## CHRS Tenure-Track and Full-Time Faculty Recruiting
Guide to Initiating a Job Card - 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 initiate a Job Card in CHRS for advertisement approval and publication, please use the following instructions.

On behalf of the committee, the Department Chair or Coordinator will log into the CSUN Portal @ csun.edu to access CHRS Recruitment.
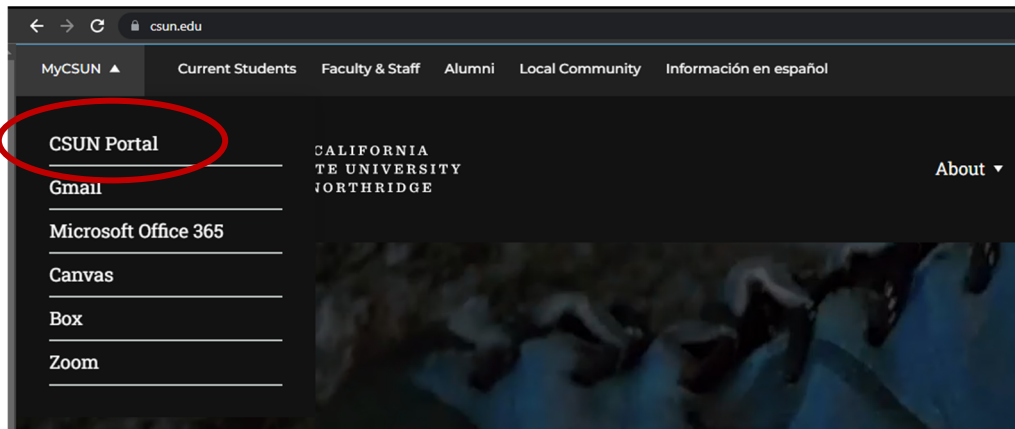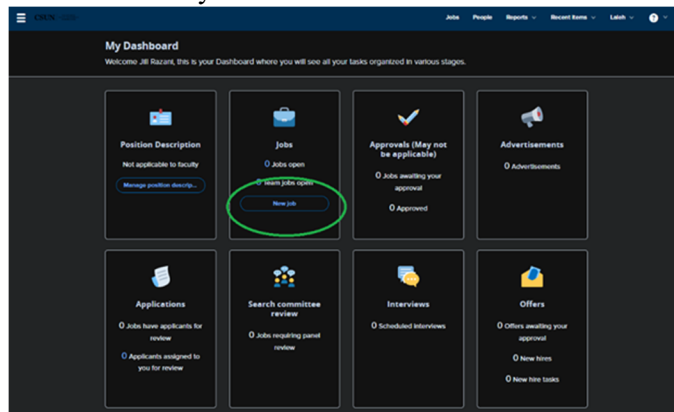

Click the HR dropdown menu, and locate the CHRS Recruitment link. Click on the link. You will be guided to select your campus and then you will be logged in to the system.
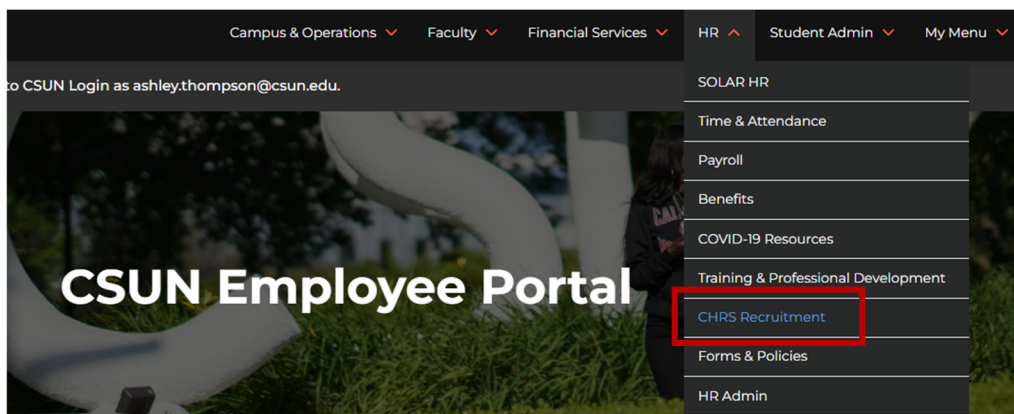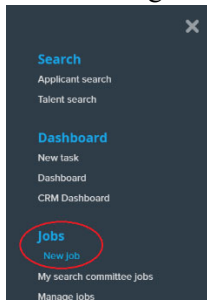

There are three ways to initiate a Job Card
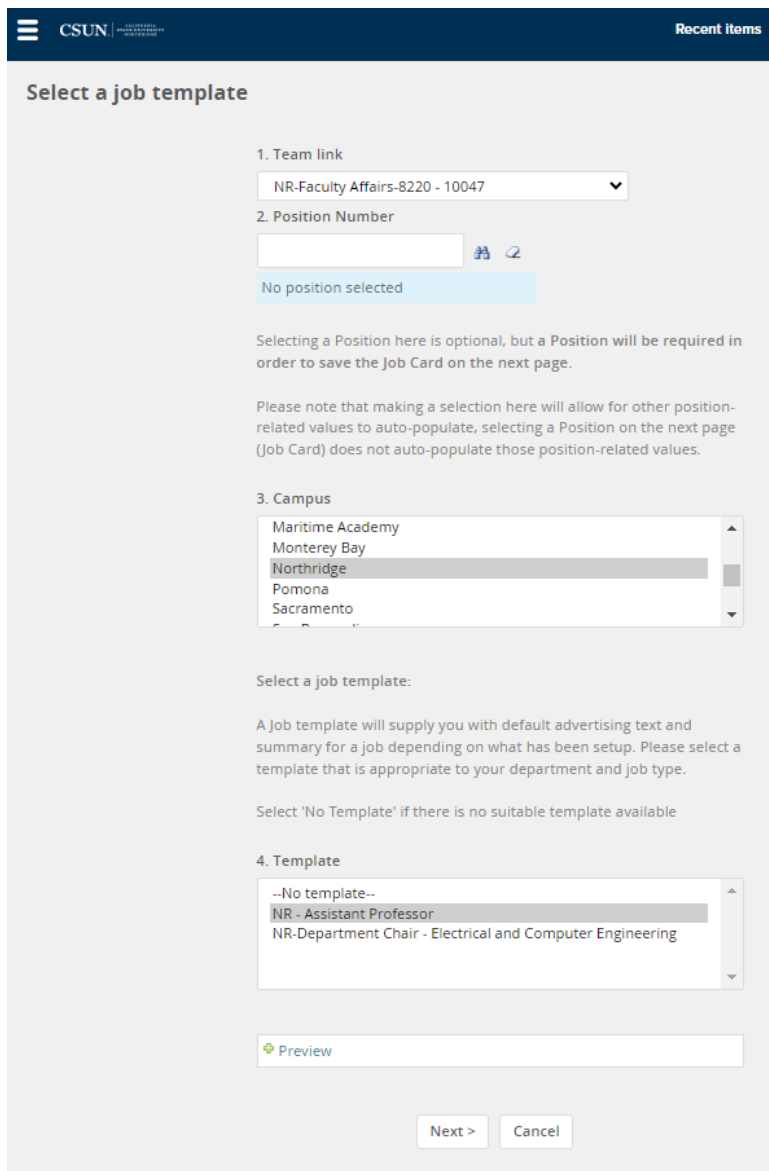
1. The Jobs tile of your CHRS user Dashboard

2. The hamburger menu ☰ at the top left of the CHRS screen

3. Or, the Jobs link at the top of the CHRS screen in the blue menu bar
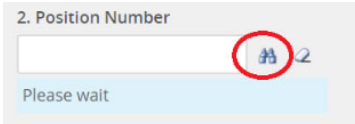

The next page opens to the New Job template. Preview:

How to fill ou the New Job template:

1. **Team link** – This field should indicate the department, program, or unit that owns the search.

2.   **Position Number** – To enter the position number, 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 in the Number: field and click search/select, you will be taken back to the New Job template.
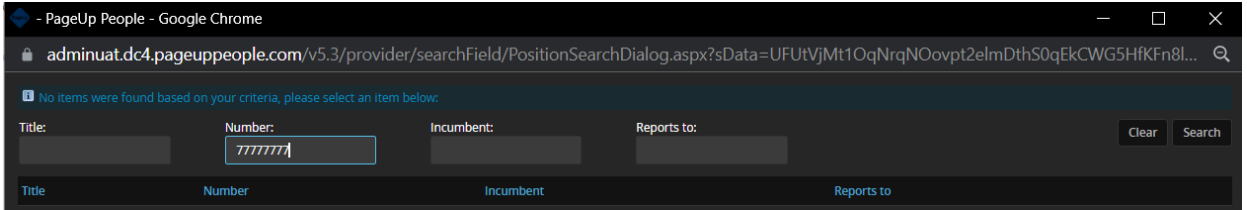
3. **Campus** - Select **Northridge** as your campus.

4. **Template** – Select the *NR-_____* template appropriate for your search. This will ensure that the correct **Position Announcement** is brought up as the template for you to fill out and publish as the position announcement. *The template will almost always be NR – Assistant Professor.*
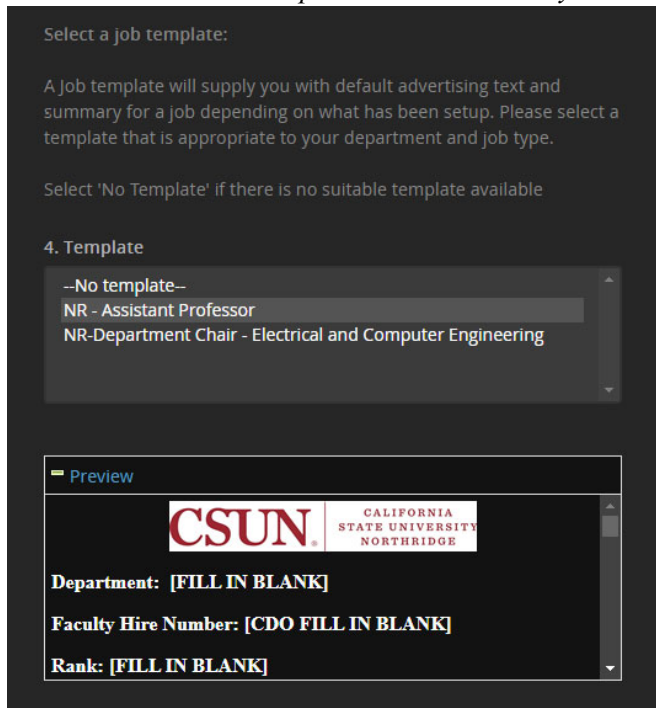
Scroll to the bottom of the page and hit the **Next** button. You will be taken to the main Job Card page to complete the necessary information related to the search you are recruiting for.

Be sure to complete all of the required fields indicated by an asterisk (*). Please <u>also complete</u> all other non-required fields when you have information requested. Much of the information on this page will be used for reporting purposes or for completing information in PeopleSoft when a candidate is officially hired. Thank you in advance for you cooperation! ~Ashley

CHRS Job Card Fields:

Requisition Information

- **Internal Team:** Your department/dept. code

- **Recruitment Process**

    o   NR-Tenure-Track Faculty Recruitment Process

- **Application Form** (select appropriate)

    o   NR-Faculty Application for Tenure Track Position

    o   NR-Faculty Application for Counseling Services-focus

    o   NR-Faculty Application for Counseling Services-no focus

- **Job Code/Employee Classification** (select appropriate):

    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**: 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

Updated by Faculty Affairs on 10/16/2023

- **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.

  - 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.

    2. Position Number

    Please wait
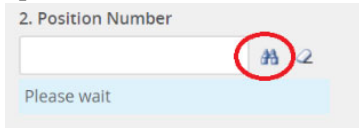
 - If this is a new position, HR will create the permanent position number and it will be provided to you or entered into CHRS by the Faculty Affairs academic personnel analyst for Full-time and Tenure-Track recruitment. If this is an existing position number, enter that number.

- **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.
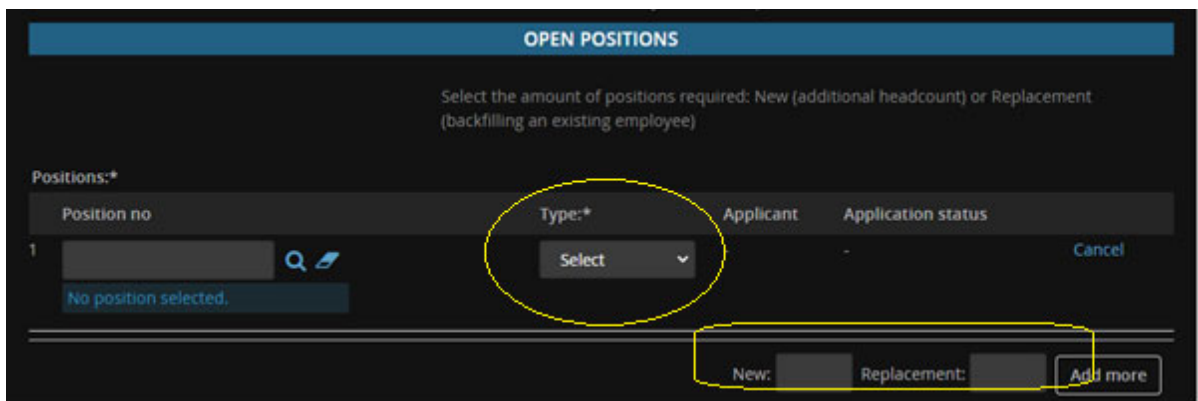
Requisition Details

- **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 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 the publications from the Departmental Ad Plan

- **Advertising Summary**: This section should be a <u>very brief</u> 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**: Enter (type or cut/paste) the text from the advertisement template that has been deemed EEO compliant. This section of the Job Card is where the Ad that appears on CSU/CSUN Careers is pulled from. Be mindful that this field is prepopulated with the Ad template language (see image below). Please pay close attention to the formatting.

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.

Users and Approvals

- **Reports to Supervisor Name**: Select the individual who is responsible for supervising this position.

- **Administrative Support**: Select the name of the administrative individual (department coordinator or analyst) in your department who may assist through the recruitment

- **Compliance Panel Facilitator**: Please enter your FECRs name

- **Hiring Administrator**: Change to 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**
    - **Approval Process**

- **Department Chair:** Enter name of Department Chair

- **Dean/VPSA:** Enter name of your Dean

- The rest of the approval fields should be automatically populated

  o **NR-Counseling Svcs Temp Fac Approval Process**

    ▪ **Approval Process**

      - **Director**

      - **Resource Manager**

      - **VP Student Affairs**

      - The rest of the approval fields should be automatically populated

- **HR/Faculty Affairs Representative**: This field should be automatically populated

- **Recruitment Status**: Select *Pending Approval*

Click on *Save a draft*

| Save a draft | Submit | Submit & Exit | Cancel |

Once the draft has been saved, click the documents tab at the top of the Job Card

New job

Position info   Notes   Posting   Documents

This is were you will upload step 1 and step 2 documents deemed EEO compliant. To complete the Job Card, please upload the following:

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
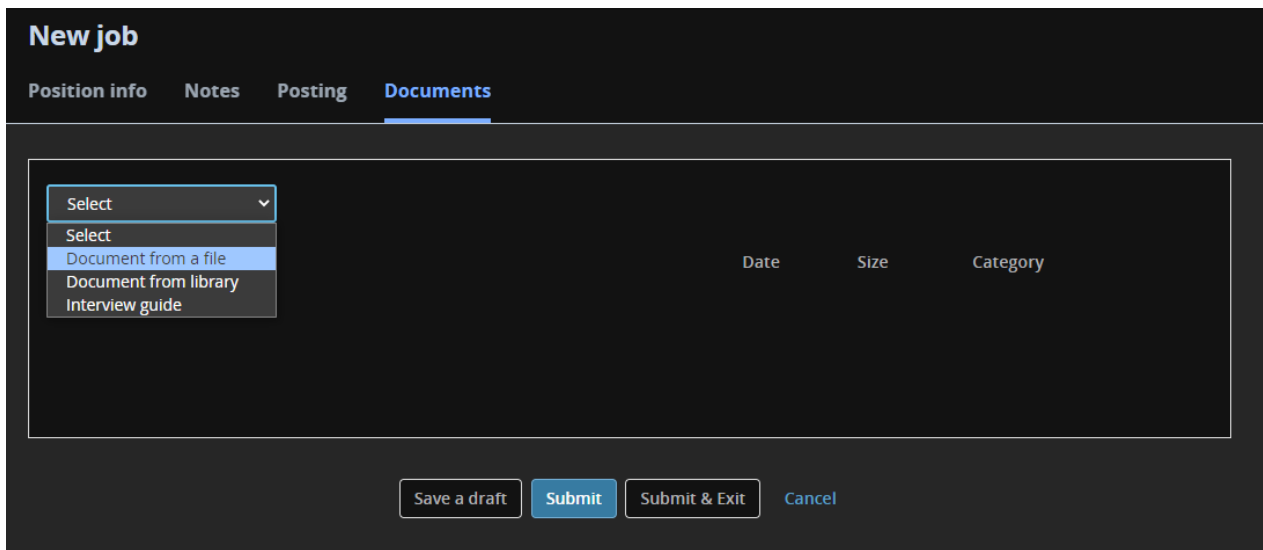
Once your EEO compliant documents have been uploaded, you are ready to submit! Just scroll to the bottom of the page. This will start the approval process which is as follows:

1. Department Chair:
2. Dean/VPSA:
3. Academic Personnel Analyst:
4. AVP Faculty Affairs:
5. Program/ Case Coordinator:
6. AVP, Equity and Compliance:
7. Academic Personnel Analyst:

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

After CHRS Approval

- Academic Personnel Analyst will post approved advertisement to CSUN Careers and CSU Careers then notify the committee so the FINAL approved Ad language can be used for outreach.

- **Job Elephant** will run a job board scrape and pull faculty position announcements to be placed in the Provost approved list of publications.

Congratulations! You have officially submitted your first job! Once the job has been fully approved by all reviewing parties, you will get an email letting you know that the position has been approved.

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