



California State University, Long Beach

Request for Recruitment, Reappointment or Non-Recruitment Temporary Appointment Authorization

This form is required to request a recruitment or reappoint a temporary employee. Once completed by the college/area, the request is to be submitted to the appropriate division Vice President for consultation with the President. Approval from the President is required for all requests for recruitment (including those for temporary appointments) and requests for reappointment of temporary employees. This form is also required to request non-recruitment appointment of a short term temporary employee (emergency appointments, casual workers, etc). Once completed by the college/area, the request is to be submitted to the appropriate division Dean/Associate Vice President, whose approval is required for all requests for non-recruitment appointment of short term temporary employees.

This form can be obtained at <http://daf.csulb.edu/forms/bhr/staffpersonnel/index.html>

Nature of the Request

Department/College/Division _____

Position Classification _____

Working Title _____

PeopleSoft Position Number _____ Time Base _____

Type of Appointment

Recruiting/Hiring for New Position Existing Position Reappoint Temp

Estimated Annual Salary _____ Duration of Appointment _____

Justification for the Request (attach addtl page if needed):

Name: _____

Signature: _____ Date: _____

The position is essential to the university's educational mission, or it is an operational necessity, i.e. critical to instruction, basic services, or significant campus priorities.

Dean/Associate VP: Date: _____

Vice President: _____ Date: _____

President: _____ Date: _____