

DegreeVerify Certificate

Transaction ID#:

Date Requested:

Requested By:

Date Notified:

Status: Confirmed

Fee: \$0.00

INFORMATION YOU PROVIDED

Subject Name:

First Name

Middle Name

LastName

Date of Birth:

mm/dd/yyyy

School Name:

Degree Award Year:

Attempt To: Verify a degree

INFORMATION VERIFIED

Name On School's Records:

Date Awarded:

Degree Title:

Official Name of School:

School Division:

Major Course(s) of Study:

(and NCES CIP Code, if available):

Dates of Attendance:

Disclaimer - All information verified was obtained directly and exclusively from the individual's educational institution. The Clearinghouse disclaims any responsibility or liability for errors or omissions, including direct, indirect, incidental, special or consequential damages based in contract, tort or any other cause of action, resulting from the use of information supplied by the educational institution and provided by the Clearinghouse. The Clearinghouse also does not verify the accuracy or correctness of any information provided by the requestor.

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H-1B Visa-Beneficiary Data Collection Form

H1B APPLICANT GENERAL INFORMATION

Legal Name (as shown on passport):

Family/Last Name, Given/First Name Middle Name

Other Name Used:

Family/Last Name, Given/First Name Middle Name

Date of Birth (mm/dd/yyyy) U.S. Social Security # (if any) A# (if any)

Never had a Social Security Card? Please visit http://www.socialsecurity.gov

Country of Birth Province of Birth Country of Citizenship

Highest Degree Earned University Date Degree Conferred (mm/dd/yyyy)

Field of Study

University Address (of last degree earned)

Street Address City State Zip code Country

Requested Action (check one):

- New H-1B (Changing status for someone in U.S. in a different status or for a person who is abroad)
Transfer H-1B (Person has an H-1B with another employer but will leave the other employer)
Extension H-1B (Person is in H-1B status at CSUN and appointment is being continued)
Amendment H-1B (Person is in H-1B status at CSUN but terms of employment will change)

Dates of (H-1B) appointment: FROM (authorized employment) TO (mm/dd/yyyy) (mm/dd/yyyy)

*Please note that the H-1B can be requested for a period of three years with the possible opportunity of renewal for an additional 3 years (Total maximum of 6 years). However, for researchers working on grants, the contracts are renewed on an annual basis.
* For an H-1B extension request, the employee must contact Faculty Affairs 6 months prior to the expiration of the H-1B.

TO THE SPONSOR ACADEMIC DEPARTMENT:

SECTION I: Sponsor Academic Department Information

- 1. Host Academic Department/ College: _____
- 2. Department mail code: _____
- 3. Employee's supervisor _____ Ext#: _____
Email Address: _____
- 4. Department's Administrative Contact: _____ Ext#: _____
Email Address: _____

SECTION II: Information about the position

- 1. Payroll title of the position: _____
- 2. Is this a research or teaching position? _____
- 3. Is this position a full-time or part-time position? _____
- 4. Salary per year: \$ _____
- 5. For researcher/scholar (not tenure-track faculty), indicate the typical work schedule on an hourly/weekly basis: _____
- 6. Address where work will take place (indicate all possible locations):

- 7. Brief description of the proposed duties of the position (be specific):

I hereby certify that the information in this form is correct and complete. **I understand that inaccurate information which is discovered by the USCIS could result in serious penalties for the University.** I understand that a Labor Condition Application will be filed with the Department of Labor, stating the job title, salary, and dates of employment, and that I will therefore comply with the conditions reported to the Department of Labor.

If the employee is dismissed before the H-1B status expires, I agree to:

1. Notify the Office of Faculty Affairs (Attn: Ashley Thompson) to update the records and provide me with additional instructions.
2. Provide the appropriate termination forms to Human Resources
3. Pay the reasonable transportation costs for the employee, to his/her home country, as mandated in the Immigration Act of 1990.

I understand that if the H-1B employee needs to travel outside of the U.S. and if must apply for a new H-1B visa to allow re-entry to the U.S., that there is a risk of delay in his/her obtaining the visa because of security checks by government agencies. The delay may be from a few weeks to several months.

H1B employee's Supervisor:

Name / Title	Signature	Date	Phone Ext.
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Department Chair:

Name / Academic Department	Signature	Date	Phone Ext.
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Dean:

Name / College	Signature	Date	Phone Ext.
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Please return this completed form in an envelope to:

The Office of Faculty Affairs
Ashley Thompson
University Hall 305
18111 Nordhoff Street
Northridge, CA 91330-8220
Phone: 818-677-2962
Email: international.scholars@csun.edu