

2. PRELIMINARY PAPERWORK

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Faculty or Professional Vacancy

CSU is an Equal Opportunity Employer, Race, Color, National Origin, Ancestry, Religion, Sex, Age, Disability, Veteran's Status, Sexual Orientation



2121 Euclid Avenue
Cleveland, Ohio 44115

Date _____

Department(s) _____

Position/Title/Rank _____

Minimum Qualifications:

Preferred Qualifications:

Duties:

Application Requirements:

Salary Range: _____ SEIU Represented: Yes ___ No ___
Salary Grade: _____ Application Deadline: _____
(Professional Staff Only)

Starting Date: _____ Contact Person: _____

Chair of Search Committee _____

Names of Search Committee _____

Approvals: Position # _____ New Position Job Code _____
Replacement For: _____

Human Resources Date
(Professional Staff Only)

LOA ___ Resignation ___ Retirement ___

Department Head Date

Deceased ___ Other: _____

Dean Date

Proposed Accounts to Charged:
Percentage _____

Budget Office Date

Vice President Date

Affirmative Action Goal:

Affirmative Action Date



Cleveland State University

REQUEST FOR ADVERTISING

INFORMATION AND PROCEDURES

1. Attach a copy of your ad exactly as you would like it to appear, following the guidelines listed below. Ads typically appear alphabetically by job title or field. If you wish a different alphabetical listing, indicate the caption or keyword desired. For example, Project Coordinator could be listed with Education as the caption or keyword.
2. For cost containment, **the following guidelines will be followed unless a specific exception is approved by the Provost or Vice President of your sector:**
 - a. Most ads will appear as a single column ad.
 - b. The content of the ad will be limited to the minimum amount of information necessary to attract a viable pool of candidates (e.g., minimum and preferred qualifications, brief statement of duties, salary, application procedure). **Ads are subject to editing to reduce costs.**
 - c. Ads for national searches will normally be placed in The Chronicle of Higher Education, one affirmative action publication, and one appropriate professional publication. Ads will normally be run one time in each publication.
 - d. Ads for local searches will normally be placed in The Plain Dealer, Call and Post, and other local newspapers as appropriate. Ads will normally be run one time in each publication.
 - e. Requests for advertising beyond the above limits will be considered on a case-by-case basis. The Provost or Vice President must approve any exception. It should be understood that the cost for additional advertising may have to be borne by the unit initiating the request.
3. All advertising requests must contain the address, telephone number and FAX number of journals other than standard and local ones (e.g., Chronicle, Diverse Issues, Call and Post, Plain Dealer).
4. Allow sufficient lead time (may be 2-4 weeks) for advertising requests to receive appropriate review and approval from the department, dean, vice president and affirmative action. In addition, **publication deadlines may precede publication dates by two or three weeks. Please be sure the deadlines listed in the ad copy anticipate these processes.**
5. **Deadlines:** Ad copy must be **received in HRD by 5:00 pm on Tuesday** for **local ads** to be placed in the Sunday Plain Dealer. Ads received after that time cannot be assured placement.
6. If ad copy does not meet the foregoing criteria or if information is missing, the request may need to be returned to the originator for clarification.
7. Call Human Resources at ext. 3636 with questions about completing the form.

PLEASE ATTACH AD COPY ON A SEPARATE SHEET OF PAPER

Position title:

- Faculty position Professional Staff position Classified Staff position

Ads typically appear alphabetically by job title or field. If you wish a different alphabetical listing, indicate the caption or keyword desired. For example, Project Coordinator could be listed with Education as the caption or keyword.

Keyword:

If advertising in The Plain Dealer under what classification should the advertisement be placed? Check the employment section of the Sunday PD for the classifications that are used (e.g. Architecture & Engineering is one of several classifications that the paper uses).

Classification:

Charge back to CSU Department (for HR use only)

<u>Select:</u>	<u>Department</u>	<u>CSU Purchase Order</u>
<input type="checkbox"/>	Academic Affairs	Academic Affairs
<input type="checkbox"/>	Athletics	Athletics
<input type="checkbox"/>	Career Services	Career Services
<input type="checkbox"/>	Enrollment Services	Enrollment Services
<input type="checkbox"/>	Human Resources	Human Resources
<input type="checkbox"/>	IS & T	IS & T
<input type="checkbox"/>	Marketing	Marketing
<input type="checkbox"/>	Student Affairs & Inst Diversity	Student Affairs & Inst Diversity
<input type="checkbox"/>	VP Advancement formerly Univ. Rel. & Dev.	VP Advancement
<input type="checkbox"/>	VP Business Affairs and Finance	VP Business Affairs and Finance

Publications:

<u><i>This side to be completed by the requesting department:</i></u>		<u><i>This side to be completed by Human Resources:</i></u>		
Publication / Web site	Address or URL	Format	Desired issue/ posting date	Publication deadline
		<input type="checkbox"/> In-column <input type="checkbox"/> Display <input type="checkbox"/> Line ad <input type="checkbox"/> Internet posting <input type="checkbox"/> Group ad		
		<input type="checkbox"/> In-column <input type="checkbox"/> Display <input type="checkbox"/> Line ad <input type="checkbox"/> Internet posting <input type="checkbox"/> Group ad		
		<input type="checkbox"/> In-column <input type="checkbox"/> Display <input type="checkbox"/> Line ad <input type="checkbox"/> Internet posting <input type="checkbox"/> Group ad		
		<input type="checkbox"/> In-column <input type="checkbox"/> Display <input type="checkbox"/> Line ad <input type="checkbox"/> Internet posting <input type="checkbox"/> Group ad		

Department Head Signature _____ Date _____

Dean's Signature _____ Date _____

Provost/Vice President's Signature _____ Date _____

Affirmative Action Signature _____ Date _____

(Above signatures required as authorization to place ads in listed publications.)

FACULTY POSITIONS

- Department:** Philosophy
- Position:** Assistant Professor – Tenure-track
- Start Date:** August 20, 2007
- Duties:** Teaching graduate and undergraduate level courses in bioethics program, including web-based courses, ethics and other courses in department's curriculum; developing web-based courses; carrying on an active research program in bioethics; engaging in grant writing; usual community and university service.
- Qualifications:** **Minimum:** Ph.D. in Philosophy by August 20, 2007. **Preferred:** Record of philosophical scholarship in bioethics and/or other area of specialization; demonstrated commitment to bioethics; and teaching experience with positive evaluations.
- Applications:** Letter of application; a current curriculum vitae; graduate transcripts; a sample of written or published philosophical work, if available; and at least three letters of recommendation sent under separate cover. Candidates with teaching experience should include teaching evaluations or reviews. Review begins on November 1, 2006; open until position is filled.
- Address:** Chair of Search Committee, Department of Philosophy, Cleveland State University, 2121 Euclid Avenue, RT 1932, Cleveland, OH 44115.
- Salary:** Commensurate with experience
- For more info:** www.csuohio.edu/philosophy

(EEO Statement to be inserted by the ad agency)

CLEVELAND STATE UNIVERSITY
FACULTY POSITION REQUEST FORM
(recruitment in AY 2010-2011; position effective August 2011)

COLLEGE:

DEPARTMENT:

1. POSITION TYPE **Tenure-Track** **Term** **Visitor**

2. RECRUITMENT TYPE

A. **Continuation of 2009-2010 Search** Position #

B. **Replacement**

 Retirement Position #
Retiree
Retirement date

 Resignation Position #
Name
Effective date

 Other Position #
Name
Reason

 Convert Term to Tenure-track Position #
 Convert Staff to Tenure-track
 Convert Visiting to Tenure-track

C. **Continuation of 2009-2010 Term or Visitor for 2010-2011**

Name
Position #
 Term Visitor

D. **New**

3. SPECIFIC AREA WITHIN DISCIPLINE:

4. JUSTIFICATION (respond on attached page to points 1-6 listed on next page)

5. SOURCE OF FUNDING:

6. *SALARY RANGE

*It is assumed that most, if not all, of the requested positions will be at the Assistant Professor level.

Justification Statement for Each Faculty Position Request for FY 2012 Appointments

Concisely respond to the six points below (one-two pages). You may document your responses with any appropriate evidence of need available to you, including trends from the CSU Fact Book or your department/school records.

1. Specialization area. Identify the teaching specialization to be covered and its importance to the overall curriculum of the department/school.
2. Courses to be covered. Will the courses assigned this faculty member (regardless of whether new, replacement, or continuation) be current courses or new courses? Identify the courses.
3. Course coverage issues. Explain how (or by whom) these courses are currently being covered, or the consequences of not offering these courses, and any problems of the current course coverage practice and/or course offering situation.
4. Course coverage value. Explain why these courses or the specific curriculum area are important for: a) generating student enrollment for the department/school and college; b) the educational mission of the department/school and college.
5. Research value of position. Explain the importance and/or potential of this position for the department/school's research and scholarly/creative activity.
6. Other rationales. Provide other pertinent rationales for filling the position, including possibly the issue of improving community engagement or other initiatives of the university.

Cleveland State University
Faculty Position Search Approval Form
Use for all Hard Dollar Faculty including Term and Visiting positions

Department

Full Time

Job Title

Part Time FTE%

Position Number

New

Vacant

For the following topics, use additional pages if needed.

Include a narrative about the strategic impact of this position within the University, college, department and community. What is the relationship to research and scholarship areas of excellence and engagement?

What is the relationship to student needs and the economic needs of the community?

What is the enrollment data, faculty teaching assignments and sections that will be offered including past enrollment data of courses? Include a statement of impact on both undergraduate and graduate programs.

What is your analysis of the utilization of part-time and term faculty and GA employees in the Department?

What is your prioritization within your College requests for positions?

What is the requested salary range and rank and the source of funding?

What are the start-up funds and what is the source of those funds?

What is the number of Degrees awarded by Academic level for the past three years in the Major this Faculty will be teaching? (See 2008 BOOK OF TRENDS, starting on page 101 for examples)

If this is a replacement position, information about the faculty member being replaced (teaching load, reason for leaving, rank, research area) is required.

Approvals:

Dean Date _____

Provost Date _____

President or Designee Date _____

Memo on Academic Strategic Hiring

Cleveland State University is beginning a strategy of academic investment in excellence and engagement in line with (1) the Strategic Plan: Vision Unlimited, (2) the economic needs of the greater Cleveland community, (3) community engagement, and (4) both existing and potential areas of national excellence. The guiding principles are student success, academic excellence, engagement with the community, effective resource management, and economic impact. Effective immediately, all open positions including temporary hire requests (with the exception of grant or contract funded employees) will be reviewed by the Provost's Office. In addition, all open lines will revert to the Provost's Office and will be allocated on the basis of meeting the strategic objectives of the University.

Guidelines

1) Review by Provost of Faculty Requests

- Only strategic academic and administrative hires will be made.
- This covers all academic positions in the Colleges, including tenure-earning faculty, term and visiting faculty, temporary teaching employees
 - Deans (with input from Department Chairs) will write a needs analysis and justification for the position and send to the Provost for review (preliminary verbal discussions will be helpful). They should use data from their last program review (if recent), their Academic Unit Profile Analysis provided by Institutional Research, and their Departmental Staffing Plan submitted to and approved by the Dean.
 - Justification includes:
 - Narrative about the strategic impact of this position within the university, college, department and community. Relationship to research and scholarship areas of excellence and engagement.
 - Relationship to student needs and economic needs of the community
 - Enrollment data—faculty teaching assignments and sections that will be offered including past enrollment data of courses. Include statement of impact on both undergraduate, and graduate programs.
 - Analysis of utilization of part-time faculty, term faculty and GA employees for the Department
 - Prioritization within College requests
 - Salary range and rank requested
 - Start up costs and source
 - If a replacement position, then information about the faculty or staff member being replaced (teaching load, reason for leaving, rank, research area)

Requests for temporary faculty replacements for academic year 08-09 will be handled on an as-needed basis using this same form. Requests for searches for tenure earning faculty for Academic year 09-10 (hire fall 09) will be due in the Provost's office by April 30, 2008.