

## Emergency Hire Request Checklist

*Emergency hires may be requested if an unanticipated vacancy occurs and it is too late to conduct a proper search.*

For each applicant, the college should email the following documents to [Faculty Affairs](#):

### Part-Time Appointment (Maximum Duration: 1 Semester)

- [CSUN Emergency Hire Request Form – Fillable – 2024.pdf](#) (NEW)
- Current Resume/Vita
- Part-Time Faculty Position Announcement (formerly AA-6)

### Full-Time Appointment (Maximum Duration: 1 Year)

- [CSUN Emergency Hire Request Form – Fillable – 2024.pdf](#) (NEW)
- Current Resume/Vita
- Full-Time Faculty Requisition Form signed by Department Chair and Dean
- SC-1 Form (Statement of Professional Preparation and Experience)
- List of three references or three letters of recommendation, including:
  - o Names, titles, institutions, and contact information
  - o Recommendations no more than 3 years old
- Faculty Personnel Action Request Form (PAR).  
Indicate the following on Line 5—Remarks:
  - a. "Emergency Hire"
  - b. Visa Requirements (non-U.S. citizens only). *Contact the Office of Faculty Affairs for assistance or information.*
- Degree Verification

### REMINDER:

Please review the [Preference for Available Temporary Work 12.29](#) from the [Unit 3 Bargaining Agreement](#), to ensure you are following the Order of Assignment.

*Please get in touch with the [Office of Faculty Affairs](#) for assistance or additional information.*