



California Health Sciences University

UNIVERSITY

FACULTY REFERRAL BONUS PROGRAM

PURPOSE

California Health Sciences University (“CHSU” or “the University”) recognizes that its employees are highly valued resources. The University appreciates its employees' contributions in attracting and retaining talented individuals who support its mission and goals. To encourage employee participation in recruitment efforts, the University offers a referral bonus program for eligible employees who refer qualified candidates for all open regular, full-time faculty positions. The purpose of this Policy is to identify the rules and procedures applicable to the referral bonus program.

SCOPE

The CHSU Faculty Referral Bonus Program is a University-wide initiative that is available to Eligible Employees as described below.

POLICY STATEMENT

The Faculty Referral Bonus Program provides an incentive award paid to current employees who refer new faculty talent to the University that results in the selection and successful employment of these applicants in relevant positions. This program is designed to enhance CHSU’s workforce by leveraging the networks and insights of current employees, while maintaining fairness, transparency, and compliance with all applicable employment laws and University policies. Overall, the program aims to enhance CHSU’s recruiting capabilities by increasing candidate selection pools, reducing the cost per hire, and boosting employee morale.



California Health Sciences University

DEFINITIONS

- A. Eligible Position – Open full-time faculty positions, identified by the Office of Human Resources (“OHR”), that are posted on CHSU’s careers website.
- B. Eligible Employee – an employee of CHSU who is classified as a regular (i.e. not temporary or per diem) employee designated at an FTE of at least 0.75, **except:**
- Senior leadership (President, Dean, C-Suite, Assistant/Associate Dean, Vice President)
 - OHR employees
- C. Hiring Supervisor and Immediate family members of the Hiring Supervisor Eligible Candidate – an applicant for an open full-time faculty position who meets the following criteria:
- Cannot be a former employee, contract temporary help, agency employee, or student employee
 - Candidate must fill a position designated on CHSU’s website for the Faculty Referral Bonus Program

PROCEDURES

- A. All referrals must be made by following the steps outlined below.
- The Eligible Candidate lists the employee’s name as a referral source in their email correspondence when applying for the designated position or noting it on their resume/curriculum vitae (CV) and/or cover letter.
 - The Eligible Employee completes and sends the [Faculty Referral Bonus Request Form](#) to OHR before the Eligible Candidate applies. If the Eligible Candidate lists the referring employee, then the Eligible Employee has up to 30 calendar days from the date OHR receives the application to submit the completed form.

POLICY

- A. When an Eligible Employee recommends an Eligible Candidate for a valid opening, and the referral is hired as a regular employee working at least 0.75 FTE, CHSU will pay a referral bonus, in two \$1,000 installments, the first of which is paid after the new employee has been



California Health Sciences University

employed for six consecutive months and the second of which is paid after the new employee has been employed for one year (the Qualification Periods).

- B. The Faculty Referral Bonus amount is \$2,000. Referral bonuses are typically paid on the first pay date following the completion of the Qualification Period. The bonus amount is reduced by all applicable taxes and deductions.
 - C. Both the employee who made the recommendation and the employee who was hired must be employees of CHSU at the time the bonus payment is due. An employee who is on leave or temporary disability at the time the bonus payment is due will have any bonus payment deferred until the employee returns from the leave of absence.
 - D. The hiring process will be fair and consistent with CHSU's policy and procedures, including the [University Faculty Recruitment Policy](#), with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.
 - E. A referral bonus will not be awarded for a candidate if payment of an agency or other third-party fee is required for the hire.
 - F. Any disputes arising from the application of this program will be resolved by the Vice President for Human Resources or their designee.
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California Health Sciences University

RESPONSIBILITIES

A. OHR and the Vice President for Human Resources, or their designee, are responsible for implementing the provisions of this policy.

HISTORY (R*)APPROVAL DATE:

02/25/2026

Revision Date(s):

01/28/2026

Reviewed Date(s):

01/28/2026

RACI –

R: Human Resources

A: Human Resources

C: HR, President, CFO, College Deans, Legal

I: CHSU Employees