# 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 faculty recruitment 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 (<u>https://w2.csun.edu/</u>) to access CHRS Recruitment. You will be prompted to log in with your CSUN credentials.

MyCSUN A Cu	rrent	Faculty &	Alumni	Local		Informació	ón en	Request In
CSUN Portal		FORNIA		Communit	¢y	español		•
Gmail		NIVERSITY THRIDGE	About	<ul> <li>Acad</li> </ul>	demics	<ul> <li>Adm</li> </ul>	nissions	s & Financial A
Microsoft Office	365							
	_			Skin I	Nav Acces	sbility Caler	ndar Dio	ectory A to 7 We
TST IN	J	_	_	Skip t	Nav Acces	sibility Caler	ndar Dire	ectory A to Z We
CSUN	N		_	Skip I	Nav Acces	sibility Caler	ndar Dir	ectory A to Z We
CSUN IT Help Center	<b>V</b> IT Services	Trainin	g   IT	Skip f	Nav Access	sibility Caler	ndar Diri	ectory A to Z We
CSUN IT Help Center Ivigation	IT Services Login	Trainin	g   IT	Skip f Policies	Nav Acces	sibility Caler	ndar Dire curity Need I	ectory A to Z We Sul About IT Help?
CSUN IT Help Center Ivigation	T Services Login Enter your	Trainin,	g IT vord. New apj	Skip t Policies	Nav Acces	mation Sec	ndar Dire curity Need I	ectary A to Z We Sut About IT Help? ers
CSUN IT Help Center Ivigation	T Services Login Enter your address a	User ID and passv d temporary pass	g   IT word. New app word that you	Skip f Policies Dicants should	Nav Acces	mation Sec	ndar Dirr curity Need I CSUN Use T Help Ce	ectery A to Z We Su About IT Help? ers enter

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 CHRS dashboard has a different appearance depending on the user's system access. As Chair, Dean or AVP with CSURSPUT Hiring Manager Plus access, your dashboard will likely look like this:

Joine .	, and is your busined at where you		nous stages.
Position Description Not applicable to faculty Manage position descrip	Jobs Jobs open O Team Jobs open New Job	Approvals (May not be applicable) O Jobs awaiting your approval O Approved	Advertisements O Advertisements
Ē		R	
Applications O Jobs have applicants for review O Applicants assigned to you for review	Search committee review O Jobs requiring panel review	Interviews O Scheduled interviews	Offers O Offers awaiting your approval 2 New hires O New hire tasks

When checking for jobs in your queue to approve, navigate to the Approvals tile  $\checkmark$  and click on the link that reads "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**.

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renaing		<b>`</b>						Clear	Searc
Date raised	Job No.	PD No.	Job title 🕇	Classification Title	Previous/Current Incumbent	Hiring Administrator	New	Replacement	
Nov 18, 2024	544428	544428	Assistant Professor of MM/ET- Department of Special Education #25-30	Instr Fac AY		Amy Hanreddy	1	0	View
Nov 15, 2024	544397	544397	Staff Counselor/Psychologist - University Counseling Services #25-22	SSP Academic Related I AY	Daniel Alonzo	Liliana Legarda	0	1	View

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 CHRS Job Card sections of the below:

# **CHRS Job Card Fields:**

# **Requisition Information**

UN.]-IIIIII-BETA		Jobs People F	Reports v Settings Recent items
	New job		
Position info			
Requisition information	Marcalan Contelline Colden		
Open positions	view job card Oser Guides	REQUISITION INFORMATION	
Requisition details			
Job details	Internal Team:	* Available to all teams *	•
Position designation	Recruitment Process:*	Select	~
Budget details	Application Form:	Select	Preview Customize for job
Passing despile	Job Code/Employee Classification:*		
Posting details		No job code/employee classification selecte	ed
Search details			
Users and approvals	Salary Range/Grade:*	٩	<b>a</b>
Notes		No salary range/grade selected	
Posting	Classification Title:		
Documents			
	CSU working Title:*		
	MPP Job Code:		
	Classification of Instructional Program (CIP) Code:	Select	*
	Campus:*	Northridge	~
	Division:*	Select	~
	College/Program:*	No College/Program found	~
	Department:*	No Department found	~
	Requisition Number:		
		Leave blank to automatically create a Requisi	l ition Number

**Internal Team:** This should reflect the name of the department or program the search is for.

**Recruitment Process:** It will likely be NR-Tenure-Track Faculty Recruitment Process

**Application Form:** With the exception of University Counseling Services, tenuretrack and full-time searches will use NR-Faculty Application for Tenure Track Position

#### Job Code/Employee Classification:

Below you will find the most commonly used job codes for FT/TT faculty searches:

- o Assistant/Associate Professor: 2360 (select appropriate rank)
- o Assistant Librarian/Sr. Asst. Librarian: 2920 (select appropriate rank)
- o Staff Counselor/ Psychologist SSPARI: 3070
- o Staff Counselor/ Psychologist SSPARII: 3072
- o Post-Doctoral Counselor Intern: 2338

Salary Range/Grade: Use the same job code as above; select the appropriate rank to display appropriate pay range. If you are searching for multiple ranks, enter the lower

#### Classification Title: Please reference CSU Salary Schedule

search Job Code in keyword field. The fourth column will show you the Class Title

Pay Letter	- Year	Number		_		
2023	$\sim$	3	$\sim$	Search	by Pay Letter	
4 records	found.					Export
4 records	found.					Export

**CSU Working Title**: Assistant Professor of *Emphasis* – Department Name #25-?? 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: The college allocating the search

Department: The department the search is housed in.

Requisition Number: The CHRS system auto populates the requisition number for each search.

#### **Open Positions**

osition info		OPEN POSITIONS
Requisition information		Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)
Open positions	Positions:*	
Requisition details	Position no:*	Type:* Applicant Application status
Job details		Select V Cancel
Position designation	No position selected	
Budget details		New: Replacement: Add mor

**Position no**: This number is created by HR and the Faculty Affairs AP Analyst for faculty recruitment will provide this to the department admin and committee after part 1 documents are approved in OnBase. Throughout the recruitment cycle, the FA AP analyst will audit searches for inaccuracies.

### **Requisition Details**

Mar Info		REQUISITION DETAILS
ition info	Auxiliary Recruitment:*	○ Yes ● No
Requisition information	Reason:*	Select V
Open positions	Justification for Recruitment:*	
Requisition details		
Job details		
Position designation	Previous/Current Incumbent:	
Budget details	Work Type:*	Instructional Faculty - Tenured/Tenure-
Posting details	Hiring Type:*	Select *
Search details		View Workplace Type Selection Job Aid and select relevant of
Users and approvals	Workplace Type (Exclude Inst Fac):	Select *
es	Job Status:*	Select 🗸
ting	Time Basis:*	Part Time 🗸
uments	FTE:	1.000000
	Hours Per Week:	40
	FLSA Status:	Exempt *
	CSU Campus (Integration for 3rd Party Solutions):*	California State University, Northrid
		City: Northridge

#### Auxiliary Recruitment: Choose No

**Reason:** What is the reason for the recruitment (i.e.- **New Position** or **Replacement**)

**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 a resignation or replacement noted in the reason/justification field, check that the incumbents name is entered.

Hiring Type: Probationary Job Status: Regular Time Basis: Full time FTE: 1.0 Hours Per Week: 40

#### FLSA Status: Exempt

CSU Campus (Integration for 3<sup>rd</sup> Party Solutions): This should automatically populate, but please check that California State University, Northridge is reflected

Job Details - The fields in this section are not required, except for Supervises Employees.

		JOB DETAILS
Position info	lob Summary/Basic Function:	
Requisition Information	,,	***THIS SECTION IS NOT REQUIRED. PLEASE SKIP TO NEXT REQUIRED SECTION***
Open positions		
Regulsition details	Minimum Qualifications:	· · · · · · · · · · · · · · · · · · ·
lob details		
Basisian designation		1
Position designation	Required Qualifications:	N/A
Budget details		
Posting details		11
Search details	Preferred Qualifications:	N/A
Users and approvals		
Notes		
Posting	Special Conditions:	N/A
Documents		
	License / Certifications:	N/A
	Physical Requirements:	N/A
	JOB DUTIES	
	% of time Duties / Responsibilities	Essential / Marginal
		There are no items to show
	New	
	Supervises Employees:*	○ Yes ○ No
	If position supervises other employees; list position titles:	

# **Position Designation**

		POSITION DESIGNATION
sition info		
Requisition information	Mandated Reporter:*	General - The person holding this positio *
0	Conflict of Interest:*	Select *
open posicions	NCAA:	O Yes 💌 No
Requisition details	Is this a Sensitive position?:	⊖ Yes ⊖ No
Job details		View Sensitive Position criteria and select from belo
Position designation	Care of People (incl. minors) Animals and Property:	Select *
Budget details	Authority to commit financial resources:	Select +
Posting details	Access/control over cash cards and expenditure:	Select *
Search details	Access/possession of master/sub-master keys:	Select *
Users and approvals	Access to controlled or hazardous substances:	Select *
otes	Access/responsibility to personal info:	Select +
osting	Control over Campus business processes:	Select *
ocuments	Responsibilities requiring license or other:	Select *
	Responsibility for use of commercial equipment:	Select *
	Is this a Campus Security Authority (CSA):	🔿 Yes 🔎 No
		View CSA Position criteria and select from below whe
	Serves as security function:	Select *
	Designated recipient for crime/misconduct reports:	Select *
	Significant responsibility for Student Activities:	Select *
	Significant responsibility for Campus Activities:	Select

Mandated Reporter: Use the drop-down menu to select General, Limited, or Not Mandated

**Conflict of Interest**: Click the "view sensitive position criteria" link to determine if the correct selection was made.

\*ALL other fields are optional at this time

# **Budget Details**

A Decition info		BUDGET DETAILS
Position into Requisition information Open positions Requisition details Job details Destition details	Benefit Eligible?: Other supplementary compensation: Anticipated Hiring Range: Budget/Chart field/Account string:	○ Yes ○ No
Position designation Budget details Posting details Search details		Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.
	Cost Center: Pay Plan:	AV T
	Pay Plan Months Off:	

#### Benefit Eligible?: Yes

Anticipated Hiring Range: This the Dean Approved budgetary range not the actual CSU salary range.

\**ALL other fields are optional at this time* 

# **Posting Details**

tion Info		POSTING DETAILS
ion may	Besting Tungsi	
equisition information	Posing type."	Select *
Open positions	Review Begin Date:	<b></b>
Requisition details	Anticipated Start Date:	i
Job details	Anticipated End Date:	<b>m</b>
Position designation	Do you wish to apply for a waiver for the posting?:	Select v
Budget details	Reason for Walver:	
Posting details		Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotio
Search datalle	Posting Location:*	Northridge 🗸
Users and approvals	If you plan to advertise externally indicate the advertising sources (fees may apply):	CSU Careers  Chronicle of Higher Ed  Callobs  Callobs  Control  C
otes	Additional/Other Advertising Sources:	Just Aprilant
ting		
cuments	Advertising Summary:*	<enter display="" herethis="" job="" on="" posting="" summary="" will=""></enter>
		*** Standard Posting Template ***
	Advertisement text:*	*** Marketing Posting Template ***
	♦ <sup>*</sup> Use AI to suggest Job Ad content	
	B / U S =- II- II Formats-	A . M . 2 回 韵 丽- T. O
	Tenu	re-Track Faculty Position Announcement
	Department: [FILL IN BLANK]	
	Faculty Hire Number: (FILL IN BLANK AFTER O	EC DESIGNEE ASSIGNS SEARCH NUMBER]
	Rank: (FILL IN BLANK)	
	Effective Date of Appointment: [FILL IN BLAN	(Subject to Budgetary Approval)

# Posting Type: Open recruitment

**Review Begin Date**: *Please note that this date may change during the approval process and will ultimately be set to at least three weeks from the date the ad is published.* 

**Anticipated Start Date:** Generally, the first day of the fall quarter.

Anticipated End Date: Leave blank for tenuretrack 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 "Departmental ad plan has been uploaded to the documents page."

Advertising Summary: This section should be a brief description of what the department is looking for and it will appear on the CSUN Careers page before an applicant opens the job for a detailed description.

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Position into	CICTINI CALIFORNIA	
Regulation Information	Tenure-Track Faculty Position Announcement	
Open positions	Department: (FILL IN BLANK)	
Requisition details	Faculty Hire Number: [FILL IN BLANK AFTER OEC DESIGNEE ASSIGNS SEARCH NUMBER]	
Job details	Rank: [FILL IN BLANK]	
	Effective Date of Appointment: (FILL IN BLANK) (Subject to Budgetary Approval)	
Position designation	Salary Scale: [FILL IN] \$00,000 to \$00,000 (Dependent upon qualifications)	
Budget details	CSUN's Commitment to You:	
Posting details	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	
Search details	especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.	
Users and approvals	As a Hispanic-serving Institution (HSI), inclusiveness and diversity are integral to CSUN's commitment to excellence in teaching, research and encomment 4s of Fall 2023. CSUN enrolls -25 000 students where 55 2% are 1 atios. 19 2% are White 8 9% are	
Notes	Asian-American, 5.0% are Black/African American, 0.1% are Native American, and 0.1% are Native Hawalian or Pacific Islander.	
Posting	For more information about the University, visit: http://www.csun.edu	
	About the College:	
Documents	For more information about the College of [FILL IN BLANK], see: [insert link to college's website]	
	About the Department:	
	For more information about the Department of [FILL IN BLANK], see: [insert link to department's website]	-
		- (

Advertisement Text: This section of the Job Card is where the published advertisement is pulled from. Please take time to make sure the ad text is accurate and that there are no issues with formatting. You can expand this field using the arrow at the bottom right corner.

#### **Search Details**

		SEARCH DETAILS	
tion info	Search Committee Chair:	Q       No user selected.	
Dpen positions Requisition details	Search Committee Members: Add Search Committee Member		
ob details	Recipient		Remove all
Position designation Budget details Posting details Search details	Search Committee Member information:	No Search Committee Member selected.	
	SELECTION CRITERIA		
	New	<b>0</b> There are no items to show	

# **Search Committee Chair**: Check that the name of the search committee chair has been entered.

As a reminder, CHRS is a shared system with other CSUs, so it's important to ensure that the right person is selected.

#### Search Committee Members:

Check that the names of the search committee members have been entered.

# **Users and Approvals**

	USERS AND APPROVALS	
Reports to Supervisor Name:		
	No user selected	
Administrative Support:		
	No user selected	
Compliance Danel Casilitatory		
compliance ranel racintator:	Q /	
	No user selected.	
Additional viewers:		
Add Additional viewers		
Recipient	Remove	
	No Additional viewers selected.	
Hiring Administrator:*		
	Email address:	
Approval process:*	NR-Tenure Track Faculty Job Approval	
1. Department Chair:	Approved Nov 14, 2024	
2. Dean/VPSA:	Approved Nov 14, 2024	
3. FA Academic Personnel Analyst:	Ashley Thompson 🖋 Approved Nov 15, 2024	
<ol><li>AVP Faculty Affairs:</li></ol>	Christina Von Mayrhauser 🖋 Approved Nov 15, 2024	
5. Equity and Compliance Manager:	Bianca Alvarez 🚯 You are here Resend email to approver	
6. FA Academic Personnel Analyst:	Ashley Thompson	
	Edit Cancel	
HP/Eaculty Affairs Paprosontatives*		
in acting Antana Representative.	Asincy monipson	

**Reports to Supervisor Name**:

For tenure-track faculty this is usually the Department Chair. If this is a search for a Department Chair then the Dean Should be listed.

Administrative Support: The administrative individual (department coordinator or analyst) in the search department who will assist the committee throughout the recruitment.

Compliance Panel Facilitator: The FECRs name

**Hiring Administrator**: Generally, the Department Chair

Approval Process (choose appropriate): \**if the process doesn't begin with NR-, then it's not for Northridge use.* 

**NR-Tenure Track Faculty Job Approval Process** (\*this approval process is used for FT Lecturer searches also) *or* 

# **NR-Counseling Services Temp Faculty Approval Process**

**HR/Faculty Affairs Representative**: This field should automatically populate with the Faculty Affairs Academic Personnel Analyst for faculty recruitment's name.

Recruitment Status: Pending Approval

Click on *Save a draft* to save any changes you have made to the Job Card.

Save a draft	Approve	Decline	Cancel
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After saving your changes, navigate to the documents tab at the top of the Job Card to navigate to the documents page.

osition info Notes	Documents	Reports (Legacy)	Reports			
Select	~					
Document			Date	Size	Category	
Recruitment Plan			Oct 25, 2024	14Kb	Recruitment Documents	View Delete
Position Announcement			Oct 25, 2024	44Kb	Recruitment Documents	View Delete
Initial Screening			Oct 25, 2024	15Kb	Recruitment Documents	View Delete
Eval-Score Metric Seconda	iry		Oct 25, 2024	17Kb	Recruitment Documents	View Delete
			0.1.05.0004	401db	Description of Description	View Delete

Check that the part 1 documents deemed EEO compliant have been uploaded. The following documents are required:

- Applicant Screening Master Tracker Spreadsheet that shows the proposed components of the entire screening and evaluation process
- Position Announcement
- Recruitment and Advertising Plan
- Evaluation rubrics and measurable scoring metrics for:
  - 1. Initial Screening
  - 2. Secondary Screening

If all documents are present and no major issues have been found with the recruitment, you are ready to approve! Just scroll to the bottom of the page and click approve. This will send the search to the next reviewer.

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

# **After final CHRS Approval**

- Academic Personnel Analyst will post approved advertisement to CSUN Careers and CSU Careers then notify the committee of the FINAL approved Ad language that can be used for department outreach.
- Job Elephant will run a job board "scrape" and pull the faculty position announcements from CSUN careers page to be placed in the centrally funded list of publications.

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