

Temporary Faculty Processing: Fall Semester Faculty Recruitment Process

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- Review CHRS Recruiting Job Cards for applicants
- If you need another Job Card set up, submit a PD to Faculty Services
 - [Temporary Faculty Appointment Position Description](#)
 - [Special Sessions Appointment Position Description](#)



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



Who Needs To Go Through CHRS Recruiting?

- First time hires to a faculty position or rehires with more than 12 months break in service (3 consecutive semesters or more)
- Concurrent hires can also be hired via CHRS Recruiting
 - CHRS Recruiting:
 - Candidate must submit application and other required materials
 - Non CHRS Recruiting:
 - Candidate must submit required appointment paperwork (PDF versions) and Chair review of PAF
 - Review [Checklist for All Temporary Faculty Appointments](#) for required paperwork



- [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 by Dept Chair
 - 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 and emailed to candidate
 - Candidate obtains EVC by completing Form I-9 and new hire paperwork
 - Candidate gets access to SJSU technology systems
 - Dept links candidate to class for access to Canvas
 - Dept submits Appointment Packet in OnBase
 - UP activates position



- Navigate to your department's Job Card
 - Dashboard
 - Jobs option and search

The screenshot displays the SJSU CHRS Recruiting system interface. At the top, there is a navigation bar with 'Jobs' highlighted in yellow. Below the navigation bar, there are search filters for Status (All), Types (All), and CSU Working Title (pool). A 'Requisition Number' field is also present. Below these filters, there are sections for 'Currently posted', 'Campus', 'Division', 'CSU Campus (Integration for 3rd Party Solutions)', 'Team (internal team)', 'HR/Faculty Affairs Representative', and 'Hiring Administrator', each with a search icon. At the bottom, there is a 'Recruitment Process' dropdown menu. Below the filters, there is a table of job listings with columns for Job No., Title, Department, Status, Applications, Date created, Opening date, Closing date, Recruiter, Hiring manager, and Posted.

| Job No. | Title | Department | Status | Applications | Date created | Opening date | Closing date | Recruiter | Hiring manager | Posted |
|---------|--|-------------------------------|--------|--------------|--------------|--------------|--------------|-----------|------------------|--------|
| 525771 | Environmental Studies Lecturer Pool | Environmental Studies - 1252 | Posted | 140 | Mar 13, 2023 | Mar 23, 2023 | | RT | Terri Ramirez | ✓ |
| 524702 | Jewish Studies Lecturer Pool | History - 1111 | Posted | 6 | Feb 9, 2023 | Mar 22, 2023 | Sep 19, 2024 | SN | Terri Ramirez | ✗ |
| 523477 | Moss Landing Marine Laboratories Lecturer Pool | Moss Landing Marine Lab - 111 | Filled | 7 | Dec 22, 2022 | Jan 18, 2023 | May 24, 2023 | EM | Nina Ria Agustin | ✗ |
| 523471 | Design Lecturer Pool - Motion Design and/or Interaction Design | Design - 1537 | Filled | 7 | Dec 22, 2022 | Jan 18, 2023 | Jun 1, 2023 | SN | Deborah Mullin | ✗ |



proactive comms

[Applications](#) History Scheduled emails CRM Resume / CV

497 + Add comment ⋮

Lecturer Pool

| | | | |
|-------------------------------------|---|---|--------------------------|
| Date submitted Aug 30, 2021 | Applied via Other job boards | Status changed Aug 30, 2021 New Application | Offer No offer |
| Resume / CV View | Form View | Add flags | |

Change application status - PageUp People - Google Chrome

calstate.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUfVjMtOw9ej9vNG3...

Change application status

New Application

- Letter of Recommendation Initiated (automatic)
- Letter of Recommendation Initiated (manual)
- Letter of Recommendation Successful
- Letter Of Recommendation Unsuccessful
- Required Qualifications Review
- Department Chair Review Successful
- Department Chair Review Unsuccessful
- Hold
- Phone/Video Interview Invite
- Phone/Video Interview Accepted
- Phone/Video Interview Declined
- Phone/Video Interview Evaluation Summary
- Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form)
- Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR Form and CSU EQ Form)
- Phone/Video Interview Unsuccessful
- On Campus Interview Invite
- On Campus Interview Invite Accepted
- On Campus Interview Invite Declined
- On-Campus Interview Evaluation Summary
- On Campus Interview Successful
- On Campus Interview Unsuccessful
- Background Check Initiated outside of CHRS Recruiting
- Background Check Initiated in CHRS Recruiting
- Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY
- Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY



- Initiate required application materials

| Application Material | Dept Changes Status To: | Status Updates To: |
|---|--|---|
| Letter of Recommendation | Letter of Recommendation Initiated (automatic) | Letter of Recommendation Initiated (automatic) |
| Reference and Background Check Release Form CSU Employment Questionnaire | Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ) | Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR Form and CSU EQ Form) |
| Background Check | Background Check Initiated in CHRS Recruiting | Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY Background Check Pending Adjudication- DO NOT SELECT - SYSTEM STATUS ONLY |



- Candidate should sign Reference and Background Check Release Form before background check is initiated

The screenshot displays two overlapping windows from a web application. The primary window is titled "Confirm status change" and shows a process for moving a candidate named Andrew to a new status. It includes fields for "From status" (New Application) and "To status" (Background Check Initiated in CHRS Recruiting), a "Communication template" dropdown, and sections for "Background checks" and "Cost center" with search icons. At the bottom, there is an "Email: Applicant" section with "Yes" and "No" radio buttons, and a "Message" section with "From:" (noreply@calstate.edu) and "Subject:" (SJSU Background Check Initiated) fields. A "Move now" button is at the bottom right.

The secondary window is a search dialog titled "Search - Google Chrome" with the URL "calstate.dc4.pageuppeople.com/v5.3/provider/searchField/searchdialog...". It displays a message: "No Background checks were found based on your criteria, please select a Background check below:". Below this is a search input field with "Background check: sj" and a "Search" button. A table of results is shown:

| Code | Background check | Teacher/Educator/Professor |
|-------|--------------------------|----------------------------|
| 31798 | SJ-Basic Package | Accurate |
| 31799 | SJ-Criminal Only Package | Accurate |
| 13186 | SJ-International Package | Accurate |

Below the table, it says "Page 1 of 1" and "Records 1 to 3 of 3". At the bottom of the search dialog, there is a "Background check information:" section with "No Background check selected." and "Okay" and "Cancel" buttons.



- Click on the “...” button within the Job Card and select “Add document”

Applications History Scheduled emails CRM Resume / CV

Lecturer Pool

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Add comment ...

| | | |
|--------------------------------|-------------------------|-----------------------------------|
| Date submitted May 16, 2022 | Applied via LinkedIn | Status changed New Application |
| Resume / CV View | Form View | Add flags |

- Add document
- Add document from file
- Add note
- Assign application
- Change Ranking
- Communicate
- Compile and send
- New booking to an existing event
- New booking to a new event
- New task/reminder

Upload a new document - PageUp - Google Chrome

calstate.dc4.pageuppeople.com/FileUpload?sData=UFUtVjMtyBfxofsadlevE0...

Upload a new document

File:* Upload file

Document category:* Transcripts

Title: Test Title

Save and add another Save and close Close



- [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](#)
 - Request official transcript from granting institution



Faculty Appointment Log

| B | C | D | E | F | G | H | I | J | K |
|-----------------------|---------------|------------|-----------|---------------------------|-------------------------|-----------------------------|------------------------|-----------------------|--------------|
| Cancelled Recruitment | 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 |
|---------------------|--|--|------|------------------|------|---|--|--|------------------------------------|--|------|------------|----------|
| Out of State Policy | Highest Qualifying Degree for the Position | Other Licenses/Certifications for the Offer Letter | Rank | Appointment Type | WTUs | FTE (Time base): Will auto populate when WTUs entered | Full-Time Salary Base Rate (Full Time Base Pay Rate) | Actual Monthly Salary (Monthly Pay based on FTE) Will auto populate when Full Time Salary entered | Total Term Salary (Total Term Pay) | Per Unit Salary (Required for Special Session or Summer Session) | Term | Start Date | End Date |

| Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK |
|--|--|-------------------------|--|--|---------------------------------------|-----------------------------|--|---------------------------------------|-------------|----------------------|--|
| Required Application Material: Initiate CSU EQ & Reference and Background Check Release Form | Required Application Material: Initiate Letter of Rec. in CHRS Recruiting OR via SkillSurvey | International Candidate | Reference and Background Check Release Form (and CSU EQ) Signed by Faculty | Initiate Accurate Background in CHRS Recruiting after receipt of signed Release Form | Accurate Background Confirmation Code | Letter of Interest Received | Letters of Recommendation or Skill Survey Received | CSU Employment Questionnaire Received | CV Received | Transcripts Received | Notes for Faculty Services to consider |

- [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
 - Verification before Offer Letter is generated
 - Confirm all required application materials submitted
 - Background check is complete
 - Valid transcript
 - Retirement status
 - Appropriate workload among all other appointments
 - CSU Reference checking
 - Appropriate degree and experience for rank
 - Salary
 - CSU Out of State Employment policy



| |
|---------------------------|
| A |
| Recruitment Complete Date |

| AL | AM | AN | AO | AP | AQ | AR | AS |
|--|------------------------------------|---|--------------|--------------------------------------|--------------------------------------|---|---------------------------------|
| FACULTY SERVICES COMPLETES GREEN COLUMNS | | | | | | | |
| Offer Terms Approved | Offer Letter Initialed in DocuSign | All items present & Background Check Adjudicated; Offer Letter Ready to be reviewed | Candidate CV | Assigned Faculty Service Team Member | 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 |

| AT | AU | AV | AW | AX | AY | AZ | BA |
|--|---|-----------------|--------|--------------------|-----------------------|---------------------------|---|
| FACULTY SERVICES COMPLETES GREEN COLUMNS | | | | | | | |
| 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 | Date of Last/ Next Action | STATUS Color Legend: White: Needs review Yellow: Pending/Hold Grey: EVC and complete Orange: Outstanding Blue: Summer/Fall Appt Purple: Tenure Line |



- Check in with your Dean's Office for your college's process
- Candidates going through CHRS Recruiting should be placed on the Faculty Appointment Log
 - New hires, rehires with more than 12 months break in service, concurrent hires
- Submit candidate names to the Faculty Appointment Log early as the process takes time
- Rehires should be placed in the same rank and salary that they previously had
 - If the candidate received a higher degree or has more experience, a new rank/salary can be requested
- For Special Session hires, complete the "Per Unit Salary" column
 - If the candidate has approval for an Alternative Salary, enter information in the Notes for FS to Consider column
- The column headers have descriptions and comments to guide you with the steps and order to initiate and collect materials
- Update the status to initiate processes
 - Status: Letter of Recommendation Initiated
 - Status: Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form)
 - Status: Background Check Initiated in CHRS Recruiting



- 3 Letters of Recommendation or SkillSurvey reports are required
 - Contact Faculty Services for access to SkillSurvey
 - Letters can be collected outside of CHRS Recruiting. Letters must be from a school or business, dated within one year, signed, on letterhead
 - If any of the above are missing, include the email that the letters were attached to
 - Letters submitted within CHRS Recruiting do not need to follow the above
- Initiate background check
 - 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
 - Background checks should be done for concurrent hires
- Transcripts
 - Inform the candidate to request official transcripts by the granting institution of their highest earned degree early
 - Upload transcripts using the “...” button in CHRS Recruiting
 - Transcripts must be official copies received by the department/college
 - Unofficial SJSU transcripts are acceptable



- When Offer Letter is being generated, candidate will receive [Critical Path to Employment for Prospective Faculty](#)
- Candidate must accept offer in 2 ways
 - Sign Offer Letter via DocuSign and accept offer in Application Portal
- UP will send I-9 information to candidate
 - Candidate must complete Section 1 online and schedule in-person appointment to complete Section 2
- After candidate completes the recruitment process, the department should create a contract in CSU Contract Data and generate the Appointment Form. Only the signed Appointment Form should be uploaded to the [Temporary Faculty Appointments \(Regular Session\)](#) OnBase upload form
- Candidate will gain access to SJSU IT systems upon receipt of EVC
 - Dept must link candidate to a course for access to Canvas
- Candidate will receive emails to complete tasks within their Onboarding portal
 - i.e.: TowerCard, CSU Learn training, purchasing parking permits
- **DO NOT ALLOW EMPLOYEES TO BEGIN WORKING BEFORE THEY RECEIVE THEIR EVC**
 - The recruitment process must be completed before work begins (including process for concurrent hires)



- Email up-faculty-appointments@sjsu.edu
- Attend [Open Labs](#)

