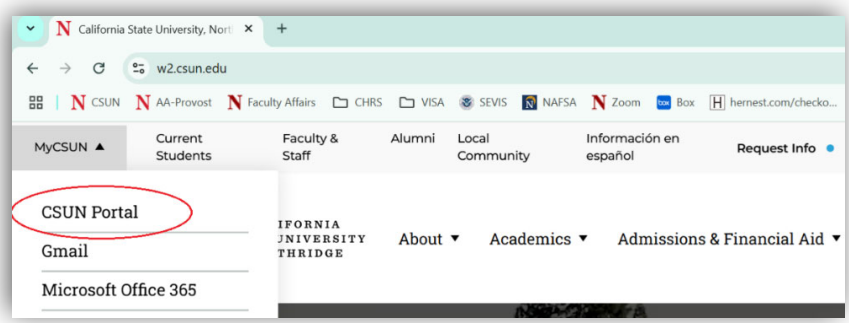
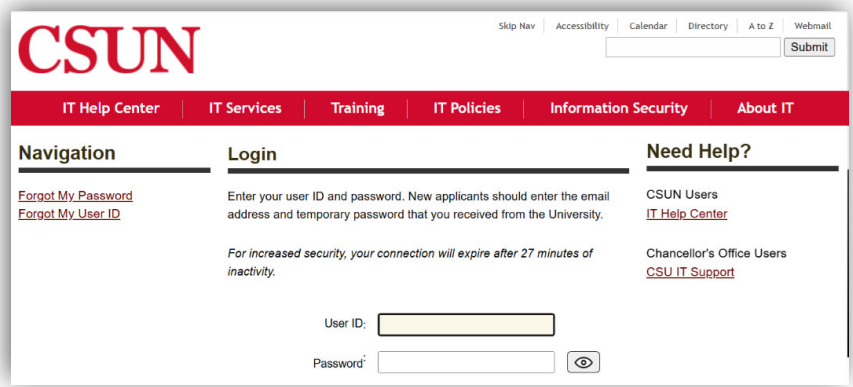
CHRS Tenure-Track and Full-Time Faculty Recruiting
Job Card Approval Guide - Advertisement Approval request
Please note that it can take up to two or three (2-3) weeks for a Job Card to complete the approval process.

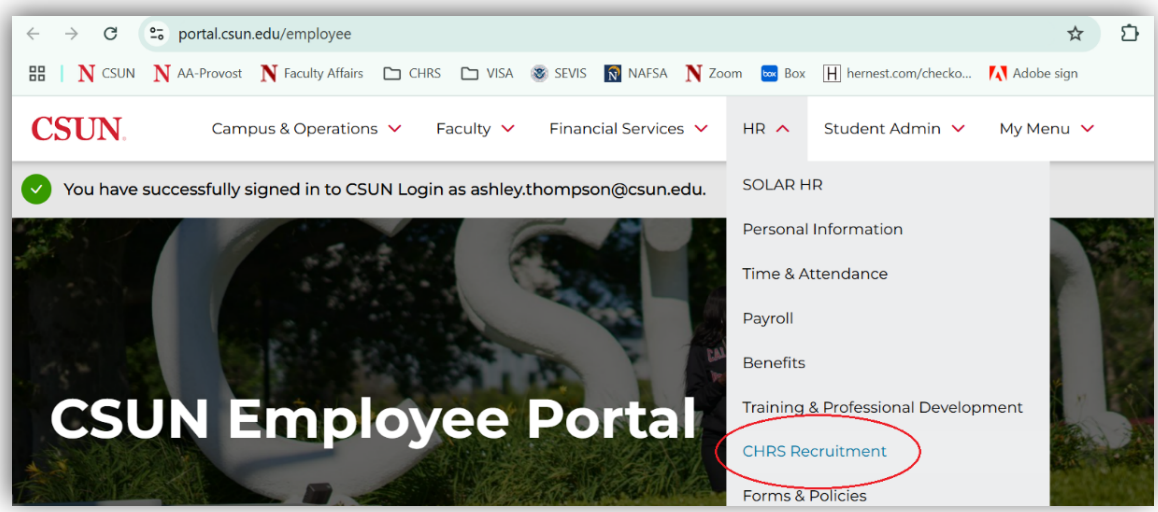
To **REVIEW** and **APPROVE** a faculty recruitment Job Card in CHRS for advertisement approval and publication, please use the following instructions.

Follow the link provided in the automated email sent by CHRS or log into the CSUN Portal (https://w2.csun.edu/) to access CHRS Recruitment. You will be prompted to log in with your CSUN credentials.

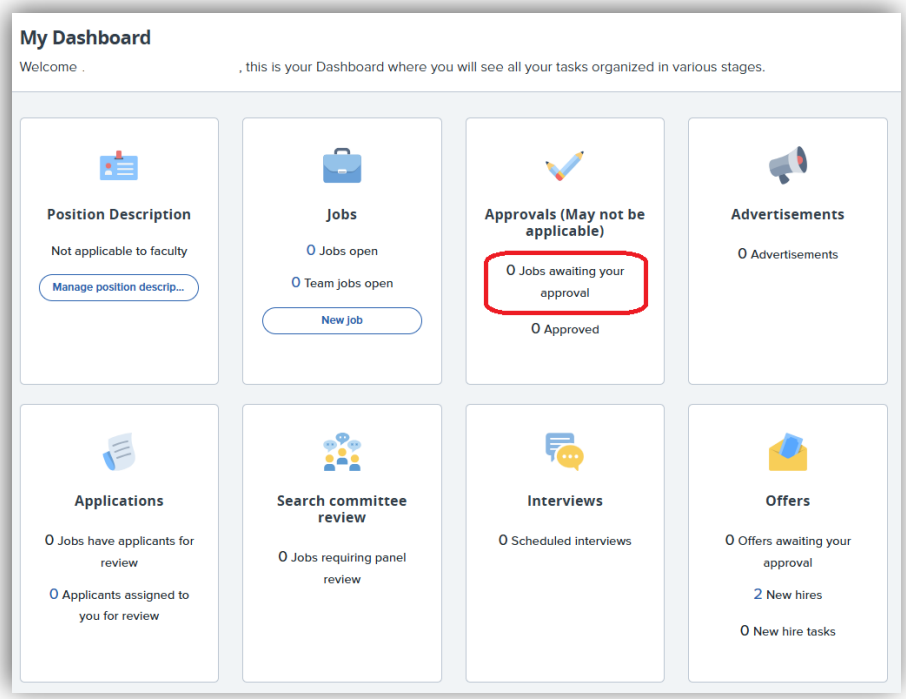




Click the HR dropdown menu, and locate the CHRS Recruitment link. Click on the link. You will be guided to select your campus and then you will be logged in to the system.

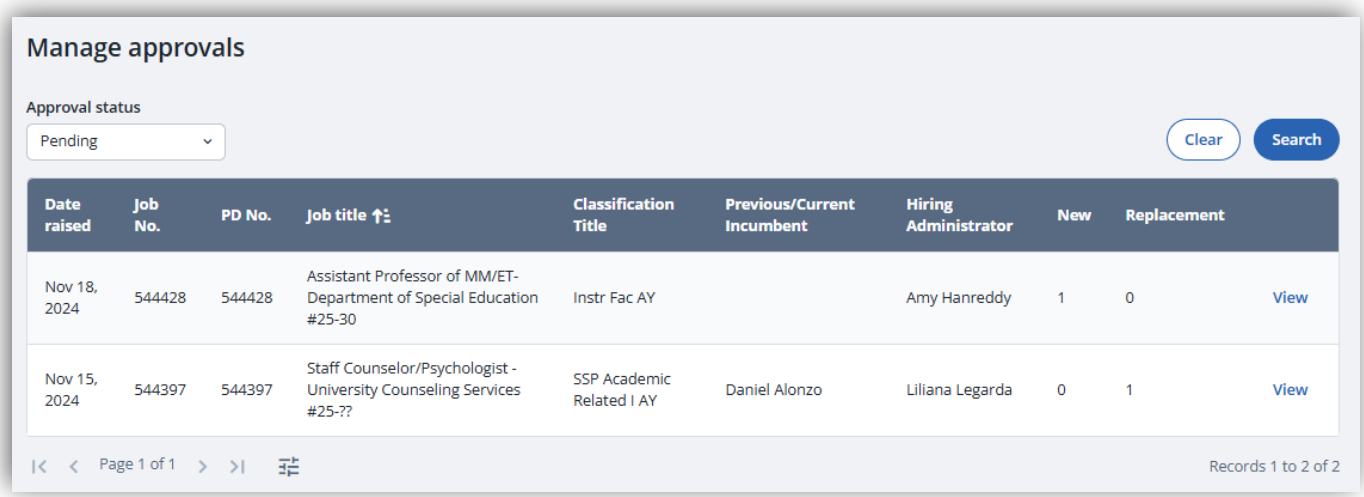


The CHRS dashboard has a different appearance depending on the user's system access. As Chair, Dean or AVP with CSURSPUT Hiring Manager Plus access, your dashboard will likely look like this:



When checking for jobs in your queue to approve, navigate to the Approvals tile 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**.

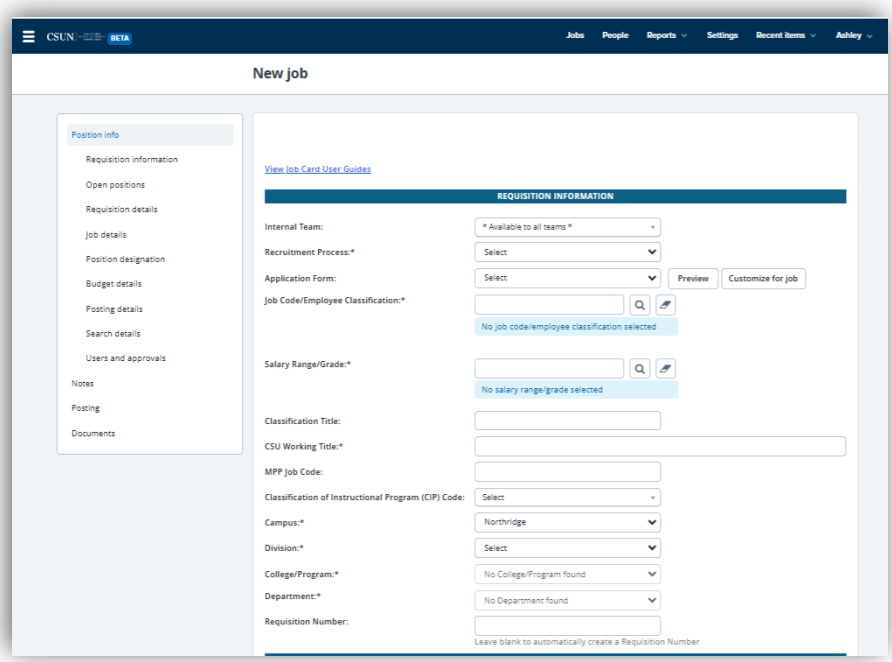


Date raised	Job No.	PD No.	Job title	Classification Title	Previous/Current Incumbent	Hiring Administrator	New	Replacement	
Nov 18, 2024	544428	544428	Assistant Professor of MM/ET-Department of Special Education #25-30	Instr Fac AY		Amy Hanreddy	1	0	View
Nov 15, 2024	544397	544397	Staff Counselor/Psychologist - University Counseling Services #25-??	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



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

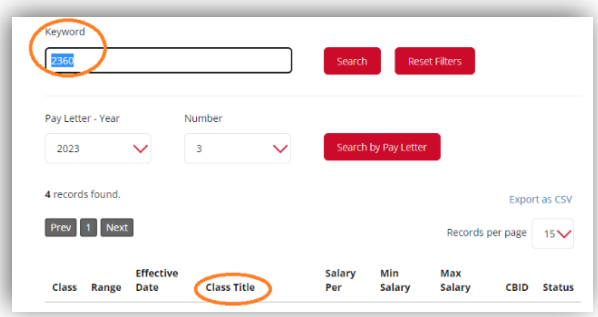
Application Form: With the exception of University Counseling Services, tenure-track and full-time searches will use NR-Faculty Application for Tenure Track Position

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

- 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: 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



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

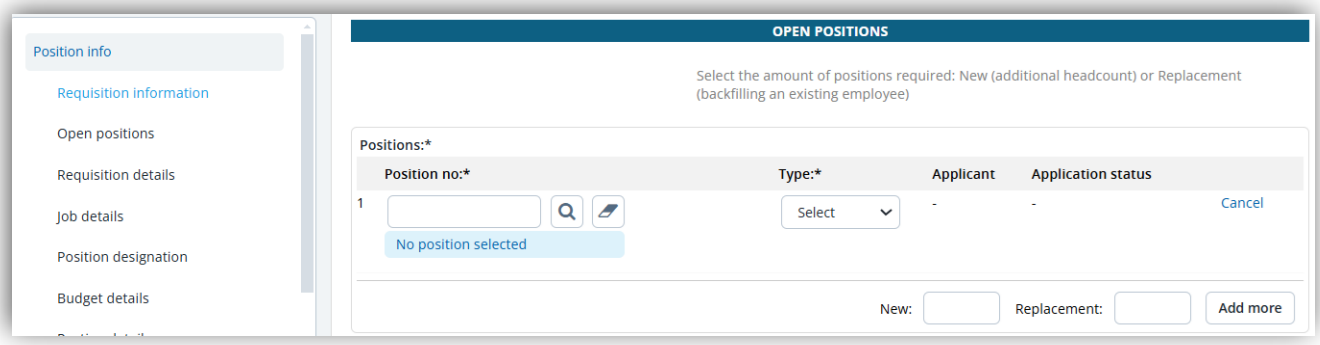
Division: VP Academic Affairs

College/Program: The college allocating the search

Department: The department the search is housed in.

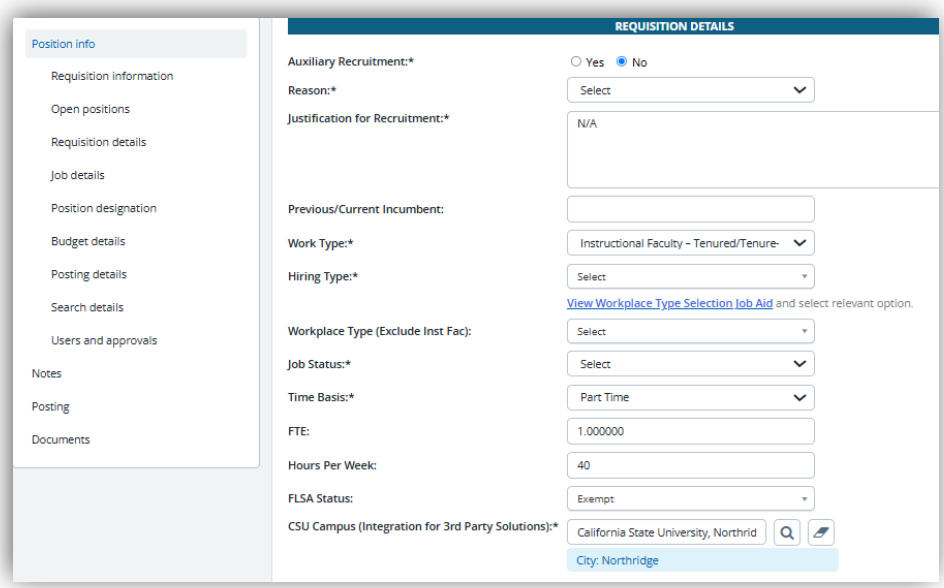
Requisition Number: The CHRS system auto populates the requisition number for each search.

Open Positions



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



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

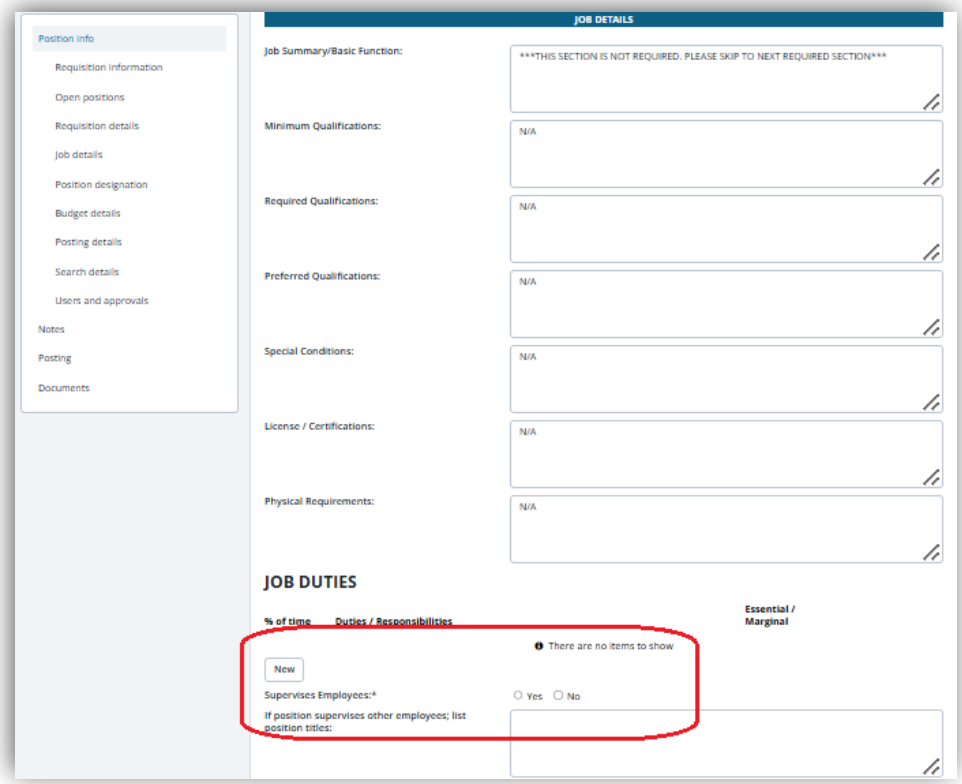
FTE: 1.0

Hours Per Week: 40

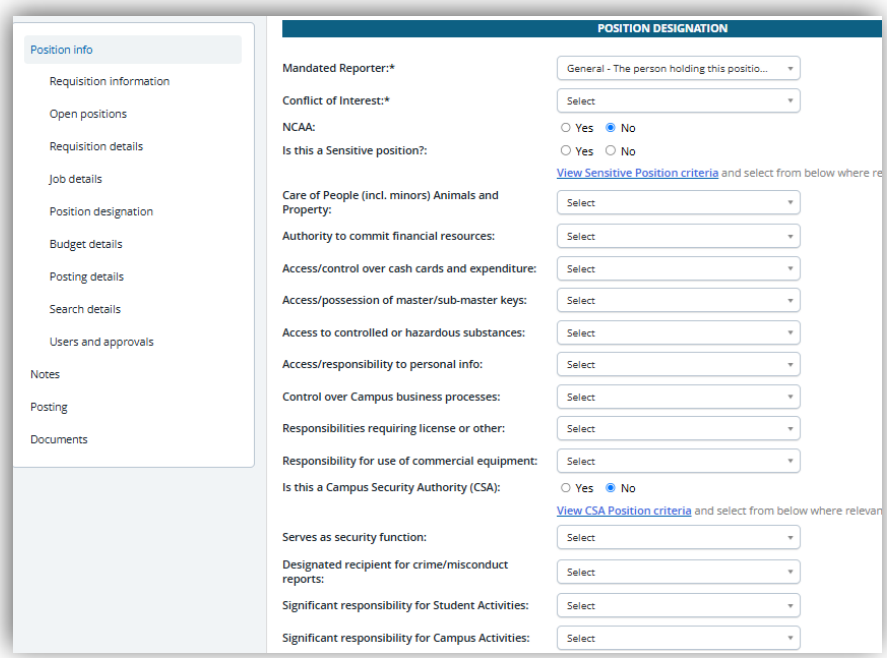
FLSA Status: Exempt

CSU Campus (Integration for 3rd 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.**



Position Designation

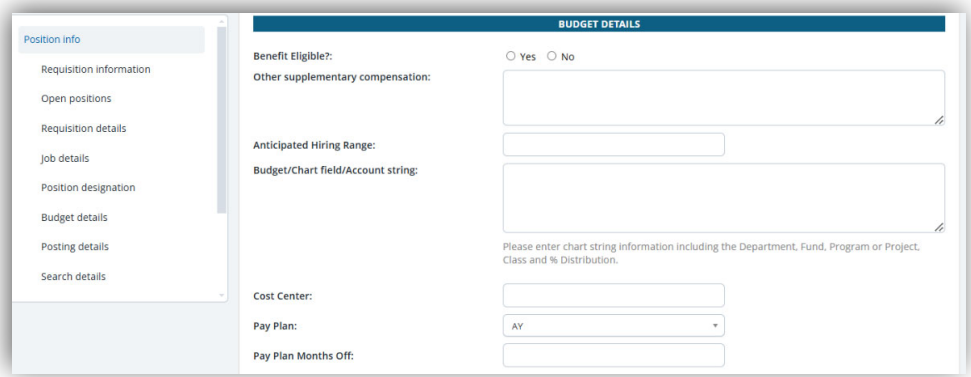


Mandated Reporter: Use the drop-down menu to select General, Limited, or Not Mandated

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

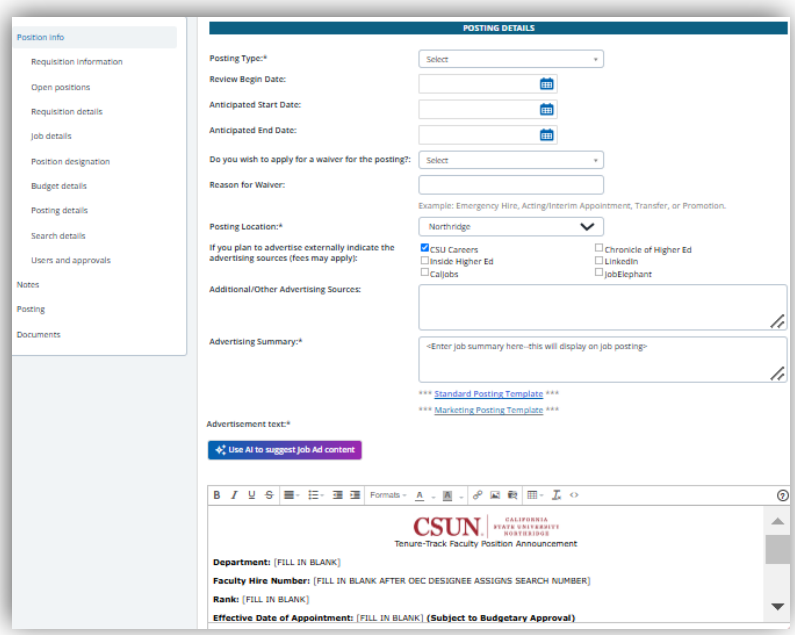


Benefit Eligible?: Yes

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



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.

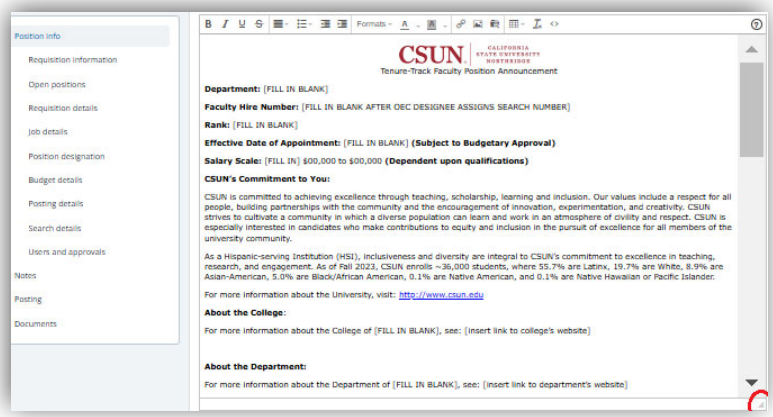
Anticipated End Date: Leave blank for tenure-track faculty as the assumption is that the appointment is indefinite.

Do you wish to apply for a waiver for the posting?: No

Reason for Waiver: N/A
Posting Location: Northridge

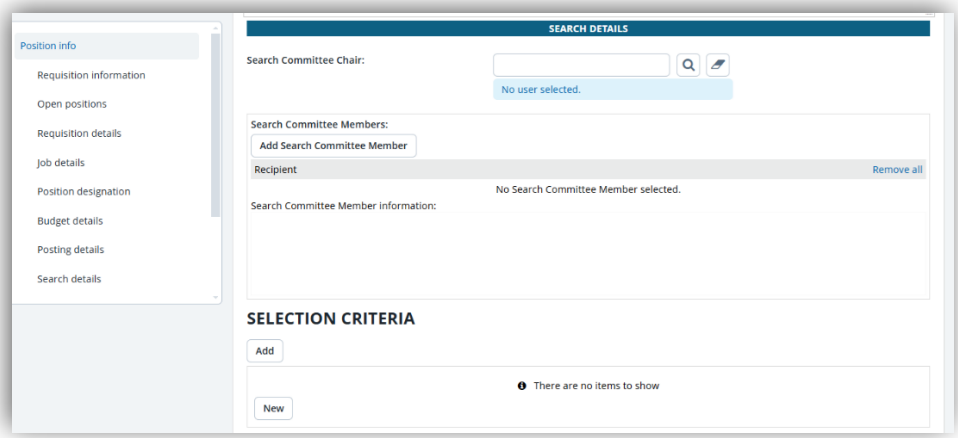
Additional/Other Advertising Sources: Not required. You may enter "Departmental ad plan has been uploaded to the documents page."

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.



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

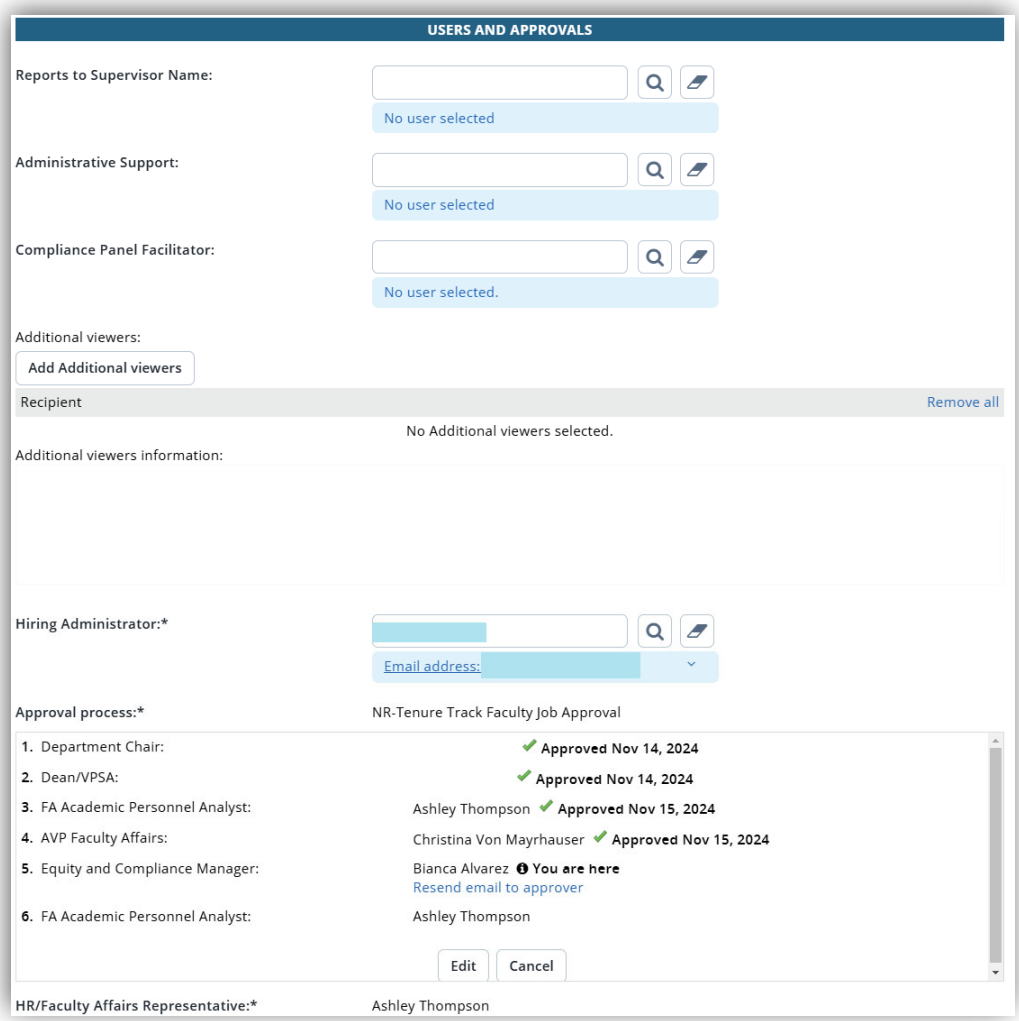


Search Committee Chair: Check that the name of the search committee chair has been entered.

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



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.*

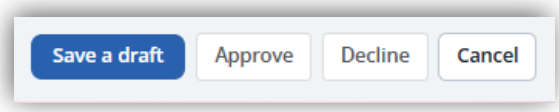
NR-Tenure Track Faculty Job Approval Process (**this approval process is used for FT Lecturer searches also*)
or

NR-Counseling Services Temp Faculty Approval Process

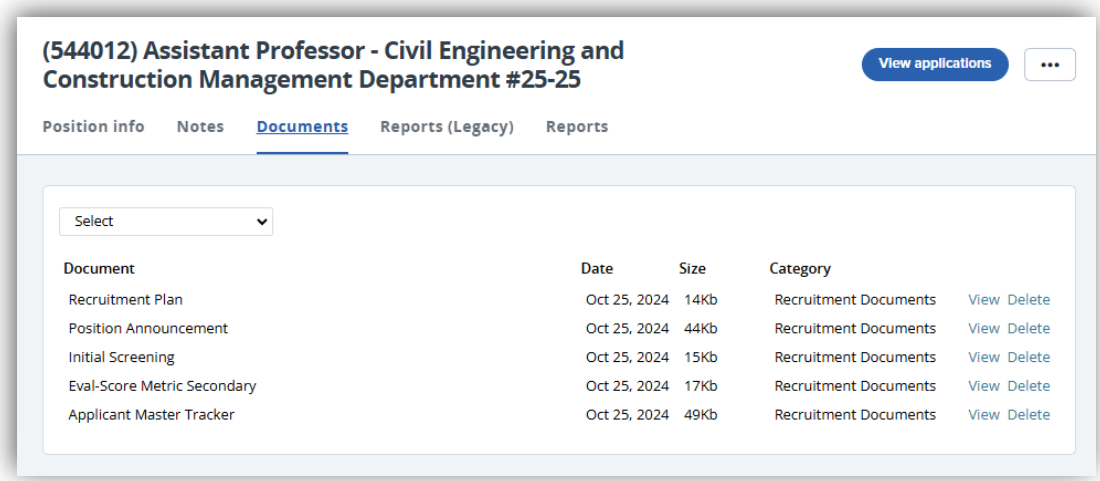
HR/Faculty Affairs Representative: This field should automatically populate with the Faculty Affairs Academic Personnel Analyst for faculty recruitment's name.

Recruitment Status: *Pending Approval*

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



After saving your changes, navigate to the documents tab at the top of the Job Card to navigate to the documents page.



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 ashley.thompson@csun.edu.