**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**

**FACULTY REQUISITION**

**SECTION I.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Position #: |       | Reports to: |       |
| Citizenship: |       | Work Permit if non-U.S. citizen: [ ]  Yes [ ]  No | If *Yes*, type: |       |

Offer letter should be mailed to:

|  |  |  |  |
| --- | --- | --- | --- |
| a. |       |       |       |
|  | Last Name | First Name | Initial |

|  |  |  |
| --- | --- | --- |
| b. |       |       |
|  | Number and Street | City, State and Zip Code |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION II.** |  | $      | /month |  |
| Proposed Rank: |       | $      | /year |       |
|  | Rank | Dollar Amount | Department |

**SECTION III.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a. | Effective Appointment Date |       |       |       |
|  |  | Quarter | Year | If not at beginning of quarter, specify other date. |

b. Type of Appointment: (Check one) [ ]  Probationary [ ]  Lecturer Until Terminal Degree [ ]  Lecturer [ ]  Tenure

c. If a probationary appointment, what credit, if any, is to be granted for prior service:

 [ ]  None [ ]  One year credit [ ]  Two years credit

|  |  |  |
| --- | --- | --- |
| d. | If credit granted for previous service, at what institution: |       |

e. If a Lecturer appointment, specify length:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  One quarter | [ ]  Two quarter | [ ]  Other, specify |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| f. | Is reimbursement provided for relocation costs | [ ]  Yes (Amount) | $      | [ ]  No |
|  | If yes, source (include chartfields): |

**SECTION IV.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a. | Highest degree claimed: |       | Who at CSUB verified degree: |       |
| b. | How was degree verified: |       |
| c. | If the candidate has been previously employed at any other CSU campus, which officials at that campus have been  |
|  | consulted: |       |

**SECTION V.** SPECIAL RESERVATIONS OR CONDITIONS

REQUESTED IN APPOINTMENT LETTER

|  |
| --- |
|       |
|       |

**SECTION VI.** SIGNATURES OF APPROVAL

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| Chair | Date |  |  Dean | Date |  | Provost | Date |

**Attach:** [ ]  Checklist [ ]  FHI form [ ]  Vacancy Announcement [ ]  Search Committee letter [ ]  Vita/Resume File

[ ]  3 letters of recommendation [ ]  Transcripts for Highest Degree [ ]  Dean’s letter, if needed

**Distribution:** HRS File (1 copy) Department (1 copy) Academic Affairs (Original)