

CAL STATE SAN BERNARDINO

Advertisement Text Template — Full-Time Faculty

Section 1. *Summary Advertisement Text: Add summary department specific language (2000 character limit)*

Insert summary of department advertisement here (will be used for preview page).

Section 2. *Review the tenure-line faculty advertisement template below. There is standard language and in yellow, what the department can add or modify for the ad.*

California State University, San Bernardino (CSUSB) is a preeminent center of intellectual and cultural activity in the Inland Empire region of Southern California. Opened in 1965 and set at the foothills of the beautiful San Bernardino mountains, the university serves approximately 19,000 students. CSUSB is a federally recognized minority-serving and Hispanic-serving institution that reflects the dynamic diversity of the region and has the most diverse student population of any university in the Inland Empire: 74 percent of its students are members of underrepresented groups, 80 percent are first-generation, and 56 percent are Pell eligible. For more information on the campus, please visit the [CSUSB website](#).

CSUSB employs 467 full-time faculty and offers 48 undergraduate, 35 graduate, and one doctoral degree programs and 14 academic programs with national accreditation. At CSUSB, diversity, equity and inclusion are values central to our mission. We recognize that diversity and inclusion in all its forms are necessary for our institutional success. By fully leveraging our diverse experiences, backgrounds and insights, we inspire innovation, challenge the status quo and create better outcomes for our students and community. As part of CSUSB's commitment to hire, develop and retain a diverse faculty, we offer a variety of networking, mentoring and development programs for our junior faculty. We are committed to building and sustaining a CSUSB community that is supportive and inclusive of all individuals. Qualified applicants with experience in ethnically diverse settings and/or who demonstrate a commitment to serving diverse student populations are strongly encouraged to apply.

JOB SUMMARY

HIRING DEPARTMENT— Provide the job summary, responsibilities, duties, etc.

TYPICAL ACTIVITIES

HIRING DEPARTMENT— Provide relevant information.

Qualified candidates must demonstrate a commitment to excellence in teaching and mentoring a diverse student population and to working effectively with faculty, staff and students across a wide range of disciplines.

REQUIRED QUALIFICATIONS

- Degree in hand by time of appointment. (specify degree)
- Required qualifications for the position include: [list minimal qualifications here (e.g. X certification, XX years of teaching experience)- these should be yes/no answers for when committee's are reviewing, more detailed preferred qualifications should go below]

CAL STATE SAN BERNARDINO

Advertisement Text Template — Full-Time Faculty

PREFERRED QUALIFICATIONS

HIRING DEPARTMENT— Provide relevant information.

SPECIAL CONDITIONS

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with CSUSB. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Note: CSUSB cannot deny an applicant a position solely or in part due to a criminal conviction history until it has performed an individualized assessment and linked the relevant conviction history with specific job duties in the position being sought.

Please note: Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that CSUSB has designated as sensitive. Sensitive positions are those requiring heightened scrutiny of individuals holding the position based on potential for harm to children, concerns for the safety and security of people, animals, or property, or heightened risk of financial loss to CSUSB or individuals in the university community.

For health and well-being, CSUSB is a smoke & tobacco-free campus. The university is committed to promoting a healthy environment for all members of our community.

ABOUT THE DEPARTMENT

The Department of _____

For more information regarding the position, please contact the Recruitment Chair, _____.

To find out more about the Department of _____, (add the department URL here)

HOW TO APPLY

Please submit:

1. Curriculum Vitae
2. Cover Letter that includes:
 - o a. A statement of your teaching interest/philosophy (can be included in CL or separate)
 - o b. A statement of your research experience/plans (can be included in CL or separate)
 - o c. A statement how you will serve the CSUSB community, including students and the campus at large
3. If available, evidence of teaching effectiveness such as teaching portfolios, reports on teaching observations, and/or student evaluations of teaching.
4. Unofficial copies of all postsecondary degree transcripts (official transcripts will be required prior to appointment).

CAL STATE SAN BERNARDINO

Advertisement Text Template — Full-Time Faculty

5. Reference List - names, telephone numbers, and email addresses of three (3) referees whom we may contact to obtain letters of recommendation. Confidential letters of recommendation will be solicited from those listed as references on the application if the applicant is moved forward in the recruitment process. Non-confidential letters of recommendation can be uploaded by the applicant during the application process.

Formal review of applications will begin [REDACTED] and continue until the position is filled.

If you are interested in this opportunity, we invite you to apply by using this CSU Recruit Hyperlink at:

H-1B employment: CSUSB is currently not sponsoring applicants for H-1B employment that are subject to the \$100,000 fee established by the “Presidential Proclamation: Restriction on Entry of Certain Nonimmigrant Workers” issued on September 19, 2025. Applicants are responsible for determining the applicability of the fee.

CA Resident Requirement: *The California State University (CSU) system is a network of twenty-three public universities providing access to a quality education through the support of California taxpayers. Part of CSU's mission is to prepare educated, responsible individuals to contribute to California's schools, economy, culture and future. As an agency of the State of California, the CSU's business operations almost exclusively reside within California. As of the effective date of this policy, hiring employees to perform CSU-related work outside of California is prohibited. Exceptions to this prohibition are limited to approved purposes for conducting CSU business in a region outside of California. Out-of-state employment creates various legal and tax liabilities that the CSU must seriously consider when extending employment to individuals residing outside the state. For more information and the full policy, go to <https://calstate.policystat.com/policy/10899725/latest/>*

Salary is commensurate with experience.

*****VERIFY MINIMUM AND MAXIMUM SALARY RANGE FOR THE JOB CODE & RANGE ARE CURRENT WITH CSU SALARY SCHEDULE*****

Assistant Professor (Range 3) - \$6,221 – \$13,224

Associate Professor (Range 4) - \$6,825 – \$14,523

Professor (Range 5) - \$8,593 – \$15,211

CSU Salary Schedule: <https://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx>

Education Code 89521 Requirements: Applicants will be required to disclose whether they have received a final administrative decision or final judicial decision determining that they have committed sexual harassment within the last 7 years only after a determination is made that they meet the minimum qualifications for the position, and before an offer of employment is extended. Applicants who reach the final stages of the application process must also sign a release form that authorizes the release of information by the applicant's current and/or former employers to the CSU concerning any substantiated allegations of misconduct.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

CAL STATE SAN BERNARDINO

Advertisement Text Template — Full-Time Faculty

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment and on a two-year basis thereafter. (Executive Order 1096)

This position may be “Designated” under California State University’s Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter. Visit the Human Resources Conflict of Interest webpage link for additional information:

<https://www.csusb.edu/human-resources/current-employees/employee-relations/conflict-interest>