

# Temporary Faculty Processing: Spring Semester

*Crystal Mercado, Manager, Faculty Services Operations*

- Separations
- Revisions
- Recruitment process for new faculty
  - Faculty Appointment Log
  - Critical Path For Prospective Faculty



- Calendars
  - [Temporary Faculty and ASE Processing Deadlines - Spring 2025](#)
  - [Winter and Intersession 2025 Processing Deadlines](#)
- Faculty
  - [Temporary Faculty Checklist](#)
  - [Faculty Salary Schedule](#)
  - [Temporary Faculty OnBase Upload Form](#)
  - [2322 Salary Schedule](#)
  - [Faculty Additional Employment OnBase Form](#)
- ASE
  - [ASE Checklist](#)
  - [ASE Salary Schedule](#)
  - [ASE OnBase Submission Form](#)



- Separations: Faculty not working
- CSU Contract Data:
  - Update the WTU value to zero
  - Input comments including “Last Day Worked”
- Revising Form:
  - Action/Reason
    - TER/RSN: Resignation; must submit resignation letter
    - TER/END: Any other reason besides resignation
      - Includes: cancelling class due to low enrollment, faculty not teaching for the semester
  - Effective Date:
    - Resignation reason: use date on resignation letter
    - 1/21/2025: Will receive their 6 paychecks for the fall semester as normal
    - 12/21/2024: Will receive payout for all fall semester money in December
- OnBase Upload Form
  - Submit Revision Form (and Resignation Letter)
  - Choose Request Type “Separation”
  - Don’t submit Statement of Terms and Conditions



- Faculty with Entitlement appointment who will not work
  - Faculty with Entitlement have a 3 year appointment and will be paid for 3 years
    - If a faculty is not working for a semester in their 3 year appointment, submit paperwork to stop their pay
  - CSU Contract Data:
    - Update the WTU value to zero
    - Input comments
  - Revision Form
    - Action/Reason: PAY/TBC
    - Effective Date: 1/21/2025
  - OnBase Upload Form
    - Submit signed Revision Form
    - Choose Request Type “Separation”
    - Don’t submit Statement of Terms and Conditions



- Revisions: Changing from one WTU value to another WTU value (not zero)
  - Lecturers cannot work more than FTE 1.0 in their stateside/regular session position
- CSU Contract Data:
  - Enter total WTUs that the faculty will have on the effective date
  - Before the semester starts: Override and update the WTU value
  - After the semester starts: Add a spring 2025 row with the effective date of when the WTUs will change
  - Comp Rate: Update Comp Rate to reflect the fall 2024 salary
    - When contracts were created before the fall semester, pre-GSI salaries were used
- Revision Form:
  - Action Reason: PAY/TBC
  - Effective Date:
    - Before the semester starts: 1/21/2025
    - After the semester starts: Use the same effective date used in CSU Contract Data
- OnBase Upload Form
  - Submit signed Revision Form and Statement of Terms and Conditions
  - Choose Request Type “Revision”



- Reappointments for fall 2024 only faculty
  - Create a new contract in CSU Contract Data
- Request Types in OnBase
  - New Hire, Rehire (+12 months or less than 12 months break), Reappointment, Concurrent Hire, Revision, Separation
  - Assess the status of a faculty in your department to choose the correct type
- Paperwork submitted to OnBase
  - Submit signed required paperwork; no checklist



- Faculty Appointment Types:
  - New Hire: first time working as a faculty at SJSU
  - Rehire - Break in service of 12 months or more: faculty is currently inactive and previously worked for the department more than 12 months ago (3 consecutive semesters or more)
  - Rehire - Break in service of 12 months or less: faculty is currently inactive and previously worked for the department more than 12 months ago (2 consecutive semesters or less)
  - Active Concurrent - Reappointment: faculty previously worked in the department until the end of their contract and will get another subsequent contract without a break in service
  - Active Concurrent - New to Department: faculty already works in a faculty position on-campus and will work in a different department as a new faculty
  - Revision: use when a change needs to be made to an appointment that has already been submitted
  - Separation: use when a faculty member will not work and has an active position





- Ensure your department has position numbers set up for the positions that you would like to hire
  - [PMAF](#)
- Lecturers
  - AY: 2358
  - 12 Month: 2359
- Special Session
  - 2322
- Visiting faculty
  - AY: 2393
  - 12 Month: 2391



- Additional Employment classifications
  - Category 2403: 2403
  - Special Consultant: 4660
  - Non-Credit Teaching Program: 2363
  - State Supported Summer: 2357 or 2457
  - Special/Winter/Summer Session: 2322
  - SJSU Online: 2322



- [Critical Path to Employment for Prospective Faculty](#)
- Summary of Hiring New Faculty:
  - Dept inputs name on Faculty Appointment Log
    - Dept completes all columns in the color purple (ex. rank, salary, WTU)
  - Verbal offer made and accepted
  - Dept ensures all required application materials are submitted
    - Reference and Background Check Release Form signed before Background Check is initiated
  - FES team verifies that required application materials are submitted
  - FS reviews terms of the appointment (rank and salary)
  - FES team generates Offer Letter and routes it for signatures via DocuSign
  - FES team updates CHRS Recruiting status to “Extend Offer” after Offer Letter is signed
  - Candidate accepts offer in CHRS Recruiting
  - SJSU ID number is created
  - Candidate obtains EVC by completing Form I-9 and new hire paperwork
  - Candidate gets access to SJSU technology systems
  - Dept submits Appointment Packet in OnBase
  - UP activates position



- [Faculty Appointment Log](#)
- Department:
  - Completes all columns in Purple color
    - Faculty and appointment information
    - Initiation of required application materials
    - Initiate background check
- Important:
  - Name as it appears in CHRS Recruiting
  - Job Card/Requisition Number
  - Out of State Policy
  - Other Licenses
  - Salary Information
    - [Faculty Salary Schedule](#)
    - Per Unit Rate from the [Salary Schedule 2322](#)



# Faculty Appointment Log

B	C	D	E	F	G	H	I	J	K
Cancel Request	College/ Unit	Department	Initiator	Initiator's Email Address	Secondary Contact Email	Job Card/Requisition Number	Candidate's First Name	Candidate's Last Name	Type of Hire

L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
DEPARTMENTS COMPLETES PURPLE COLUMNS														
Out of State Policy	Highest Qualifying Degree for the Position	Other Licenses/Certifications for the Offer Letter	Rank	Appointment Type	WTUs	FTE (Time base)	Full-Time Salary Base Rate (Base Pay Rate)	Actual Monthly Salary (Monthly Pay)	Total Term Salary (Total Term Pay)	Per Unit Salary (Special Session)	Term	End Date	Notes for Faculty Services to consider	

L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
DEPARTMENTS COMPLETES PURPLE COLUMNS														
Out of State Policy	Highest Qualifying Degree for the Position	Other Licenses/Certifications for the Offer Letter	Rank	Appointment Type	WTUs	FTE (Time base)	Full-Time Salary Base Rate (Base Pay Rate)	Actual Monthly Salary (Monthly Pay)	Total Term Salary (Total Term Pay)	Per Unit Salary (Special Session)	Term	Start Date	End Date	Notes for Faculty Services to consider

AG	AH	AI	AJ	AK
Letter of Rec. Initiated in CHRS Recruiting OR Using Skill Survey	Send CSU EQ & Reference and Background Check Release Form	International Candidate	Accurate Background Initiated in CHRS Recruiting	Accurate Background Confirmation Code



- [Faculty Appointment Log](#)
- FS:
  - Completes all columns in Green green color
    - Verifies receipt of required application materials
    - Adjudicates background check
    - Creates and routes Offer Letter
    - Creates ID number
    - Tracks I-9



A	AA	AB	AC	AD	AE	AF
Recruitment Complete Date	Offer Terms Approved	DocuSign Initialed: Offer Letter (Lecturer) or Reviewed Letter (T/TT)	All items present & Background Check Adjudicated; Offer Letter Ready to be	Candidate CV	Assigned Faculty Service Team Member	FS Notes

AL	AM	AN	AO	AP	AQ	AR	AS	AT
FACULTY SERVICES COMPLETES GREEN COLUMNS								
Results of Accurate Background Check	FES Team: Offer Letter in Progress or Completed In Progress: needs offer and signatures Completed: All Signed	Offer Letter Routed in DocuSign	Upload Signed Offer Letter & change CHRS Status: "Formal Offer Extended"	Offer accepted box checked and Base New Employee Form completed	POI Integration	EMPLID	I-9 Section 1 Date	EVC/I-9 Complete Date

AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
Reference and Background Check Release Form	CSU Employment Questionnaire	Letter of Interest	Letters of Recommendation or Skill Survey	CV	Transcripts	Bulk Compile Created	Date of Last/ Next Action	<b>STATUS</b> Color Legend: White: Needs review Yellow: Pending/Hold Grey: EVC and complete Orange: Outstanding Blue: Summer/Fall Appt	Other



- Update the status to initiate and collect the Letters of Recommendation, CSU EQ and Background Check Release, Initiate Background Check
  - Status: Letter of Recommendation Initiated, Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form), Background Check Initiated in CHRS Recruiting
- Initiate background check
  - Initiate RC&BR Form and CSU EQ Form
  - Ensure that Reference and Background Check Release form is signed before initiating background check
  - Choose SJ Basic Package
  - Candidate must sign the Accurate Screening Information form within 3 days so that the background check can run
- Transcripts
  - Request official transcripts early
  - Upload transcripts using the “...” button

