

**CALIFORNIA STATE UNIVERSITY, EAST BAY  
FACULTY APPOINTMENT RECOMMENDATION FORM BY REQUISITION  
AND EQUAL OPPORTUNITY SUMMARY**

**I. RECRUITMENT**

- A. Position PS #: \_\_\_\_\_ Rank: \_\_\_\_\_
- B. Position Title/Classification: \_\_\_\_\_
- C. Department/College: \_\_\_\_\_ / \_\_\_\_\_ University Libraries: \_\_\_\_\_
- D. OAA Requisition #: \_\_\_\_\_
- E. Position Type: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ MPP \_\_\_\_\_ OTH \_\_\_\_\_ If Other, \_\_\_\_\_  
Duration: Permanent/Tenure Track \_\_\_\_\_ Temporary \_\_\_\_\_ End Date: \_\_\_\_\_  
Status: Full Time/Continuing \_\_\_\_\_ Part Time \_\_\_\_\_ Time Base: \_\_\_\_\_
- F. Projected Fill Date: \_\_\_\_\_

**II. SELECTED CANDIDATE INFORMATION**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Special terms to be included in the formal offer; including request for service credit or higher entry salary, if any:

\_\_\_\_\_  
\_\_\_\_\_

**FOR FACULTY USE ONLY**

Tenure Track \_\_\_\_\_ Lecturer \_\_\_\_\_ Academic Year \_\_\_\_\_ 12 month \_\_\_\_\_ Other \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Winter \_\_\_\_\_ Summer \_\_\_\_\_ Other \_\_\_\_\_

**ADMINISTRATIVE APPROVAL**

\_\_\_\_\_  
Search Committee Chair Date

\_\_\_\_\_  
Department Chair/Director Date

\_\_\_\_\_  
Dean/AVP Date

**EQUAL EMPLOYMENT OPPORTUNITY**

Review of search process: \_\_\_\_\_  
DELO/UDO or Designee Date

**NOTE:** If problems occurred in the recruitment or selection phase, they will be detailed by the DELO/UDO or Designee on a separate page.

**ACADEMIC AFFAIRS**

Approved by: \_\_\_\_\_  
Provost & Vice President Academic Affairs or Associate Provost Date

**III. SEARCH COMMITTEE MEMBERS**

Name	Title or Rank/Tenure Status

Attach a separate sheet if committee is larger.

**IV. CRITERIA & SEARCH PROCESS**

- A. Attach a copy of department's vacancy announcement.
- B. Attach copies of all posted ads: web, magazines, newspapers, journals.
- C. Please provide or attach a brief description of the procedures used for the search/selection process.  
See Tenure-Track Search Process Guidelines.