

CHECKLIST FOR ALL TEMPORARY FACULTY APPOINTMENTS

First Name	Last Name	Employee ID	New/Break in Service Only <input type="checkbox"/> EVC Cleared <input type="checkbox"/> EVC Still Pending	Retired Annuitant? <input type="checkbox"/>
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State funded semesters (stateside) and CPGE terms and sessions (Extension/PACE) require the same documents or information for each appointment type; please submit appointments **only** after **all required items have been collected**. Include this checklist as directed.

SUBMISSION: Stateside: OnBase Temp Fac Document Upload Form **OR** CPGE: OnBase Additional Employment Unity Form

Appointment Type <i>Applies to Stateside and CPGE Unless Stated Otherwise.</i>							Appointment Items
NEW HIRE New to SJSU Faculty Position	REHIRE – Inactive		CONCURRENT - Active		REVISION		Provide items if required or updating PAF. Shaded items in each column are NOT required by UP for that type of appointment. Check all items being submitted (whether they are required or not). <i>Appointment documents do not need to be in this order.</i>
	12+ Mo. Break in SJSU Service	Less than a Year, up to 12 Mo.*	At SJSU, New to Dept. †	Dept. Reappoint (& Crossover)		Submit checklist if uploading any items	
Use CHRS‡	Use CHRS‡	Activate Empl, Submit Docs	CHRS‡ or Dept. Norms	Stateside	CPGE		Updates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CPGE: N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CPGE: N/A	This Checklist (Preferably as cover sheet.)
OnBase	OnBase	OnBase	OnBase	N/A	OnBase	Request Cancel of prior form No.	<input type="checkbox"/> CPGE-UPFS Additional Employment Form or
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/> Stateside-Appointment Form (Temp Fac/TA/GA)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> On CPGE Form	<input type="checkbox"/>	<input type="checkbox"/>	On Form	<input type="checkbox"/> On CPGE Form	Terms & Conditions or Offer Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> On CPGE Form	<input type="checkbox"/>	<input type="checkbox"/>	On Form	<input type="checkbox"/>	CSU Employment Questionnaire
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CHRS Used, or <input type="checkbox"/> Date PAF was Reviewed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed Reference and Background Check Release This form must be collected prior to any background inquiry such as reference calls or PAF review. References must be called and/or SkillSurvey used. • Using CHRS: Form is collected in CHRS with other items • Not using CHRS: Review PAF after collecting this form†
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current Curriculum Vitae (CV) and Cover Letter or Letter of Interest
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHRS: Personal Details, Profile, Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate Background
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) or More: Recommendation Letters and/or SkillSurvey References. Okay to mix. Letters: CHRS letter process preferred. SkillSurvey: 1 reference = 1 letter. Include the report.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Include if qualifying doc. is not in PAF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original Transcripts for Qualifying Degree (Candidate delivery not accepted.) Plus License or Certification (If position requires.) Attach qualifying documents if not in PAF.
<input type="checkbox"/>	Check this box for Visiting Faculty, job code: AY-2393, Monthly-2391; Use Vis. Fac. letter template; if "Distinguished," submit Provost's approval of title.						
Comments (limit 105 characters)							

*To activate inactive faculty with a break in service less than 12 months, a) Stateside: ESS activates, b) CPGE: Contact Faculty Additional Employment

†Current SJSU faculty outside the department, may be appointed first-time faculty in the department. They must be vetted, and new documents may be required. If not using CHRS, the Reference and Background Check Release form must first be signed, then a PAF review conducted (request PAF access from UP - FS). References must be checked **prior to** making a job offer. Please contact Faculty Services at (408) 924-2250 or up-facultyservices@sjsu.edu with any questions.

‡When using CHRS "Bulk Compile", or "compile and send" in [CHRS User Guide](#) (p. 24, Step 10), all required items are provisioned except the checklist and the appointment form. The department provides a Checklist and Appointment Form CPGE appointments require no checklist unless documents are being submitted.