

## 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 PaCE 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** PaCE: OnBase Additional Employment Unity Form

Appointment Type <i>Applies to Stateside and PaCE Unless Stated Otherwise.</i>							Appointment Items
<a href="#">NEW HIRE</a>	REHIRE – Inactive		CONCURRENT – Active		<a href="#">REVISION</a>		
New to SJSU Faculty Position	<a href="#">12+ Mo. Break in SJSU Service</a>	<a href="#">Less than a Year, up to 12 Mo.*</a>	At SJSU, New to Dept.†	<a href="#">Dept. Reappoint (&amp; Crossover)</a>		Submit checklist if uploading any items	
				Stateside	PaCE		
Use CHRS‡	Use CHRS‡	Activate Empl, Submit Docs	<a href="#">CHRS‡ or Dept. Norms</a>	Dept. Norms	None Required	Updates	<b>Process to Collect Application Documents</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> PaCE: N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> PaCE: N/A	<b>This Checklist</b> (Preferably as cover sheet.)
OnBase	OnBase	OnBase	OnBase	N/A	OnBase	Request Cancel of prior form No.	<input type="checkbox"/> <a href="#">PaCE-UPFS Additional Employment Form</a> or
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/> <b>Stateside-Appointment Form</b> (Temp Fac/TA/GA)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> On PaCE Form	<input type="checkbox"/>	<input type="checkbox"/>	On Form	<input type="checkbox"/> On PaCE Form	<b>Terms &amp; Conditions or Offer Letter</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> On PaCE Form	<input type="checkbox"/>	<input type="checkbox"/>	On Form	<input type="checkbox"/>	<a href="#">CSU Employment Questionnaire</a>
<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"/>	<b>Signed Reference and Background Check Release</b> 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"/>	<b>Current Curriculum Vitae (CV) and Cover Letter or Letter of Interest</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CHRS: Personal Details, Profile, Application</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Accurate Background</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Three (3) or More: Recommendation Letters and/or SkillSurvey References. Okay to mix.</b> 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"/>	<b>Original Transcripts for Qualifying Degree</b> (Candidate delivery not accepted.) <b>Plus License or Certification</b> (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) PaCE: 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](mailto: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 PaCE appointments require no checklist unless documents are being submitted.

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<b>Request Type</b>	<b>New Hire:</b> First time in a SJSU faculty position
<b>Process to Collect Appointment Documents</b>	CHRS Recruiting

**OVERALL STEPS**

Task	Required for Regular Session	Required for Special Session
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**Faculty Appointment Log**

Input faculty's name and appointment details on log	<input type="checkbox"/>	<input type="checkbox"/>
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**Confirm Complete/Received in CHRS Recruiting Process**

CSU Employment Questionnaire form	<input type="checkbox"/>	<input type="checkbox"/>
Reference and Background Check Release Form	<input type="checkbox"/>	<input type="checkbox"/>
CV	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter/Letter of Interest	<input type="checkbox"/>	<input type="checkbox"/>
Accurate background check passed	<input type="checkbox"/>	<input type="checkbox"/>
3 or more Letters or Recommendation and/or SkillSurvey References in CHRS Recruiting	<input type="checkbox"/>	<input type="checkbox"/>
Original Transcripts	<input type="checkbox"/>	<input type="checkbox"/>

**Complete in SJSU@Work**

CSU Contract Data	<input type="checkbox"/>	N/A
Generate Appointment Form (Temp Fac/TA/GA)	<input type="checkbox"/>	N/A

**Onboarding Process**

EVC issued on or before appointment effective date	<input type="checkbox"/>	<input type="checkbox"/>
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**Upload to OnBase Temp Fac Form**

Signed Appointment Form ( Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
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**Complete OnBase Additional Employment Form**

Additional Employment Form	N/A	<input type="checkbox"/>
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**For Visiting Faculty Only**

If hiring a Visiting Faculty (job code 2393/2391), use Vis. Fac. letter template. If "Distinguished," submit Provost's approval of the title	<input type="checkbox"/>	N/A
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<b>Request Type</b>	<b>Rehire - More than 12 months break in service:</b> Faculty is currently inactive and terminated more than 12 months ago; faculty will be rehired in a previous department in the same position
<b>Process to Collect Appointment Documents</b>	CHRS Recruiting

OVERALL STEPS		
Task	Required for Regular Session	Required for Special Session

Faculty Appointment Log		
Input faculty's name and appointment details on log	<input type="checkbox"/>	<input type="checkbox"/>

Confirm Complete/Received in CHRS Recruiting Process		
CSU Employment Questionnaire form	<input type="checkbox"/>	<input type="checkbox"/>
Reference and Background Check Release Form	<input type="checkbox"/>	<input type="checkbox"/>
CV	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter/Letter of Interest	<input type="checkbox"/>	<input type="checkbox"/>
Accurate background check passed	<input type="checkbox"/>	<input type="checkbox"/>
3 or more Letters or Recommendation and/or SkillSurvey References in CHRS Recruiting	Optional	Optional
Original Transcripts	Optional	Optional

Complete in SJSU@Work		
CSU Contract Data	<input type="checkbox"/>	N/A
Generate Appointment Form (Temp Fac/TA/GA)	<input type="checkbox"/>	N/A

Onboarding Process		
EVC issued on or before appointment effective date	<input type="checkbox"/>	<input type="checkbox"/>

Upload to OnBase Temp Fac Form		
Signed Appointment Form ( Temp Fac/TA/GA)	<input type="checkbox"/>	N/A

Complete OnBase Additional Employment Form		
Additional Employment Form	N/A	<input type="checkbox"/>

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<b>Request Type</b>	<b>Rehire - Less than 12 months break in service:</b> Faculty is currently inactive and terminated less than 12 months ago; faculty will be rehired in a previous department in the same position
<b>Process to Collect Appointment Documents</b>	Upload forms to Temp Fac form in OnBase

OVERALL STEPS		
Task	Required for Regular Session	Required for Special Session
<b>Complete in SJSU@Work</b>		
CSU Contract Data	<input type="checkbox"/>	N/A
Generate Appointment Form (Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
Generate Statement of Terms and Conditions	<input type="checkbox"/>	N/A - In OnBase Form
<b>Collect Documents (Regular Session)</b>		
CSU Employment Questionnaire form (PDF version)	<input type="checkbox"/>	N/A - In OnBase Form
<b>Upload to OnBase Temp Fac Form</b>		
Signed Appointment Form (Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
Signed Statement of Terms and Conditions	<input type="checkbox"/>	N/A
Signed CSU Employment Questionnaire (PDF version)	<input type="checkbox"/>	N/A
<b>Complete OnBase Additional Employment Form</b>		
Additional Employment Form	N/A	<input type="checkbox"/>

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<b>Request Type</b>	<b>Concurrent Active Reappointment:</b> Faculty previously worked in a contract that has ended and getting another appointment in the same department and same position
<b>Process to Collect Appointment Documents</b>	Upload forms to Temp Fac form in OnBase

OVERALL STEPS		
Task	Required for Regular Session	Required for Special Session
<b>Complete in SJSU@Work</b>		
CSU Contract Data	<input type="checkbox"/>	N/A
Generate Appointment Form (Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
Generate Statement of Terms and Conditions	<input type="checkbox"/>	N/A - In OnBase Form
<b>Collect Documents (Regular Session)</b>		
CSU Employment Questionnaire form (PDF version)	<input type="checkbox"/>	N/A - In OnBase Form
<b>Upload to OnBase Temp Fac Form</b>		
Signed Appointment Form (Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
Signed Statement of Terms and Conditions	<input type="checkbox"/>	N/A
Signed CSU Employment Questionnaire (PDF version)	<input type="checkbox"/>	N/A
<b>Complete OnBase Additional Employment Form</b>		
Additional Employment Form	N/A	<input type="checkbox"/>

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<b>Request Type</b>	<b>Concurrent Active New to Department:</b> Faculty getting additional position at another dept	
<b>Process to Collect Appointment Documents</b>	<b>CHRS RECRUITING</b>	
<b>OVERALL STEPS - CHRS RECRUITING</b>		
Task	Required for Regular Session	Required for Special Session
<b>Faculty Appointment Log</b>		
Input faculty's name and appointment details on log	<input type="checkbox"/>	N/A
<b>Confirm in CHRS Recruiting Process</b>		
CSU Employment Questionnaire form	<input type="checkbox"/>	N/A
Reference and Background Check Release Form	<input type="checkbox"/>	N/A
CV	<input type="checkbox"/>	N/A
Cover Letter/Letter of Interest	<input type="checkbox"/>	N/A
Confirm 3 or more Letters or Recommendation and/or SkillSurvey References in CHRS Recruiting	Optional	N/A
Original Transcripts	Optional	N/A
Offer Letter	<input type="checkbox"/>	N/A
<b>Complete in SJSU@Work</b>		
CSU Contract Data	<input type="checkbox"/>	N/A
Generate Appointment Form (Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
<b>Upload to OnBase Temp Fac Form</b>		
Signed Appointment Form ( Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
<b>Complete OnBase Additional Employment Form</b>		
Additional Employment Form	N/A	<input type="checkbox"/>

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<b>Request Type</b>	<b>Concurrent Active New to Department:</b> Faculty getting additional position at another dept	
<b>Process to Collect Appointment Documents</b>	<b>UPLOAD FORMS TO TEMP FAC FORM IN ONBASE</b>	
<b>OVERALL STEPS - UPLOAD FORMS TO TEMP FAC FORM IN ONBASE</b>		
Task	Required for Regular Session	Required for Special Session
<b>Complete in SJSU@Work</b>		
CSU Contract Data	<input type="checkbox"/>	N/A
Generate Appointment Form (Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
Generate Statement of Terms and Conditions	<input type="checkbox"/>	N/A
<b>Collect Other Documents</b>		
CSU Employment Questionnaire form (PDF version)	<input type="checkbox"/>	N/A
Reference and Background Check Release Form (PDF Version): needed for PAF Review	<input type="checkbox"/>	N/A
Confirm 3 or more Letters or Recommendation and/or SkillSurvey References in CHRS Recruiting	Optional	N/A
Original Transcripts	Optional	N/A
<b>PAF Review</b>		
Date PAF Reviewed: Chair reviews PAF and confirms references/SkillSurvey	MM/DD/YYYY - OnBase Temp Fac Process	N/A
<b>Upload to OnBase Temp Fac Form</b>		
Signed Appointment Form ( Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
Signed Statement of Terms and Conditions	<input type="checkbox"/>	N/A
Signed CSU Employment Questionnaire (PDF version)	<input type="checkbox"/>	N/A
<b>Complete OnBase Additional Employment Form</b>		
Additional Employment Form	N/A	<input type="checkbox"/>

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<b>Request Type</b>	<b>Revision:</b> Use to document changes to original appointment	
<b>Process to Collect Appointment Documents</b>	Upload forms to Temp Fac form in OnBase	
<b>OVERALL STEPS</b>		
Task	Required for Regular Session	Required for Special Session
<b>Complete in SJSU@Work</b>		
CSU Contract Data	<input type="checkbox"/>	N/A
Generate Appointment Form (Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
Generate Statement of Terms and Conditions	<input type="checkbox"/>	N/A - In OnBase Form
<b>Collect Documents (Regular Session)</b>		
CSU Employment Questionnaire form (PDF version)	Optional	N/A
<b>Upload to OnBase Temp Fac Form</b>		
Signed Appointment Form (Temp Fac/TA/GA)	<input type="checkbox"/>	N/A
Signed Statement of Terms and Conditions	<input type="checkbox"/>	N/A
Signed CSU Employment Questionnaire (PDF version)	Optional	N/A
<b>Complete OnBase Additional Employment Form</b>		
Additional Employment Form	N/A	<input type="checkbox"/>



### Workflow to determine Request Type

1. Is this the first time a faculty member worked in a faculty position at SJSU?
  - a. Yes - Use "New Hire" Request Type
  - b. No, the faculty worked in a faculty position at SJSU in the past or present - Move to next step
2. Is the faculty member currently active in a faculty position at SJSU?
  - a. Yes - Move to step 3
  - b. No - Move to step 4
3. If the faculty member is currently active in a faculty position at SJSU, did they work in your department in the previous semester?
  - a. Yes, they worked in the department in the previous semester and will work for the same department and same position in the upcoming semester - Use "Concurrent Active Reappointment" Request Type
  - b. No, they currently work on-campus but in a different department - Use "Concurrent Active New to Department"
4. If the faculty member is not currently active, when did they last work on-campus?
  - a. More than 12 months ago (3 consecutive semesters or more) - Use "Rehire more than 12 months break in service" Request Type
  - b. Less than 12 months ago (2 consecutive semesters or less) - Use "Rehire less than 12 months break in service" Request Type

### Details of Forms on Checklist

- Appointment Form (Temp Fac/TA/GA)
  - Found in [SJSU@Work](#)
  - Path: Main Menu > SJSU Human Resources > Workforce Administration > TF/TA/GA Appt-Revision Form
- [CHRS Recruiting](#)
  - Use this program when hiring new or rehired faculty with more than 12 months break in service
  - Review the [Help webpage](#) of the Recruiting website for information of the steps of how to hire a part time temp faculty in CHRS Recruiting
- Contract Data
  - Found in [SJSU@Work](#)
  - Path: Main Menu > CSU Temp Faculty> CSU Contract Data
- Cover Letter/Letter of Interest
  - Standard document that the candidate must upload to CHRS Recruiting application
  - Must obtain when hiring new or rehired faculty with more than 12 months break in service
  - Faculty express intent to work
- [CSU Employment Questionnaire](#)
  - Faculty must complete this document to indicate other appointments at SJSU or CSU campuses
- CV
  - Standard resume that the candidate must upload to CHRS Recruiting application

- EVC
  - Employment Verification Confirmation that is emailed to a candidate when they complete the Form I-9 and new hire forms
  - This must be obtained on or before the start of the faculty's contract
  - All employees cannot begin working without obtaining the EVC
- [Faculty Appointment Log](#)
  - Use this program when using CHRS Recruiting to hire new, rehired faculty with more than 12 months break in service, or concurrent faculty new to departments
  - Department Admins must complete all columns shaded in the color purple
- Letters of Recommendation
  - Total of 3 Letters of Recommendation and/or SkillSurvey references are required; mix of letters are acceptable
  - Must be recent and dated within 12 months
  - Must be on letterhead
  - Must be signed
  - If the letter is not on letterhead and/or signed, an email from a business email address is acceptable
  - If the letter is not on letterhead and/or signed and was sent via email, the letter must be accompanied by the email that reflects a business email address
  - If the letter is not on letterhead and/or signed and was sent via CHR Recruiting, the "Letter of Recommendation Form" that has a gray background must be included in the Bulk Compile
- [OnBase Additional Employment Form](#)
  - Use this form when hiring faculty to Additional Employment positions, such as Special Session (job code 2322), Summer Session (2357/2457), or SJSU Online appointments
- [OnBase Temp Faculty Form](#)
  - Use this to upload signed copies of forms when hiring faculty to lecturer positions (job codes 2358 or 2359)
- [Reference and Background Check Release Form](#)
  - Must be signed when hiring new, rehired faculty with more than 12 months break in service, or concurrent new to department before the PAF is reviewed
- Review PAF
  - Chairs must complete this when hiring a faculty who is concurrent new to department
  - The Reference and Background Check Release Form must be signed first
  - Chairs must contact Faculty Services to obtain the PAF
  - The department Admin must indicate the date that the PAF was reviewed in the Temp Faculty OnBase form
- Retired Annuitant
  - If the faculty member is retired, the faculty will be hired in a "Retired Annuitant" position
  - All required documents are the same when hiring a Retired Annuitant
  - Note that the faculty member must work 50% of their timebase immediately before retirement work or no more than 960 hours in a fiscal year, whichever is less
- [SkillSurvey](#)
  - Total of 3 Letters of Recommendation and/or SkillSurvey references are required; mix of letters are acceptable
- Statement of Terms and Conditions
  - Found in [SJSU@Work](#)
  - Path: Main Menu > SJSU Human Resources > Workforce Administration > TF Contract by Emplid

- Transcripts
  - Must be original copies; if graduated from SJSU, unofficial transcripts are acceptable
  - Transcripts must be sent to the department from the educational institution; transcripts addressed to the candidate are not acceptable
  - Department Admins must reach out to the candidate and ask that the candidate submit transcripts; there is no step in CHRS Recruiting that will automatically trigger this step or reach out to the candidate
  - If the candidate has an international degree, the transcript must be sent by the candidate to <https://www.wes.org/> for translation