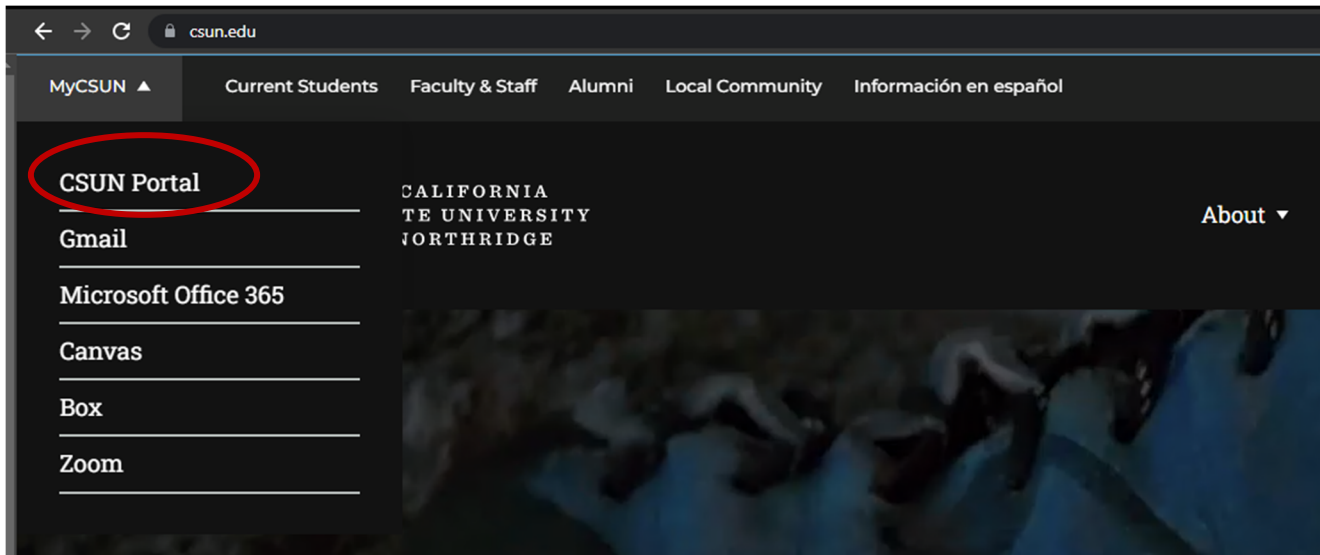


CHRS Tenure-Track and Full-Time Faculty Recruiting Job Card Approval Guide - Advertisement Approval request

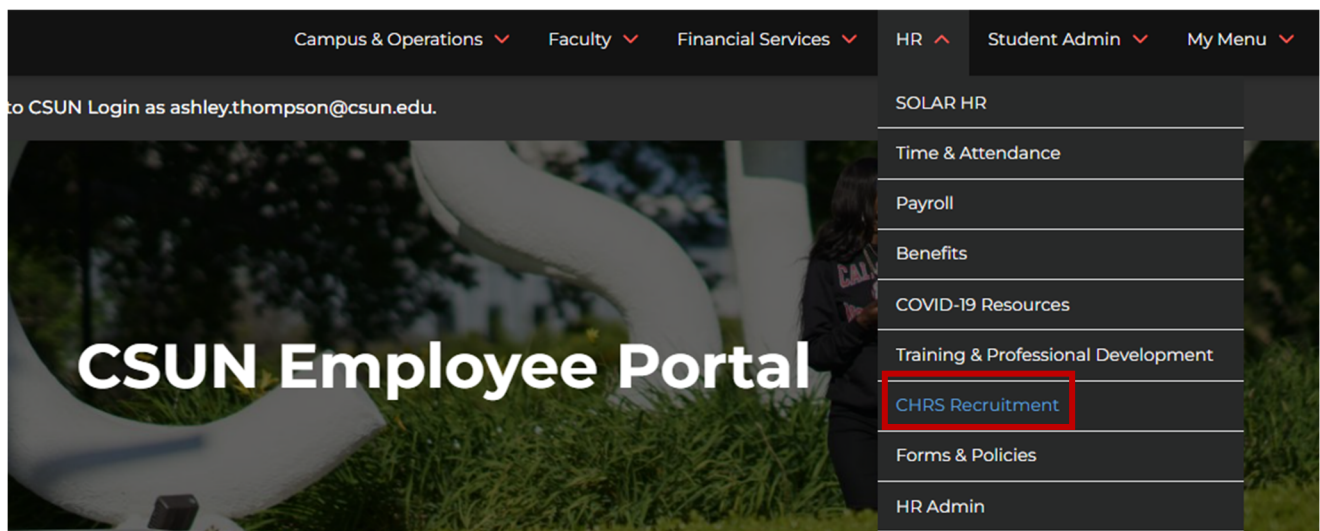
Please note that it can take up to two or three (2-3) weeks for a Job Card to complete the approval process.

To **REVIEW** and **APPROVE** a Job Card in CHRS for advertisement approval and publication, please use the following instructions.

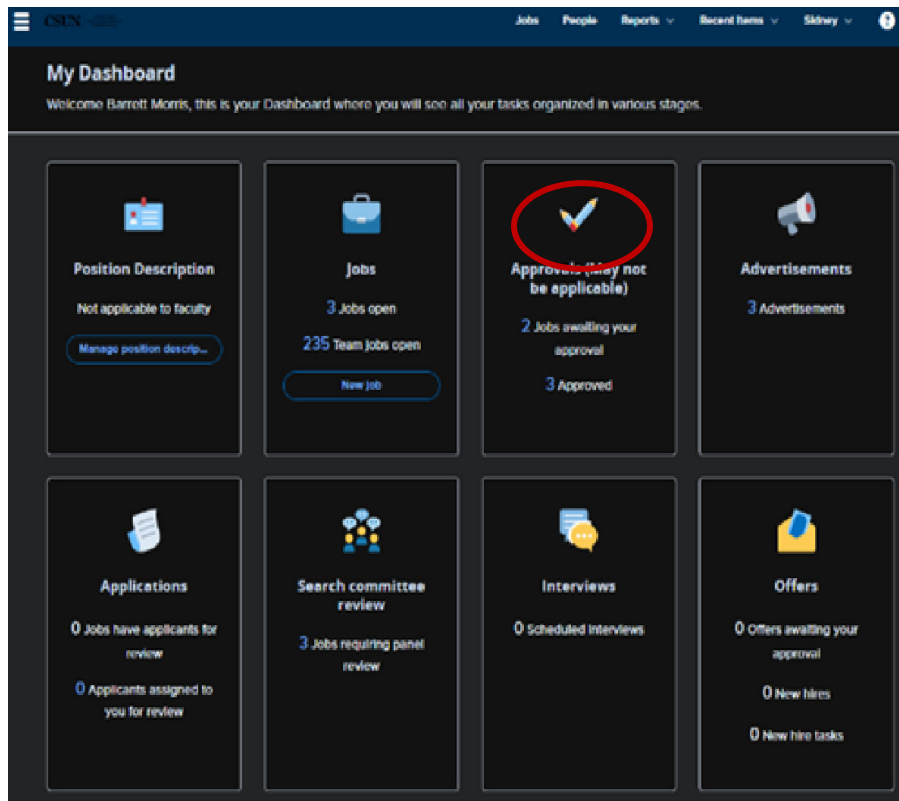
Follow the link provided in the automated email sent by CHRS or log into the **CSUN Portal @ csun.edu** to access **CHRS Recruitment**.



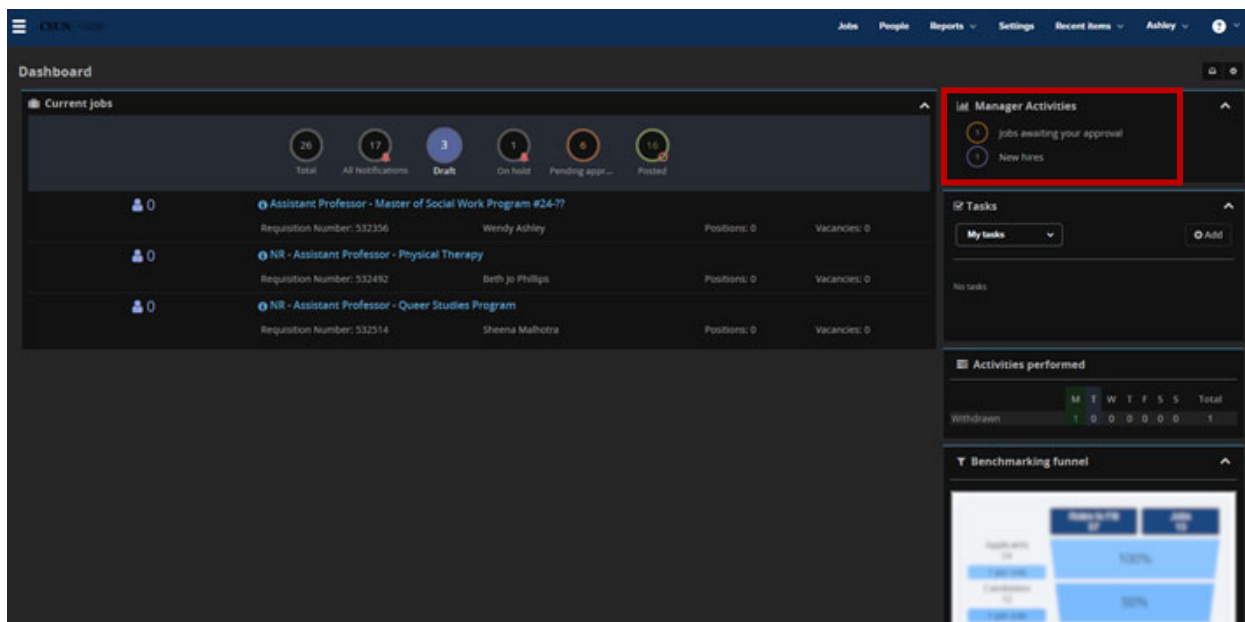
Click the HR dropdown menu, and locate the **CHRS Recruitment** link. Click on the link. You will be guided to select your campus and then you will be logged in to the system.




The dashboard has a different look depending on the user's system access. As Dean or AVP, your dashboard may look like this:

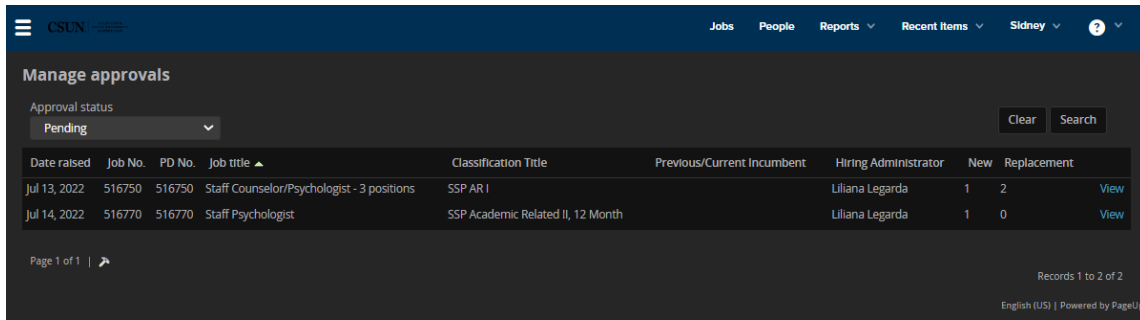


As Chair or Deans Assistant, your dashboard may look like this:



When checking for Jobs in your queue to approve, navigate to the Approvals  tile and click on the link that reads 2 Jobs awaiting your approval *or* navigate to the Manager Activities field on the upper right-hand side of the screen and select Jobs awaiting your approval.

The **Manage Approvals** page displays all jobs that are pending your review and approval. In the example below, there are two jobs pending approval. Click on the **View** link to open the **Job Card**.



Depending on your role in the REVIEW and APPROVAL process, you may be more focused on the review and accuracy of a particular Job Card section. For this reason, you will find an overview of all sections of the Job Card below:

Job Card Fields:

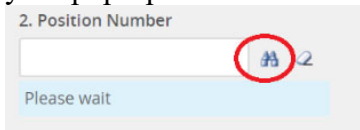
Requisition Information

- **Internal Team:** Your department/dept. code
- **Recruitment Process**
 - NR-Tenure-Track Faculty Recruitment Process
- **Application Form** (select appropriate)
 - NR-Faculty Application for Tenure Track Position
 - NR-Faculty Application for Counseling Services-focus
 - NR-Faculty Application for Counseling Services-no focus
- **Job Code/Employee Classification** (select appropriate):
 - Assistant/Associate Professor: 2360 (select appropriate rank)
 - Assistant Librarian/Sr. Asst. Librarian: 2920 (select appropriate rank)
 - Staff Counselor/ Psychologist SSPARI: 3070
 - Staff Counselor/ Psychologist SSPARII: 3072
 - Post-Doctoral Counselor Intern: 2338
- **Salary Range/Grade:** Same job code as above; select the appropriate rank to display appropriate pay range
- **Classification Title:** Please reference [CSU Salary Schedule](#) search Job Code in keyword field. The fourth column will show you the Class Title.
- **CSU Working Title:** Assistant Professor – [Department Name] #??-?? This will be the title that shows on the job announcement.
- **MPP Job Code:** IGNORE UNLESS HIRING AN ADMINISTRATOR

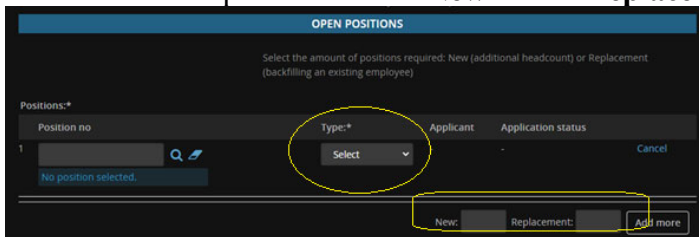
- **Classification of Instructional Program (CIP) Code:** Not required
- **Campus:** Northridge
- **Division:** VP Academic Affairs
- **College/Program:** Choose your college
- **Department:** Choose your department
- **Requisition Number:** Leave blank to automatically create a requisition Number

Open Positions

- **Position no:** Enter same position number you entered on the first page of the job card if it has not auto populated.
 - Click the binocular or magnifying glass symbol, a new window will open. Check to make sure your pop-ups aren't blocked for this site.



- If this is a new position, HR will create the permanent position number and it will be provided to you or entered into CHRS by the Faculty Affairs academic personnel analyst for Full-time and Tenure-Track recruitment. If this is an existing position number, enter that number.
- **Type:** Select the type of position - **New** or **Replacement**.
 - If a replacement, do you have an existing position number you wish to use?
 - Enter number of positions in the **New** box or **Replacement** box.



Requisition Details

- **Auxiliary Recruitment:** Choose *No*
- **Reason:** Select reason for recruitment (i.e.- **New Position**)
- **Justification for Recruitment:** You may keep this as "N/A", or you can provide a justification if desired.
- **Work Type:**
 - Instructional Faculty – Tenured/Tenure-Track or;
 - Non-Instructional Faculty (Coach/Counselor/Librarian)
- **Previous/Current Incumbent:** if you noted resignation or replacement in the fields about, please enter incumbents name

- **Hiring Type:** Probationary
- **Job Status:** Regular
- **Time Basis:** Full time
- **FTE:** 1.0
- **Hours Per Week:** 40
- **FLSA Status:** Exempt
- **CSU Campus (Integration for 3rd Party Solutions):** This should be automatically chosen for you, but if not, be sure to choose **California State University, Northridge**.

Job Details

The fields in this section are not required, except for **Supervises Employees**. Select Yes or No.

Position Designation

- **Mandated Reporter:** Select General, Limited, or Not Mandated
- **Conflict of Interest:** Select the appropriate option for the position
- *ALL other fields are optional at this time*

Budget Details

- **Benefit Eligible?:** Yes
- **Anticipated Hiring Range:** This would be the Dean Approved budgetary range not the actual CSU salary range
- *ALL other fields are optional at this time*

Posting Details

- **Posting Type:** Open recruitment
- **Review Begin Date:** Please note that this date may change during the approval process
- **Anticipated Start Date:** Generally, the first day of the fall quarter.
- **Anticipated End Date:** Leave blank for tenure-track faculty as the assumption is that the appointment is indefinite.
- **Do you wish to apply for a waiver for the posting?:** No
- **Reason for Waiver:** N/A
- **Posting Location:** Northridge
- **Additional/Other Advertising Sources:** Not required. You may enter the publications from the Departmental Ad Plan
- **Advertising Summary:** This section should be a very brief description of what the department is looking for. This will show up on the Careers page before an applicant opens the job for further description. We highly recommend you use it; just be sure it's short and appropriate.

Advertisement Text: Here you can review the faculty position announcement to ensure that Ad is worded in a clear and equitable way. You can also make changes to the announcement as needed. **Committees should enter the text from the advertisement template that has been deemed EEO compliant. This section is where the Ad that appears on CSU/CSUN Careers is pulled from. Please be mindful of the formatting.**

**Be sure to scroll to the bottom of the page and click save before navigating to another tab.*



CSUN CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Department: [FILL IN BLANK]

Faculty Hire Number: [CDO FILL IN BLANK]

Rank: [FILL IN BLANK]

Effective Date of Appointment: [FILL IN BLANK] (Subject to Budgetary Approval)

Salary: Dependent upon qualifications

CSUN's Commitment to You:

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

For more information about the University, visit: <http://www.csun.edu>

About the College:

For more information about the College [FILL IN BLANK], see: [insert college's link]

About the Department:

For more information about the Department of [FILL IN THE BLANK], see: [insert department's link]

Position:

The department of [FILL IN THE BLANK] at California State University, Northridge (CSUN) is seeking a tenure-track faculty member in [FILL IN THE BLANK] at the rank of [FILL IN THE BLANK]...

The successful candidate will teach [FILL IN THE BLANK]...and have research interests in [FILL IN THE BLANK]...etc.

In addition to teaching, the position requires weekly office hours, attending faculty meetings, and service to the department, college, and university. The successful candidate will be held to the standards and requirements of the college and department in which he/she/they is/are housed for recommending tenure and promotion.

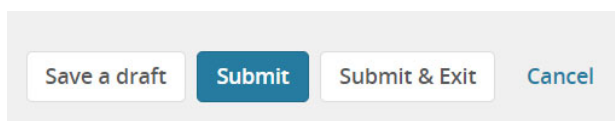
Required Qualifications:

As a Hispanic-serving Institution (HSI), inclusiveness and diversity are integral to CSUN's commitment to excellence in teaching, research, and engagement. As of Fall 2020, CSUN enrolls ~40,000 students, where 56% are Latinx, 20.8% are White, 9.3% are Asian American, 4.8% are Black/African American, 0.1% are Native American, and 0.1% are Native Hawaiian or Pacific Islander. The successful candidate will help the Department achieve equitable outcomes for all students through teaching, student mentorship, scholarship, and service.

Search Details

- **Search Committee Chair:** Enter the name of the search committee chair here. You can look for them by clicking on the magnifying glass and searching for their name. Be sure that you select the right person from our campus.
**As a reminder, this is a shared system with other CSUs, so it's always a good idea to ensure the right person is selected so that other campuses don't get email notifications for our jobs!*
- **Add Search Committee Member:** Add other committee members if you have them available.

If you deem the Job Card accurate, Click on *Save a draft*



Save a draft Submit Submit & Exit Cancel

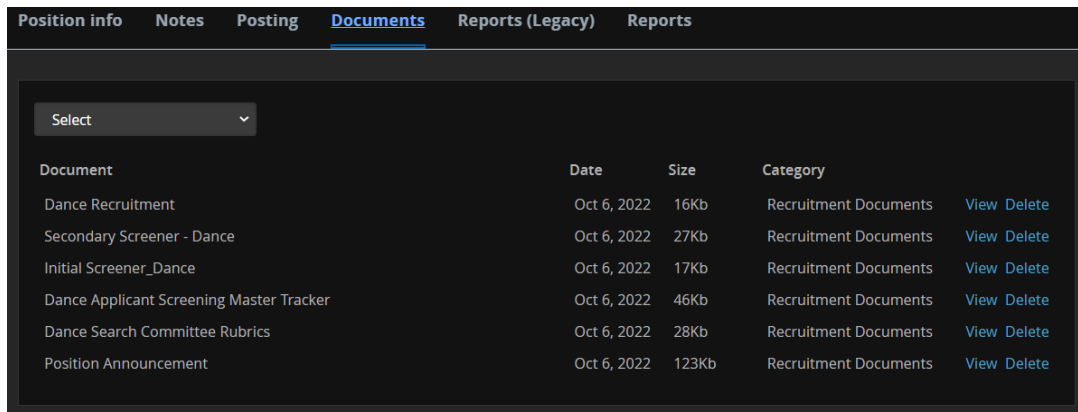
Once the draft has been saved, navigate to the **Documents** tab at the top of the Job Card to view the EEO compliant search documents which should have been uploaded by the hiring department:

New job

[Position info](#) [Notes](#) [Posting](#) [Documents](#)

This is where the committee will upload step 1 and step 2 documents deemed EEO compliant. Please confirm the following documents are uploaded:

1. Applicant Screening Master Tracker Spreadsheet that shows the proposed components of the entire screening and evaluation process
2. [Position Announcement = uploaded](#)
3. [Recruitment and Advertising Plan = uploaded](#)
4. Evaluation rubrics and measurable scoring metrics for:
 - Initial Screening
 - Secondary Screening



The screenshot shows the 'Documents' tab in the CHRS system. It features a table with columns for Document, Date, Size, and Category. Each row includes a 'View' and 'Delete' link. A 'Select' dropdown menu is visible at the top left of the table area.

Document	Date	Size	Category	
Dance Recruitment	Oct 6, 2022	16Kb	Recruitment Documents	View Delete
Secondary Screener - Dance	Oct 6, 2022	27Kb	Recruitment Documents	View Delete
Initial Screener_Dance	Oct 6, 2022	17Kb	Recruitment Documents	View Delete
Dance Applicant Screening Master Tracker	Oct 6, 2022	46Kb	Recruitment Documents	View Delete
Dance Search Committee Rubrics	Oct 6, 2022	28Kb	Recruitment Documents	View Delete
Position Announcement	Oct 6, 2022	123Kb	Recruitment Documents	View Delete

Once you confirm all EEO compliant documents have been uploaded and are accurate, you are ready to APPROVE! Just scroll to the bottom of the page and click APPROVE. This will send the Job Card to the next level of review.

What if the Job Card Needs Revision?

1. You may make edits if you have the access.
2. You may decline the approval.
3. You may reset or ask the FA Analyst to reset the approval process.

How to communicate within the CHRS system

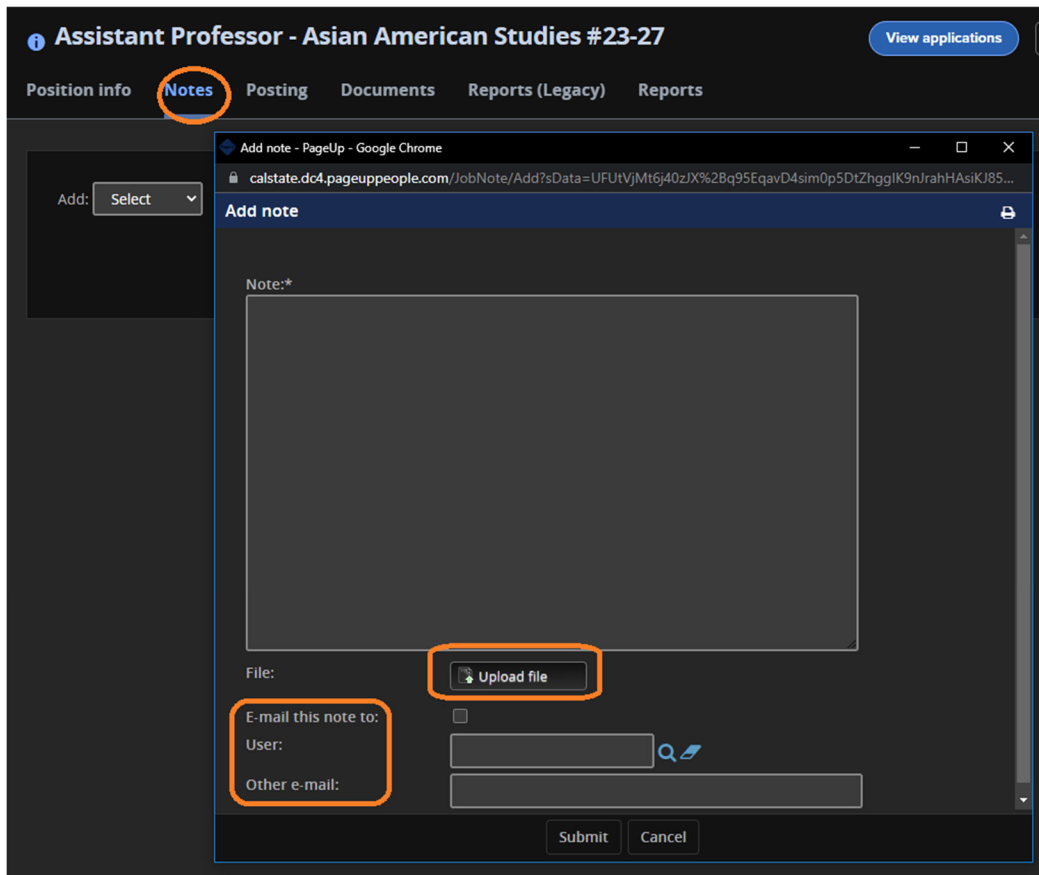
As the Job Card moves through CHRS for review, the approver can use the **Notes** tab in the system to communicate with the Committee about any needed changes.

**Revised documents can only be uploaded by the Department Chair or Department Coordinator once the approval process has started.*

1. Approver reviews the Job Card and EEO compliant documents by going to the **Documents** tab and clicking **View** which will download the document into the approvers downloads folder on their computer.



- The document can be marked up for needed revisions and then uploaded into the **Notes** pop up window.
- The approver can add a note to the search regarding the need for changes and/or send the marked-up document straight back to the committee for revision:



Be sure to click the check box to the right of **E-mail this note to: so, an email notification will be sent and use the spyglass or binoculars to look up the message recipient.*

4. The **Department Chair or Department Coordinator** may log into CHRS on behalf of the committee and make the needed updates to the Job Card or upload updated documents.
 1. Document replacement: go into the Documents tab of the search that needs to be updated. Delete the document with errors and upload the newly revised document via the dropdown menu using Document from a file.

**it will of course be very important that the new documents are labeled as "revised" with a date and that the outdated document gets deleted.*



5. The department/committee can add a note in CHRS and send it to the reviewer to let them know the document has been revised and uploaded to the Documents tab.
6. Once the reviewer has determined that the document is good to go, they can approve the search and forward it to the next approver.

If you have any questions, please reach out to Ashley in Faculty Affairs at ashley.thompson@csun.edu.