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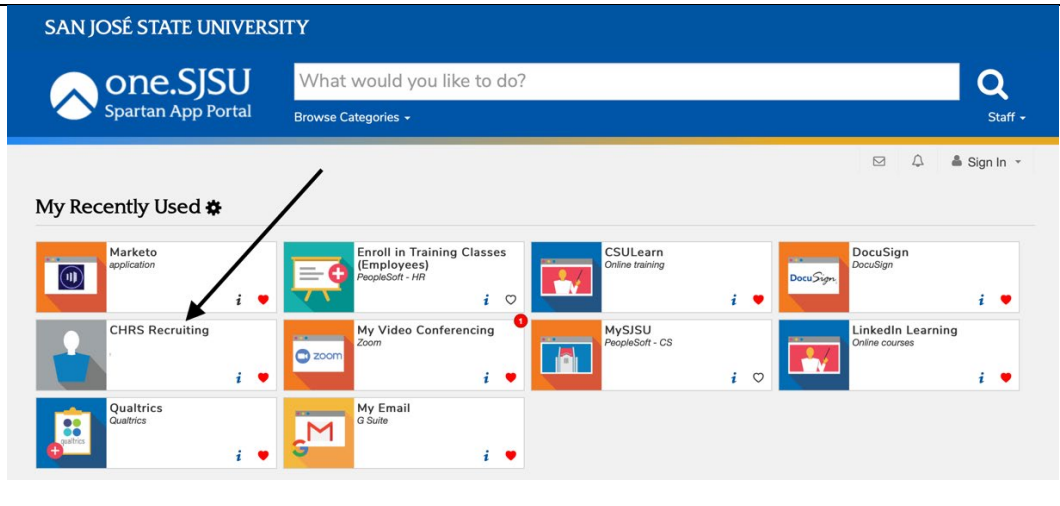
Introduction

Once the verbal offer is accepted, the offer letter will be prepared in CHRS Recruiting then forwarded via email and/or DocuSign for approval. Offers for Faculty positions will be prepared and extended at the college or department level; please confirm the process with your College/HR Contact. The final approved letter will be forwarded to the candidate for review and signature via DocuSign. Once the letter is signed and the background check is clear, the final offer will be prepared and extended in CHRS Recruiting.

Step-by-Step Process: Preparing the Offer

Log into CHRS Recruiting

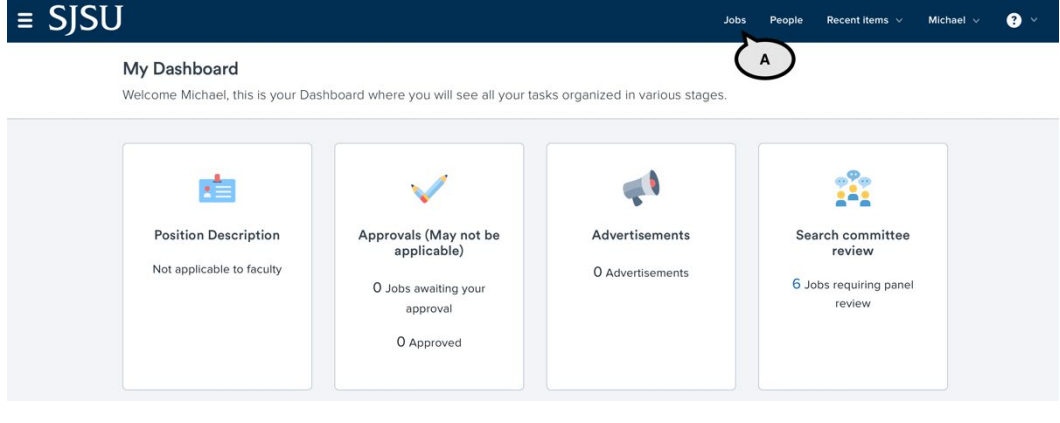
1. Navigate to one.SJSU
2. Search for or click the CHRS Recruiting tile
3. User your SJSUOne ID and password to log in



The Tiled Dashboard is Displayed

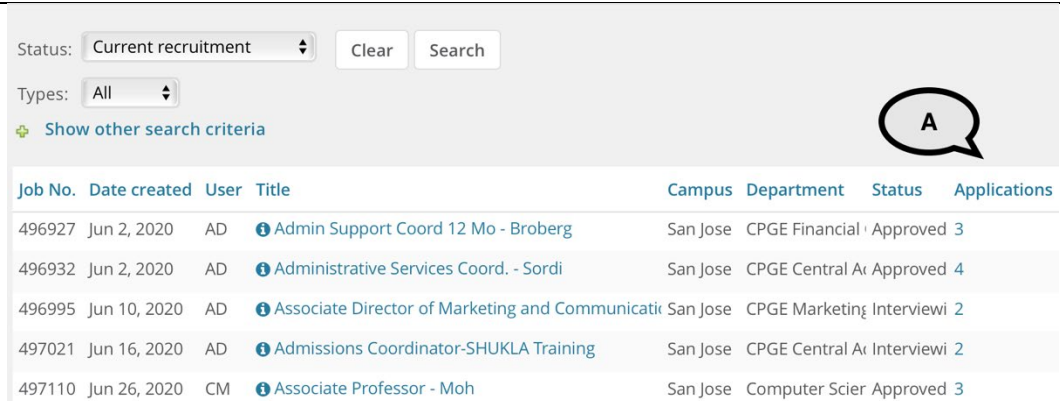
Please note, depending on your role the dashboard will look different.

1. From the tiled dashboard, click Jobs (A)



Select the Applications for the Job

2. Click the hyperlinked number (A) of applications for the job for which you wish to make an offer



Job No.	Date created	User	Title	Campus	Department	Status	Applications
496927	Jun 2, 2020	AD	Admin Support Coord 12 Mo - Broberg	San Jose	CPGE Financial	Approved	3
496932	Jun 2, 2020	AD	Administrative Services Coord. - Sordi	San Jose	CPGE Central Ar	Approved	4
496995	Jun 10, 2020	AD	Associate Director of Marketing and Communicati	San Jose	CPGE Marketing	Interviewi	2
497021	Jun 16, 2020	AD	Admissions Coordinator-SHUKLA Training	San Jose	CPGE Central Ar	Interviewi	2
497110	Jun 26, 2020	CM	Associate Professor - Moh	San Jose	Computer Scier	Approved	3

The List Dashboard is Displayed

1. Change the View to the Approved Jobs by clicking the appropriate circle (A)
2. Click the hyperlinked number of applications next to the icon of the appropriate job (B); if the candidate has already been moved to Prepare Offer you can click the hyperlink underneath the job title (C)

Current jobs

39 Total
24 All Notifications
5 Pending appr...
32 **Approved**
1 Interviewing
1 Offer

Admin Support Assistant - Barr
 Requisition Number: 497061 Pamela Stacks Positions: 1 Vacancies: 1
 1 application in Offer Extended for more than 3 days. [View →](#)

Alternative Media Assistant - Santos
 Requisition Number: 497054 Scott Mendez Positions: 1 Vacancies: 1

Assistant Professor - Palfreyman
 Requisition Number: 497060 Sen Chiao Positions: 1 Vacancies: 0
 1 application in Formal Offer Accepted for more than 1 week. [View →](#)
 1 shortlisted applicants. [View →](#)

Assistant Professor - Steyer
 Requisition Number: 497062 Lee Chang Positions: 1 Vacancies: 1
 2 new applications. [View →](#)
 1 application in Prepare Offer and Upload Transcripts for more than 1 week. [View →](#)
 1 shortlisted applicants. [View →](#)

Whether you navigate from the Tiled or List Dashboard, the list of applicants is displayed

1. Click the Status of the candidate for which you wish to extend an offer (A)

Assistant Professor - Steyer (497062)

Search Results

Select Submitted Status

Applicant Nc	Pref Name	First name	Last name
Jun 25, 2020	New Application	40055	Tester Testy
Jun 25, 2020	On Campus Interview Successful	40056	Sparty Spartan
Jun 21, 2020	Phone/Video Interview Unsuccessful	39967	Adi Alsaid
Jun 21, 2020	Prepare Offer and Upload Transcripts	39968	Christine Son

Move the Candidate to the Prepare Offer and Upload Transcripts status

1. Select the step in the status list (A)
2. Click Next (B)

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
Search Committee Review
Search Committee Review Successful
Search Committee Review Unsuccessful
Phone/Video Interview Invite
Phone/Video Interview Accepted
Phone/Video Interview Declined
Phone/Video Interview Evaluation Summary
Phone/Video Interview Successful
Phone/Video Interview Unsuccessful
On Campus Interview Invite
On Campus Invite Accepted
On Campus Invite Declined
On Campus Interview Evaluation Summary
On Campus Interview Successful
On Campus Interview Unsuccessful
Prepare Offer and Upload Transcripts
Background Check Initiated
Background Check Pending
Background Check Successful
Background Check Unsuccessful
Formal Offer Extended

Submit Next > Cancel

Confirm the status change

3. No communication will be sent to the candidate at this step (A)
4. If applicable, open the Additional users section and prepare the email (B)
5. Do not change the radio button referring to the job status (C)
6. Click Move now (D)

Confirm status change

You are about to move **Sparty Spartan** to a different status:

From status: On Campus Interview Successful
To status: Prepare Offer and Upload Transcripts

Communication template: -- No template --

E-mail: Applicant: ☐ Yes ☒ No

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: ☐ Yes ☒ No

Note

The following will be added to the applicant notes for administrators to view:

Update job status from Approved to Offer: ☐ Yes ☒ No

Move now Cancel

**The Offer details
window opens: Verify
the Personal Details**

1. Confirm the Address and Email information (A)
2. If the candidate is a current or former employee, enter their name in the Employee field (B)

Offer details

Spartan Spartan

Personal details

Address: California United States

E-mail: sjsu.hrtest+987654321@gmail.com

Applicant No: 40056

View profile

Current or previous employee details

Please download and read the instructions before selecting an Employee Profile.

PLEASE NOTE:

Once the selection is made and the Offer card is "Saved/Submitted", the selection cannot be edited by system users. In the event of an incorrect selection, do not move forward please contact your Campus Configuration Administrator to submit a "High Impact" JIRA ticket, which includes the correct Employee number from your campus' PeopleSoft environment.

Self-disclosed Employee ID (not applicable to CSU):

Employee:

No user selected.

Save and close

Submit

Cancel

Verify the Job and Offer Details

3. Review the Job details (A)
4. Review the offer details (B)
5. Confirm the position information; if there are multiple positions in the recruitment, make sure the correct one is selected (C)

Offer details

Job details

CSU Working Title:

Assistant Professor - Steyer.

Position Type:

Instructional Faculty – Tenured/Tenure-Track

Campus:

San Jose

Division:

Academic Affairs

College/Program:

CPGE-Professional & Global Ed

Department:

Applied Data Science - 1628

Time Basis:

Full Time

Offer details

Approval status:

Pending

Recruiter:

Carrie Medders

Date entered:

Jul 4, 2020, 11:56 am

Application source:

Internet - Diversity Jobs

Edit

Positions:

Position no	Type	Applicant	Application status
<div>Assistant Professor</div> <div>Position no: SJ-00013759</div>	New	-	-

Save and close

Submit




Cancel

**Verify and update the
Position Details**

6. Verify the job code and hiring type (A)
7. Enter the Start date; verify or enter the End date (temp positions only) and enter the Probation End Date (tenure-track positions only) (B)
8. Verify the FTE and Hours Per Week; verify or select the FLSA Status (all faculty are exempt) (C)
9. Verify the Mandated Reporter and Conflict of Interest data (D)



Offer details


POSITION DETAILS


Job Code/Employee Class: Instr Fac AY   


[Job Code: 2360](#)


Hiring Type: Probationary

Start date:*  

End date if applicable: 

Probation End Date: 

FTE: 1.000000 

Hours Per Week: 40.00 

FLSA Status: Select

Union: Select

Union Language:

Mandated Reporter: General - The person holding this position is considered a general mandated repc

NCAA: ☐ Yes ☒ No

Sensitive Position: Select

Conflict of Interest: None

Concurrent Hire: ☐ Yes ☒ No

Rehired Annuitant: ☐ Yes ☒ No


**Verify the Budget
Details**

1. Ensure the Pay Plan is selected (AY for most faculty; some may be 12-months) (A)
2. Verify the Salary Range/Grade (B) - if the position you chose was in a different range/grade, you are required to change this information to match




Offer details

BUDGET DETAILS

Budget/Chart field/Account string:

Pay Plan: AY 

Pay Plan Months Off:

Salary Range/Grade:* 2360-ASSISTANT PROFESSOR-Gr6   

Minimum: \$ 5,046.00
Maximum: \$ 11,197.00
Pay Frequency:

Anticipated Hiring Range:

Maximum budgeted amount:

Update the Salary and Compensation information

10. Enter the Base Pay Rate (A)
11. Select Monthly as the Unit basis (B)
12. Part-time temp only: Enter the Monthly Pay (C)
13. Enter the Annual salary (D)

If you are planning to offer relocation or other supplementary compensation, you may key those values here. They can also be added on the letter.

Please note, you do not need to enter or select anything in the Benefits Eligibility section.

Offer details

SALARY and COMPENSATION

Base Pay Rate:*

Unit basis:*

Monthly Pay:

Annual salary:

Relocation:

Sign on bonus:

Other supplementary compensation:

Salary notes:

Benefits Eligibility

Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.

Benefits Eligible?:

☐ Yes ☒ No

Benefit Eligibility Details:

**Complete the
Faculty/R03 Details**

14. Select the Rank for Tenured/Tenure-Track recruitments (A)
15. Part-time temp only: Enter the Total Term Pay (B)
16. Part-time temp only: Select the Duration of the Appointment (C)
17. Part-time temp only: Enter the WTUs and Faculty Fraction (F)

To assist in calculating the part-time temp information, use the [Compensation Calculators](#) on the UP Website.

Offer details

FACULTY / R03 DETAILS

Rank:	<input type="text" value="Select"/>	A
Service Credit:	<input type="text" value="Select"/>	
Start Up Amount:	<input type="text"/>	
Duration of Start Up Funds:	<input type="text"/>	
Assigned/Release Time (in terms of WTU's):	<input type="text"/>	
Duration of Assigned/Released WTU:	<input type="text"/>	
Contingent annual salary:	<input type="text"/>	
Contingent pay rate:	<input type="text"/>	
Term:	<input type="text"/>	B
Total Term Pay:	<input type="text"/>	C
Duration of Appointment:	<input type="text" value="Select"/>	
Weighted Teaching Units (WTU's):	<input type="text"/>	D
Faculty Fraction Numerator:	<input type="text"/>	E
Faculty Fraction Denominator:	<input type="text"/>	F

Enter the Education and License information

While this information is not required, it is needed for the hire. Complete as much as you can.

18. Select the candidate's Highest Level of Education (A)
19. Select the candidate's Degree Type (B)
20. Enter the Date of Completion of the degree (C)
21. Use the linked list of Major Codes and enter the CODE of the degree (D)
22. Use the linked list of Institute Codes and enter the CODE of the institution that conferred the degree (E)
23. For positions that require a license or certificate, enter the CODE from the linked list (F)
24. Enter the number of the license or certificate (G)
25. Enter the expiration date of the license or certification (H)

Please note, if you enter a Major Code you must enter an Institute Code and vice versa. If you enter a License/Certification Code you must enter a License/Certification Number and vice versa.

Offer details

EDUCATION and LICENSE VERIFICATION

Please note that you must use the Major - Institute and License Name codes from PeopleSoft in this section so the data can correctly Integrate to PeopleSoft

If the appropriate code does not exist in the drop down list or the reference sheets - please follow the campus process to request it in PeopleSoft first and then enter the appropriate code below

Highest Level of Education: Select A

Degree Type: Select B

Date of Completion: C

[View the list of the Major Codes](#) to copy and paste the code below. D

Major Code:

[View the list of the Institute Codes](#) to copy and paste the Code below. E

Institute Code:

License/Certification

[View the list of License/Certificate Codes](#) to copy and paste the code below. F

License/Certification Code:

License/Certification Number: G

License/Certification Expiry Date: H

Enter the Onboarding information

The Employment Checks section is not used (A).

Before completing the Onboarding section, please review the Offer Card Guidance job aid.

26. Select the Offer Type (B)
27. Select the Pay Group (C); for AY faculty, this should be ACD; for 12-month faculty, this should be MST
28. Select SJ as the Offer Approval Type (D)
29. Select Base New Employee Data Form as the Onboarding Form (E); not required for all candidates; refer to Offer Card Guidance
30. Select SJ Onboarding Portal as the Onboarding Portal (F); this is not required for current employees
31. Select the correct Onboarding workflow (G); this is not required for current employees
32. Verify the Reports To information and update if necessary (H); this person will be responsible for the onboarding of the employee

Offer details

EMPLOYMENT CHECKS

PRE-EMPLOYMENT CHECKS

Background Check: ☐ Yes ☒ No A

Background Check Codes: Select

Pre-placement physical: ☐ Yes ☒ No

ONBOARDING

OfferType:* Select B

Pay Group:* Select C

Offer Approval Type:* Select D

Onboarding Form: Select E

Onboarding Portal: Select F





Onboarding workflow: None G

Reports To:* Lee Chang H

[Email address: sjsu.hrtest@gmail.com](mailto:sjsu.hrtest@gmail.com)

Onboarding delegate: Lee Chang I

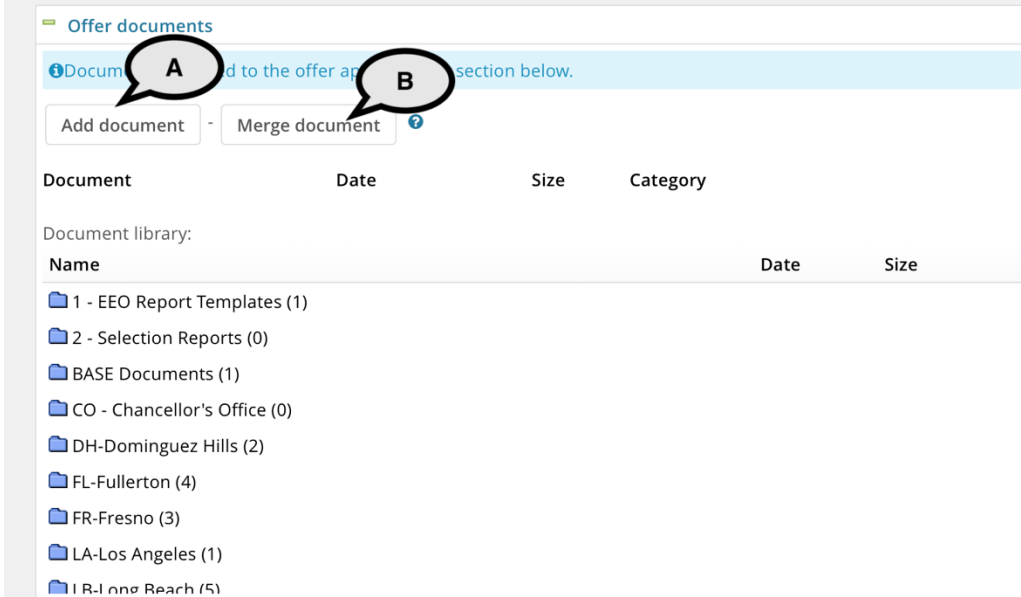
[Email address: sjsu.hrtest@gmail.com](mailto:sjsu.hrtest@gmail.com)

<p>33. If someone else will manage the employee's onboarding processes, enter them as the Onboarding delegate (I)</p> <p><i>Please note, if you change the Reports To information it will not feed to PeopleSoft. You must submit a Position Management Action Form to update the position.</i></p>	
<p>Enter Verbal Offer information if desired</p> <p>34. The Verbal Offer information is optional but may be entered if you wish to track the information (A)</p> <p>35. The date the candidate accepts or declines the offer will be updated by the system (B)</p>	<div> <div>Offer details</div> <div>OFFER PROGRESS</div> <div> <p>The following fields will require manual updates</p> <div> <div>Verbal offer extended:</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div> <div> <div>Date verbal offer extended:</div> <div> <input type="text"/>  </div> </div> <div> <div>Verbal offer accepted:</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div> <div> <div>Date verbal offer accepted:</div> <div> <input type="text"/>  </div> </div> <p>The following fields will be automatically updated by the system</p> <div> <div>Offer accepted:</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div> <div> <div>Date offer accepted:</div> <div> <input type="text"/>  </div> </div> <div> <div>Offer declined:</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div> <div> <div>Date offer declined:</div> <div> <input type="text"/>  </div> </div> </div> </div>

Manage the Offer documents

36. If you have the required transcripts for the candidate, you may click Add document to upload them here (A); they can be uploaded later if need be
37. Click Merge document to create the offer letter (B)

Offer details



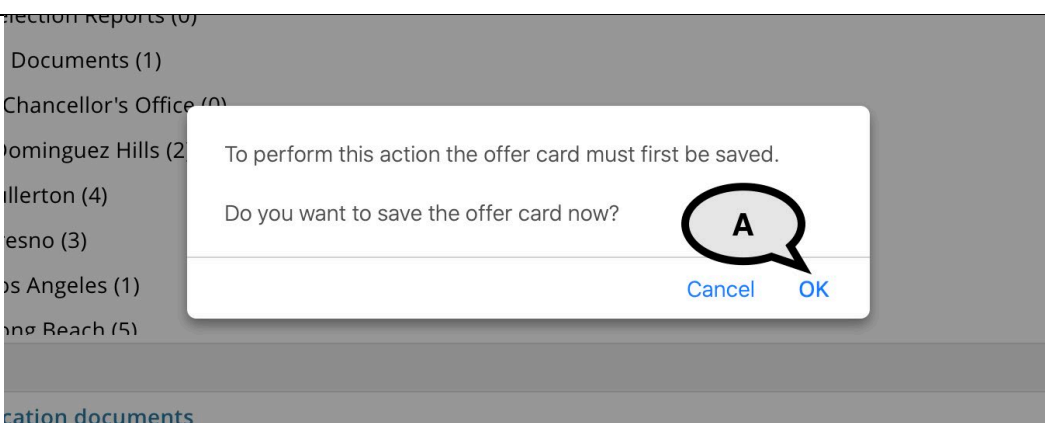
Offer documents

Document added to the offer application section below.

Add document - Merge document

Document	Date	Size	Category
Document library:			
Name	Date	Size	
1 - EEO Report Templates (1)			
2 - Selection Reports (0)			
BASE Documents (1)			
CO - Chancellor's Office (0)			
DH-Dominguez Hills (2)			
FL-Fullerton (4)			
FR-Fresno (3)			
LA-Los Angeles (1)			
LB-Long Beach (5)			

You will be prompted to save the offer card; click OK (A)



To perform this action the offer card must first be saved.

Do you want to save the offer card now?

Cancel OK

The Document merge window opens

38. Scroll down to find SJ-San Jose (A)

Document merge

Note: Merge template documents MUST be one of the following file types:

- Rich Text Format (File extension = .rtf or .RTF)
- Microsoft Word 2010 or newer (File extension = .docx or .DOCX)

Select documents to merge:

Documents

- 1 - EEO Report Templates
- 2 - Selection Reports
- BASE Documents
- CO - Chancellor's Office
- DH-Dominguez Hills
- FL-Fullerton
- FR-Fresno
- LA-Los Angeles
- LB-Long Beach
- NR-Northridge
- SB-San Bernardino
- SD-San Diego
- SJ-San José** (A)

Select the letter type

39. Open SJ-San Jose
40. Open SJ-Officer Letters
41. Open Faculty Offer Letter Templates
42. Select the letter you wish to use (A)
43. Click Merge (B)

SJ-San José

SJ-Officer Letters

SJ-Faculty Offer Letter Templates

- ☒ SJ-Full-Time Temporary Faculty Offer Letter Template (A)
- ☐ SJ-TT Faculty Offer Letter
- ☐ SJ-Part-Time Faculty Offer Letter(COVID)
- ☐ SJ-Part-Time Faculty Offer Letter

SJ-Staff & MPP Offer Letter Templates

- ☐ SJ-Contingent APC - Exempt and Non-Exempt - STANDARD
- ☐ SJ-Contingent CSUEU - Exempt and Non-Exempt - STANDARD
- ☐ SJ-Contingent Exempt and Non-Exempt - STANDARD
- ☐ SJ-Contingent MPP - STANDARD

Jun 12, 2020 325Kb [View](#)

Jun 12, 2020 348Kb [View](#)

Jun 12, 2020 345Kb [View](#)

Jun 12, 2020 346Kb [View](#)

May 27, 2020 3680Kb [View](#)

May 27, 2020 3680Kb [View](#)

May 27, 2020 3679Kb [View](#)

May 27, 2020 3670Kb [View](#)

SL-San Luis Obispo

SO-Sonoma

ST-Stanislaus

B

Merge Cancel

Warnings of missing fields may appear

44. Review the Missing merge information (A); return to the offer card to correct if necessary
45. Select Ignore to move forward; missing fields can be updated manually on the letter (B)

Document merge

Some applicant merge information is missing, which may result in the document containing errors.

Below is a list of the missing merge fields. Merge fields marked with an asterisk (*) must be updated manually. To manually correct errors in a new window [click here](#).

Document	Missing merge information
SJ-TT Faculty Offer Letter	<p>APPLICANTSTREET1* (A)</p> <p>APPLICANTSUBURB*</p> <p>APPLICANTPOSTCODE*</p> <p>OFFERSUPPLEMENTARY_TEXT04</p> <p><input type="radio"/> Retry <input type="radio"/> Ignore (B)</p>

You are returned to the offer card

46. The merged letter appears in the document list (A)
47. Click View to download and edit the letter (B)

View sample letters in Appendix A.

Offer documents

Documents attached to the offer appear in the section below.

Add document

Merge document

Document	Date	Size	Category	
SJ-TT Faculty Offer Letter	Jul 4, 2020	347Kb	Offer Letter - Non Confidential	<div>View</div> <div>Delete</div>

Document library:

Name	Date	Size
1 - EEO Report Templates (1)		
2 - Selection Reports (0)		
BASE Documents (1)		
CO - Chancellor's Office (0)		
DH-Dominguez Hills (2)		
FL-Fullerton (4)		
FR-Fresno (3)		
LA-Los Angeles (1)		
IR-Irvine Beach (5)		

Submit the offer card

48. The Offer Check section is not used (A)
49. Confirm that your name is in the Originator field (B)
50. The Approval process-Campus is not used (C)
51. Do not change the application status radio button (D)
52. The Provisioning section is not used (E)
53. Click Submit (F)

The screenshot shows a web form for submitting an offer card. It is divided into several sections:

- Offer Check:** Contains two dropdown menus for 'Add a check group' and 'Add a check type', each with an 'Add' button. Callout A points to the 'Add' button for the check group.
- Approval process - Campus:** Contains an 'Originator:*' field with the name 'Carrie Medders' and a search icon. Below it is an 'Email address: sjsu.hrtest@gmail.com' field. The 'Approval process - Campus' dropdown is set to 'None'. Callout B points to the Originator field, and Callout C points to the email address field.
- Application status:** Contains a row of radio buttons for 'Update application status following offer: Yes No'. Callout D points to the 'No' radio button.
- Provisioning:** Contains a light blue bar with the text 'Click the 'add' button below to add a provisioning item'. Callout E points to this bar.
- Buttons:** At the bottom are three buttons: 'Save and close', 'Submit', and 'Cancel'. Callout F points to the 'Submit' button.

You will receive confirmation that your offer card has been saved

54. Scroll to the bottom of the window then click Save and Close to close the offer card.

The screenshot shows the 'Offer details' section of the form. It features a dark blue header with the text 'Offer details' and a print icon. Below the header is a green bar with a checkmark and the text 'Changes have been saved'. At the bottom, the name 'Sparty Spartan' is displayed, and a link for 'Revision history' is visible on the right.

Offer Letter Preparation, Approval and Signature; Background Checks

All portions of this process are handled outside of the CHRS Recruiting system.

1. Edit the downloaded offer letter and forward to the appropriate individuals for approval. This process typically happens through DocuSign.
2. Once the letter is approved, forward it to the candidate via DocuSign.
3. Initiate the background check via Accurate Background.
 - a. Please note, specific positions require LiveScan fingerprinting.
4. Once the letter is signed the background check is cleared, extend the final offer to the candidate via CHRS Recruiting

Step-by-Step Process: Extending the Final Offer and Preparing the Packet

The majority of this process is for all types of faculty recruitments. However, the preparation of the packet to send to Employee Support Services is relevant to part-time temp faculty only. The necessary paperwork for a Tenured/Tenure-Track/Full-time Temp Faculty recruitment will be managed by the Faculty Recruiter.

<p>Navigate to the list of applicants</p>	<div> <div>Assistant Professor - Steyer (497062)</div> <div> <div>Search</div> <div>Results</div> </div> <table> <thead> <tr> <th>Select</th> <th>Submitted Status</th> <th>Applicant No</th> <th>Pref Name</th> <th>First name</th> <th>Last name</th> </tr> </thead> <tbody> <tr> <td> Jun 25, 2020</td> <td>New Application</td> <td>40055</td> <td>Tester</td> <td>Testy</td> <td></td> </tr> <tr> <td> Jun 21, 2020</td> <td>Phone/Video Interview Unsuccessful</td> <td>39967</td> <td>Adi</td> <td>Alsaid</td> <td></td> </tr> <tr> <td> Jun 21, 2020</td> <td>Prepare Offer and Upload Transcripts</td> <td></td> <td>Christine</td> <td>Son</td> <td></td> </tr> <tr> <td> Jun 25, 2020</td> <td>Prepare Offer and Upload Transcripts</td> <td>40056</td> <td>Sparty</td> <td>Spartan</td> <td></td> </tr> </tbody> </table> </div>	Select	Submitted Status	Applicant No	Pref Name	First name	Last name	Jun 25, 2020	New Application	40055	Tester	Testy		Jun 21, 2020	Phone/Video Interview Unsuccessful	39967	Adi	Alsaid		Jun 21, 2020	Prepare Offer and Upload Transcripts		Christine	Son		Jun 25, 2020	Prepare Offer and Upload Transcripts	40056	Sparty	Spartan	
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Jun 21, 2020	Prepare Offer and Upload Transcripts		Christine	Son																											
Jun 25, 2020	Prepare Offer and Upload Transcripts	40056	Sparty	Spartan																											
<p>Move the candidate to the new status</p> <ol style="list-style-type: none"> 1. Select Formal Offer Extended from the status list (A) 2. Click Next (B) 	<div> <div>Change application status</div> <div> <div>Phone/Video Interview Declined</div> <div>Phone/Video Interview Evaluation Summary</div> <div>Phone/Video Interview Successful</div> <div>Phone/Video Interview Unsuccessful</div> <div>On Campus Interview Invite</div> <div>On Campus Invite Accepted</div> <div>On Campus Invite Declined</div> <div>On Campus Interview Evaluation Summary</div> <div>On Campus Interview Successful</div> <div>On Campus Interview Unsuccessful</div> <div>Prepare Offer and Upload Transcripts</div> <div>Background Check Initiated</div> <div>Background Check Pending</div> <div>Background Check Successful</div> <div>Background Check Unsuccessful</div> <div>Formal Offer Extended</div> <div>Formal Offer Accepted</div> <div>Offer Accepted Paperwork Received</div> <div>Formal Offer Declined</div> <div>Job Closing Communication</div> <div>Offer Rescinded</div> <div>Recruitment Cancelled</div> <div>Removed</div> <div>Applicant Withdrawn</div> <div>Incomplete</div> <div>Ineligible</div> <div>Submitted</div> </div> <div> <div>Submit</div> <div>Next ></div> <div>Cancel</div> </div> </div>																														

You will also see a message reminding you that the candidate will be notified at this step (B).

3. Review the email and update if necessary (C)
4. Click Move Now (D)

Cancel

[Revision history](#)

5. Delete the original letter (A)
6. Click Add document to upload the signed offer letter (B)

Size

Please note, if you did not upload transcripts when the offer was prepared, you should upload them now.

Upload the signed offer letter

7. Click Upload file to find the document (A)
8. Select Offer Letter – Non Confidential for the Document category (B)
9. Give the document a title if desired (C)
10. Click Save and close (D)

Upload a new document

File:*  (A)

Document category:*
Offer Letter - Non Confidential (B)

Title: S Spartan Signed Offer Let (C)

Save and add another Save and close Close (D)

The new letter appears in the Offer documents section (A)

Offer documents

Documents attached to the offer appear in the section below.

Add document Merge document

Document	Date	Size	Category
S Spartan Signed Offer Letter	Jul 4, 2020	351Kb	Offer Letter - Non Confidential

View Delete

Save and Close the Offer Card – Part-time Temp Faculty Recruitments Only

Please note, the next few steps are shaded and are for part-time temp faculty recruitments only. They will show you how to create the packet that will be sent to Employee Support Services. For Tenured/Tenure-Track/Full-time Temp Faculty recruitments, you may click Submit.

Provisioning

Click the 'add' button below to add a provisioning item

Add

Item

Save and close Submit Cancel

You are returned to the list of applicants – Open the Applicant Card for your candidate

11. Click the hyperlinked first or last name (A)

Assistant Professor - Steyer (497062)

Search Results

Select	Submitted Status	Applicant No	Pref Name	First name	Last name
	Jun 21, 2020 Formal Offer Extended	39968		Christine	Son
	Jun 25, 2020 New Application	40055		Tester	Testy
	Jun 25, 2020 Offer Accepted Paperwork Received	40056		Sparty	Spartan
	Jun 21, 2020 Phone/Video Interview Unsuccessful	39967		Adi	Alsaid

A

The Applicant Card is displayed

12. For some applicants you may see multiple jobs listed under the Applications tab; take action only on the job you are managing (A)
13. Click the ... menu to review the options (B)

Christine Son

[View profile](#) [Add flags](#)

Address California United States Phone -
E-mail sjsu.hrtest+062219@gmail.com Applicant No 39968
Employment status - Original source Diverse Issues
e-Zines comms hold ☒ Yes

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

497062 - Assistant Professor - Steyer

Date submitted Jun 21, 2020 Applied via [Diverse Issues](#) Status changed Jul 7, 2020 [Formal Offer Extended](#) Offer [No offer](#)
Resume / CV [View](#) Form [View](#) [Add flags](#)

A

B

Prepare the hiring packet

14. Click Compile and send (A)

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

497062 - Assistant Professor - Steyer

Date submitted Jun 21, 2020 Applied via [Diverse Issues](#) Status changed Jul 7, 2020 [Formal Offer Extended](#) Offer [No offer](#)
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
- New form

A

Document selection screen appears

If your applicant's Letters of Recommendation were collected by the system (Letter of Recommendation (automatic)) proceed to step **A1** below. If your applicant's Letters of Recommendation were collected outside of the system and were uploaded manually (Letter of recommendation (manual)) proceed to step **A2**.

A1. Click on the following selections if the Letters of Recommendation were collected by the system:

1. Applicant personal details (A)
2. Profile (B)
3. Application form (C)
4. Additional form (D)
5. Completed online reference check form (E)
6. Cover Letter (F)
7. Letter of Recommendation (G)
8. Offer Letter – Non-confidential (H)
9. Resume (I) *Omit if concurrent hire*
10. Transcripts (J) *Omit if concurrent hire*
11. Click "Create PDF" (K) then proceed to p.26 – Compile Screen Displays

Bulk compile - PageUp People - Google Chrome

csuwave.dc4.pageuppeople.com/v5.3/provider/manageApplicants/bulkprint.asp?sp=&lBatchID_0=7614&lApplicantCou...

Bulk compile

Bulk action status: 1 Applicant Complete

You have selected one applicant to compile documents for, please select the documents you would like to include.

Application details

- ☒ Applicant personal details (A)
- ☒ Profile (B)
- ☒ Application form (C)
- ☒ Additional form (D)
- ☐ Application notes
- ☐ Onboarding Form
- ☐ Completed internal reference check forms
- ☐ Completed phone screening forms
- ☐ Completed interview forms
- ☒ Completed online reference check form (E)

Applicant documents

- ☐ Award
- ☐ Bibliography
- ☐ C.V.
- ☐ Certification
- ☐ Contact Reference
- ☒ Cover letter (F)
- ☐ Dissertation Abstract
- ☐ Diversity Statement
- ☐ Essay
- ☐ International Financial Statements
- ☐ Job Market Paper

☒ Letter of Recommendation G
☐ Licensure
☐ List of courses taught
☐ Media File
☐ Nomination Letter
☐ Non-Confidential Letter of Recommendation or Evaluation
☐ Offer Letter
☒ Offer Letter - Non-Confidential H
☐ Other - Applicant
☐ Other Document
☐ Peer Evaluations
☐ Personal Statement
☐ Position Description Offered
☐ Professional Portfolio
☐ Proposal
☐ Research Plan
☒ Resume I
☐ Student Evaluations
☐ Summative Assessment
☐ Supporting Applicant documents
☐ Syllabus
☐ Teaching Certification
☐ Teaching Portfolio
☐ Teaching Statement
☒ Transcripts J
☐ Writing Sample

Recruiter documents

☐ Interview Notes
☐ Mail matcher document
☐ Medical
☐ Other - Recruiter
☐ Other Recruitment Documents
☐ Test results

Print options

☐ Format for double-sided printing K

Create PDF Cancel

A2. Click on the following selections if you manually uploaded Letters of Recommendation:

1. Applicant personal details (A)
2. Profile (B)
3. Application form (C)
4. Additional form (D)
5. Cover Letter (E)
6. Letter of Recommendation (F)
7. Offer Letter – Non-confidential (G)
8. Resume (H) *Omit if concurrent hire*
9. Transcripts (I) *Omit if concurrent hire*
10. Click "Create PDF" (J)

Bulk compile - PageUp People - Google Chrome

csuwave.dc4.pageuppeople.com/v5.3/provider/manageApplicants/bulkprint.asp?sp=&lBatchID_0=7614&lApplicantCou...

Bulk compile

Bulk action status: 1 Applicant Complete

You have selected one applicant to compile documents for, please select the documents you would like to include.

Application details

- ☒ Applicant personal details (A)
- ☒ Profile (B)
- ☒ Application form (C)
- ☒ Additional form (D)
- ☐ Application notes
- ☐ Onboarding Form
- ☐ Completed internal reference check forms
- ☐ Completed phone screening forms
- ☐ Completed interview forms
- ☐ Completed online reference check form

Applicant documents

- ☐ Award
- ☐ Bibliography
- ☐ C.V.
- ☐ Certification
- ☐ Contact Reference
- ☒ Cover letter (E)
- ☐ Dissertation Abstract
- ☐ Diversity Statement
- ☐ Essay
- ☐ International Financial Statements
- ☐ Job Market Paper

☒ Letter of Recommendation F

☐ Licensure

☐ List of courses taught

☐ Media File

☐ Nomination Letter

☐ Non-Confidential Letter of Recommendation or Evaluation

☐ Offer Letter

☒ Offer Letter - Non-Confidential G

☐ Other - Applicant

☐ Other Document

☐ Peer Evaluations

☐ Personal Statement

☐ Position Description Offered

☐ Professional Portfolio

☐ Proposal

☐ Research Plan

☒ Resume H

☐ Student Evaluations

☐ Summative Assessment

☐ Supporting Applicant documents

☐ Syllabus

☐ Teaching Certification

☐ Teaching Portfolio

☐ Teaching Statement

☒ Transcripts I

☐ Writing Sample

Recruiter documents

☐ Interview Notes

☐ Mail matcher document

☐ Medical

☐ Other - Recruiter

☐ Other Recruitment Documents

☐ Test results

Print options

☐ Format for double-sided printing J

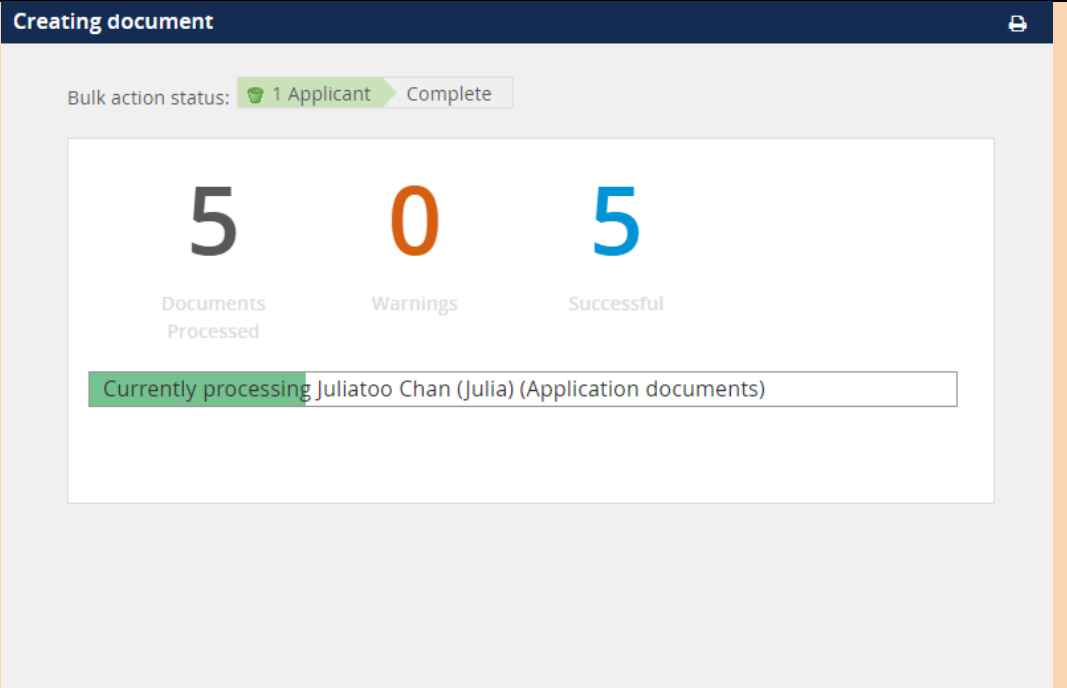
Create PDF

Cancel

Compile Screen Displays

You will see this screen appear and will compile the documents you requested. It may take several minutes to process.

Note: On this screen, no action is needed



Creating document

Bulk action status: 1 Applicant Complete

5 Documents Processed

0 Warnings

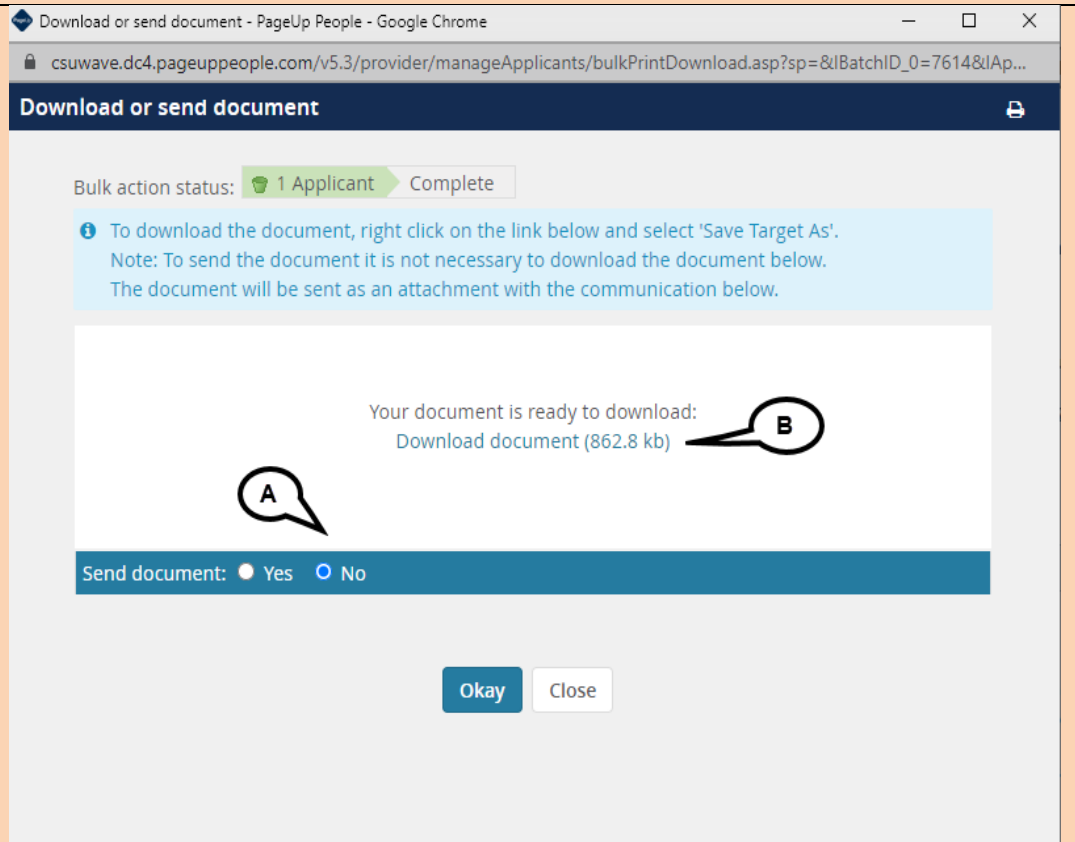
5 Successful

Currently processing Juliato Chan (Julia) (Application documents)

Download or Send Document Screen Displays

At this screen, choose **No** for Send document (A).

Always download document to your local drive by clicking on Download Document (B)



Download or send document - PageUp People - Google Chrome

csuwave.dc4.pageuppeople.com/v5.3/provider/manageApplicants/bulkPrintDownload.asp?sp=&lBatchID_0=7614&lAp...

Download or send document

Bulk action status: 1 Applicant Complete

i To download the document, right click on the link below and select 'Save Target As'.
Note: To send the document it is not necessary to download the document below.
The document will be sent as an attachment with the communication below.

Your document is ready to download:
Download document (862.8 kb)

A

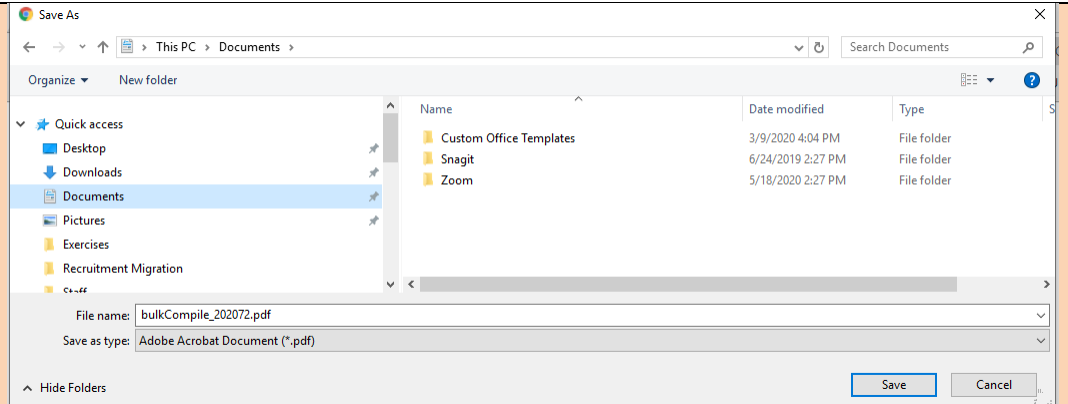
Send document: ☒ Yes ☐ No

B

Okay Close

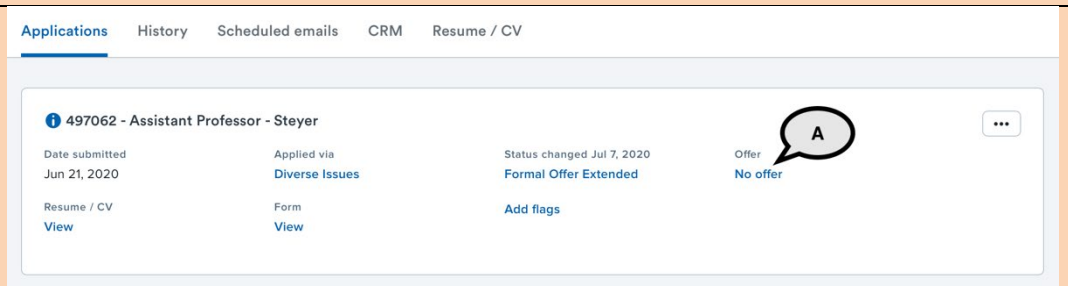
**Save As Screen will
appear for download**

11. Note the location of where you download the document
12. Your document is now ready for review

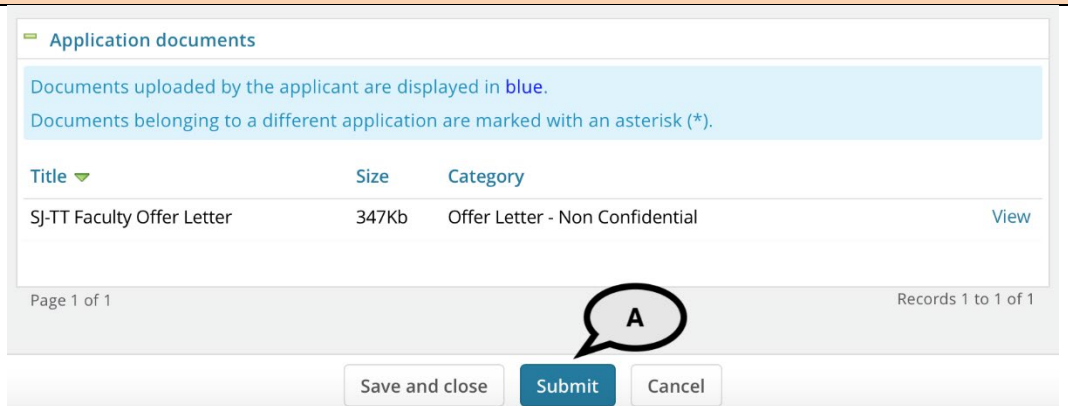


Return to the offer card

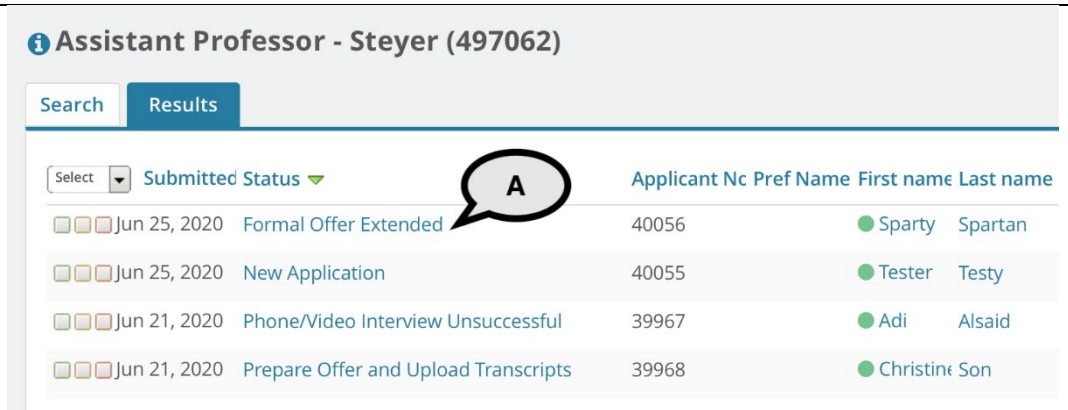
13. Click the offer on the applicant card (A)
14. You will be returned to the offer card
15. Scroll to the bottom of the card to submit the offer



**Submit the offer card
(A)**

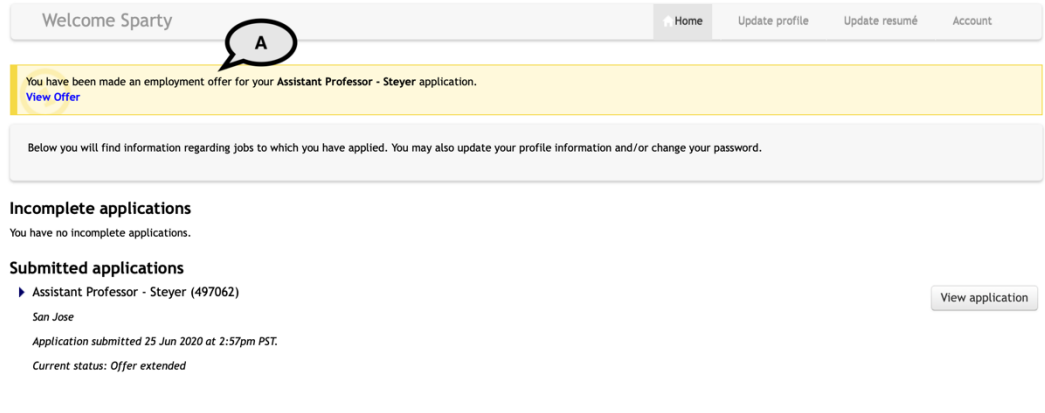
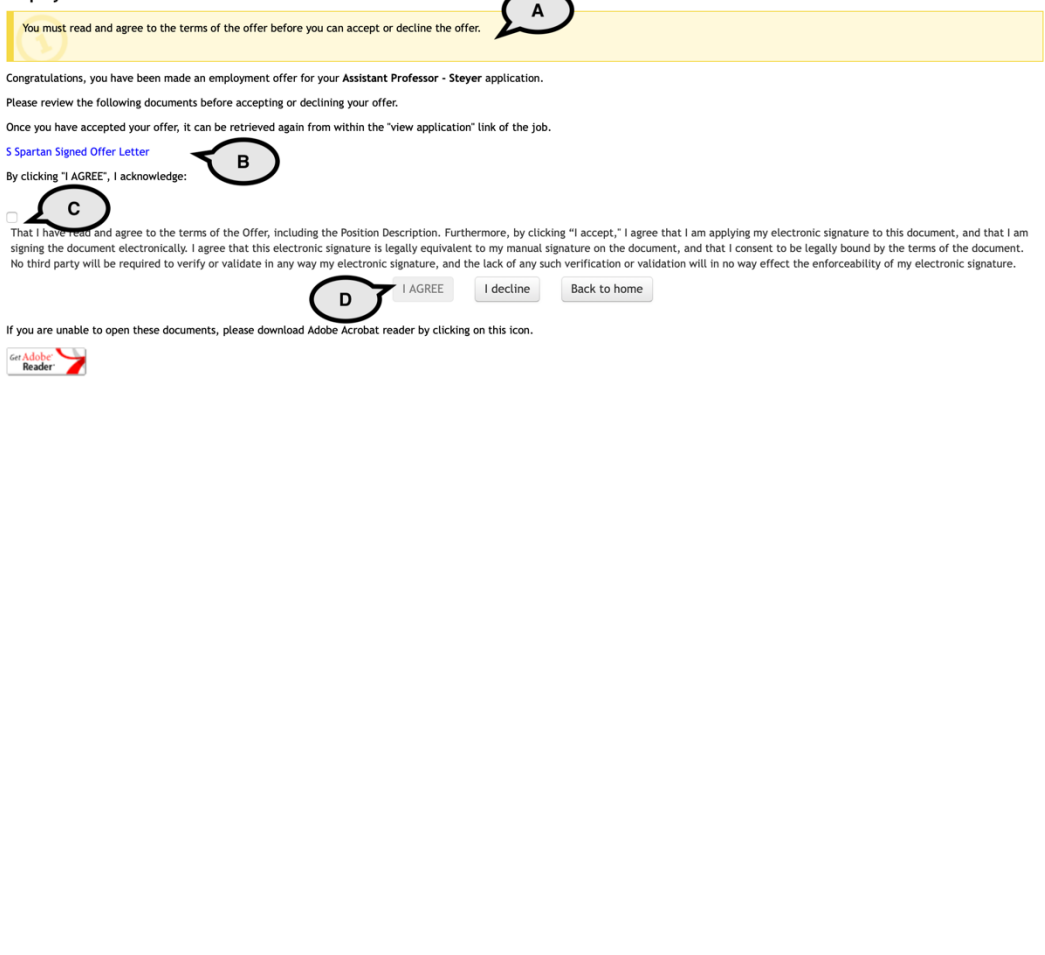


**The application status
has been updated (A)**



Candidate View and Acceptance of Offer

The information in this section is what the candidate will see when they login to review and accept their offer.

<p>View the offer</p> <ol style="list-style-type: none"> The candidate will see a highlighted box with a link to view the offer (A) 	 <p>Wellcome Sparty</p> <p>Home Update profile Update resumé Account</p> <p>You have been made an employment offer for your Assistant Professor - Steyer application. View Offer</p> <p>Below you will find information regarding jobs to which you have applied. You may also update your profile information and/or change your password.</p> <p>Incomplete applications You have no incomplete applications.</p> <p>Submitted applications</p> <p>▶ Assistant Professor - Steyer (497062)</p> <p>San Jose</p> <p>Application submitted 25 Jun 2020 at 2:57pm PST.</p> <p>Current status: Offer extended</p> <p>View application</p>
<p>Accept the offer</p> <ol style="list-style-type: none"> The candidate sees a message letting them know they are required to view the letter to accept the offer (A) The candidate clicks the link to download the offer letter (B) The candidate must check that they agree to the terms of the offer (C) The candidate must push the I AGREE button; it will display once the letter is downloaded AND the checkbox is checked (D) <p>Once they agree to the offer, if applicable they will be prompted to complete the Base New Hire Data Form.</p>	 <p>Employment offer</p> <p>You must read and agree to the terms of the offer before you can accept or decline the offer.</p> <p>Congratulations, you have been made an employment offer for your Assistant Professor - Steyer application. Please review the following documents before accepting or declining your offer.</p> <p>Once you have accepted your offer, it can be retrieved again from within the "view application" link of the job.</p> <p>Spartan Signed Offer Letter</p> <p>By clicking "I AGREE", I acknowledge:</p> <p><input type="checkbox"/> That I have read and agree to the terms of the Offer, including the Position Description. Furthermore, by clicking "I accept," I agree that I am applying my electronic signature to this document, and that I am signing the document electronically. I agree that this electronic signature is legally equivalent to my manual signature on the document, and that I consent to be legally bound by the terms of the document. No third party will be required to verify or validate in any way my electronic signature, and the lack of any such verification or validation will in no way effect the enforceability of my electronic signature.</p> <p><input checked="" type="checkbox"/> I AGREE <input type="button" value="I decline"/> <input type="button" value="Back to home"/></p> <p>If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon.</p> <p>Get Adobe Reader</p>

The application status is updated once the offer is accepted and the base form is completed. (A)

Assistant Professor - Steyer (497062)


Search

Results

Select

Submitted Status

Applicant No Pref Name First name Last name

	Jun 25, 2020	New Application	40055	● Tester	Testy
	Jun 25, 2020	Offer Accepted Paperwork Received	40056	● Sparty	Spartan
	Jun 21, 2020	Phone/Video Interview Unsuccessful	39967	● Adi	Alsaid
	Jun 21, 2020	Prepare Offer and Upload Transcripts	39968	● Christine	Son

A

APPENDIX A: Tenure-Track Sample Offer Letter

July 4, 2020

Sparty Spartan
One Washington Square
San Jose, California 95192

Dear Sparty Spartan:

On the recommendation of the Applied Data Science - 1628, the concurrence of Lee Chang, Dept Chair 12 Mo, and on behalf of President Mary Papazian, I am pleased to offer you an academic year (AY) probationary tenure-track, **RANK** appointment to the faculty of the Applied Data Science - 1628 at San José State University.

The salary for this AY position is 84,000.00, payable in twelve equal monthly installments. As an academic year employee, you will be entitled to regular health and dental benefits. You will also accrue sick leave in accordance with the policies of the California State University system, and you will become a member of the State of California Public Employees Retirement System (CalPERS). Please contact University Personnel at (408) 924-2250 if you have questions regarding these or other benefits.

[Use this space to establish, 1) New Faculty Development Program and Orientation, 2) Employment Start date, 3) Benefits start date, and 4) Moving Expenses if Approved. A *July* start date allows an *August* benefits and compensation start date. Degree completion and work eligibility issues may push the start date back; adjust accordingly. Starting in *August* triggers benefits and compensation in *September*. Moving expenses are generally not offered. If they are, do not allow early salary + moving expenses to exceed \$10,000 per Provost.]

You will be expected to participate in our new faculty development program in summer prior to the commencement of [AY YEAR-YEAR]. This paid program (approximately 1/12 AY salary) will assist with your transition, including preparing classes and making arrangements to continue your scholarly work at SJSU. Pay for your participation in the new faculty development program will be issued in early August and September; your regular AY pay will begin in October.¹

Your first day in the new faculty development program will be August 17, 2020 [--or other date if necessary]. Development programming and networking opportunities with other new faculty members will be available. Required meetings start **DATE**, with New Faculty Orientation held on campus. You will be required to attend the full week (**August DAY-DAY**), and you are expected to participate in a series of teacher-scholar development workshops this fall on Wednesdays from 12:00-1:15 p.m. as part of the new faculty development program. Your fall schedule will not conflict with the workshops.

¹ Please note the following pay information:

- Paychecks for pay period July 20 - 30 (new faculty development program) will be issued in early August
- Paychecks for pay period July 31 - August 16 (new faculty development program) will be issued in early September
- The first paycheck for academic year YEAR-YEAR (August DAY - September DAY pay period) will be issued in early October. Please note unique AY monthly pay patterns found at: [Faculty Pay Schedule](#)

Evidence of degree completion and proof of eligibility for employment in the United States must be provided by your start date of August 17, 2020. Your benefits may begin **August DAY, YEAR**, only if you start the new faculty development program and complete your benefits enrollment prior to August **DAY**. **Moving Optional text>> Finally, you will receive a relocation reimbursement for allowable moving expenses as detailed in the [SJSU Moving and Relocation Guide](#). <<Moving optional Text]**

Please note the following important information:

- A required, in-person New Faculty Orientation session will be held on **DATE**.
- Required in-person workshops will run **DATE through DATE**.
- **AY YEAR-YEAR**, and your regular appointment, will begin August 17, 2020.
- There will be required in-person workshops on Wednesdays from 12:00-1:15pm throughout Fall **YEAR**.
- You will receive a separate letter from University Personnel explaining the necessary paperwork to assume your position and become benefits eligible.

[AY YEAR-YEAR will be the first year of your probationary appointment. [OR] You will receive X year(s) of service credit, making AY YEAR-YEAR your X+1 probationary year.] In the years ahead, you will be expected to accept primary responsibility for serving as an active, contributing member of the faculty in the Applied Data Science - 1628. Among other things, your responsibilities are to teach graduate and undergraduate courses in **xxxx** and other areas consistent with your professional qualifications, to conduct research, scholarship, and creative activities in your area of expertise, to generate grants, to direct student research, to advise students, to contribute to department development, and to participate in service activities. You must address the needs of a student population of great diversity in age, cultural background, ethnicity, primary language and academic preparation through inclusive course materials, teaching strategies and advisement. You are expected to establish an on-campus presence to fulfill your responsibilities. [If online only program, insert your online presence language with requirement to be present on campus at times.]

You will be assigned a teaching load ² of 9 weighted teaching units or WTUs (three typical courses) each semester for the first four semesters. Thereafter, you will maintain a teaching load of 9 WTUs (three typical courses) as long as you remain qualified under the Research, Scholarship, and Creative Activities Assigned Time Program.

[Enter specifics for resources offered by the college here. When possible, state the amount in dollars set aside to supply the resources. For equipment: If you leave employment with San José State University, all equipment is to be returned and remain on campus as it is property of the State of California.]

You will be evaluated for tenure and promotion under University Policies S15-7 and S15-8, and relevant provisions of the CSU-CFA Collective Bargaining Agreement. Probationary faculty members are reviewed each year, with a decision regarding tenure normally being made during the sixth full-time probationary service year.

You will be represented by the California Faculty Association ("CFA"), a union of more than 28,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system.

² Faculty workload is assigned in Weighted Teaching Units (WTUs); full-time faculty workload is 15 WTUs, which includes 3 non-instructional WTUs.

As CFA states, "In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>."

This offer is contingent upon the satisfactory completion of a background check (including a criminal records check). Failure to satisfactorily complete the background check may result in this offer being rescinded. Appointments are also contingent upon completion of all appointment documents. Proof of eligibility for employment, required by the Department of Homeland Security, United States Citizenship and Immigration Services, must be furnished in person to University Personnel or to an authorized representative. You must provide this information no later than your start date, August 17, 2020. If you have questions about the immigration process, including visa sponsorship, please contact Christie Martinez, University Personnel, at 408-924-6670, or christie.martinez@sjsu.edu. This should be done immediately. Please be advised that visa sponsorship may require that you submit documentation, including proof of completion of the terminal degree appropriate to your field, prior to the start date deadline stated above.

If you have any questions about these terms, conditions, and expectations, please contact as appropriate Chair (Name), University Personnel, or me. If, however, these are satisfactory, **please sign to indicate your acceptance**. This offer constitutes the only official offer of the University and supersedes any other oral or written representations regarding tenure-track employment at the University. We would appreciate a response to this offer by **5:00 p.m. PST on {date}**.

I eagerly anticipate your joining the faculty of San José State University. You will receive my full support toward achieving excellence in teaching, scholarship, and service. I look forward to seeing your career flourish as you make your unique contributions to our students and community.

Sincerely,

xxxxxx

Dean, Name of College

**PLEASE SIGN AND RETURN THIS LETTER OF APPOINTMENT BY:
5:00 p.m. PST on {date}**

I hereby accept the terms and conditions of my appointment as stated above.

Candidate

Date

C: Lee Chang, Dept Chair 12 Mo
Vincent J. Del Casino, Jr., Provost and Senior Vice President for Academic Affairs
Joanne Wright, Senior Associate Vice President, University Personnel
James Lee, Senior Director, Faculty Affairs

APPENDIX B: Full-Time Temporary Sample Offer Letter

CURRENTDATE

APPLICANTFNAME APPLICANTLNAME
APPLICANTSTREET1
APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

On the recommendation of the Department/School of JOBDEPTPOSITION and on behalf of President Mary Papazian, I am pleased to offer you a 0-year full time temporary (renewable) AY or 12 month faculty appointment at San José State University. Your appointment shall begin on OFFERSTARTDATE and end on OFFERENDDATE. Your timebase will be 1.0 FTE. Your rank is: JOBTITLE.

Your annual salary will be OFFERSUPER, to be paid in twelve monthly installments of ADDITIONALALLOWANCE1. Your first paycheck will be issued on DATE. As a full-time temporary employee, you will be entitled to regular health and dental benefits. You will also accrue sick leave in accordance with the policies of the California State University system, and you will become a member of the State of California Public Employees Retirement System (CalPERS). Please refer to the [Employee Benefits Summary](#). You may contact your Benefits Services Representative at 408-924-2250 for more information.

Your duties will include:

- Teaching courses for which you are assigned consistent with your qualifications.
- Addressing the needs of a student population of great diversity in age, cultural background, ethnicity, primary language and academic preparation through inclusive course materials, teaching strategies and advisement.
- Service duties may be added such as coordinator. Duties for this role are defined in an MOU
- Research duties may be added such as pursue scholarship in your area of specialization.

Special conditions for this appointment include maintaining licensure in X; currency in the field or profession; leadership position in education/nonprofit organization/industry/criminal justice/healthcare; active in X occupation (e.g., education/healthcare/law)

Your performance in this assignment will be evaluated according to provisions in [University Policy S21-2](#) (this rescinds [University Policy S10-7](#)) and relevant components of the Unit 3 Collective Bargaining Agreement. Reappointment is conditioned upon availability of work, satisfactory evaluation, and careful consideration of qualifications. This position does not lead to or qualify for tenure.

The Department will provide X resources. If you leave employment with San José State University, all equipment is to be returned and remain on campus as it is property of the State of California.

You will be represented by the California Faculty Association ("CFA"), a union of more than 28,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. As CFA states, "In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>."

This appointment automatically expires at the end of the period stated above and does not establish consideration for subsequent appointments or any further appointment rights. No other notice shall be provided.

This offer is contingent upon the satisfactory completion of a background check (including a criminal records check). Failure to satisfactorily complete the background check may result in this offer being rescinded. Appointments are also contingent upon completion of all appointment documents. Proof of eligibility for employment, required by the Department of Homeland Security, United States Citizenship and Immigration Services, must be furnished in person to University Personnel or to an authorized representative.

I look forward to working with you in the Department or School JOBDEPTPOSITION.

Sincerely,

Dean

College Name

I hereby accept the terms and conditions of my appointment as stated above:

Signature

Date

Print Name

C: Chair Name, Department or School of

Vincent J. Del Casino, Jr. - Provost and Senior Vice President for Academic Affairs

James Lee, Senior Director, Faculty Affairs

Joanne Wright, Associate Vice President, University Personnel

APPENDIX C: Part-Time Temporary Sample Offer Letter

CURRENTDATE

APPLICANTFNAME APPLICANTLNAME
APPLICANTSTREET1
APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME,

On the recommendation of the Department/School of JOBDEPTPOSITION and on behalf of President Mary Papazian, I am pleased to offer you a temporary appointment to the faculty of San José State University. The specific terms and conditions of this appointment are as follows:

Appointment Period: (Update term information)
Effective Dates: OFFERSTARTDATE to OFFERENDDATE
Rank: (Update Position Title: ex Lecturer AY-A)
FTE: OFFERSUPPLEMENTARY_TEXT03
WTU: LEADINGHANDALLOWANCE
Faculty Fraction: ADDITIONALALLOWANCE2/ALLOWANCEFORCAR
Full-Time Base Salary: OFFERBASE
Actual Monthly Salary: ADDITIONALALLOWANCE1
Total Term Salary: SHIFALLOWANCE (GENERIC_DURAPPOINTMENT_)

(Use this 2nd section if appointment is AY, delete if not needed)

Appointment Period: (Update term information)
Effective Dates: Stare Date to End Date
Rank: (Update Position Title: ex Lecturer AY-A)
FTE: Enter in FTE
WTU: Enter in WTU
Faculty Fraction: Enter in fraction
Full-Time Base Salary: Enter in Full time monthly base
Actual Monthly Salary: Enter in Actual monthly salary
Total Term Salary: Enter in total term salary

Please note: if you are appointed for the academic year, your pay for fall semester will issue on or around the beginning of: October, November, December, January, February and September. Your pay for spring semester will issue on or around the beginning of: March, April, May, June, July and August. If you are appointed for the fall semester only, your first paycheck will issue on or around October 1 and your last on or around March 1. If you are appointed for the spring semester only, your first paycheck will issue on or around March 1 and your last on or around August 1. You can find the complete Faculty Payment Schedule at <http://www.sjsu.edu/up/calendars/index.html>.

You may be eligible to enroll in CSU Health Plans no later than 60 days after the effective date of your appointment provided you are appointed for a minimum of one semester and have at least six (6) weighted teaching units (.40 FTE). If you are a Counselor or Librarian, you must be appointed for a minimum of six (6) months and one (1) day and have at least 7.5 weighted teaching units (.50 FTE). Please refer to the Faculty

Benefits Summary at <http://www.calstate.edu/hr/benefits/documents/cfa-unit-3-benefits-summary.pdf>. You may contact your Benefits Services Representative at (408) 924-2250 for more information.

You will be represented by the California Faculty Association ("CFA"), a union of more than 28,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. As stated by CFA, "In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>."

This appointment is governed by the appropriate rules of the University, by the applicable Collective Bargaining Agreement and by the rules and regulations of the Trustees of the California State University. The University reserves the right to cancel or modify appointments based on department and student needs.

This appointment carries no guarantee of reappointment. An offer of reappointment can only be made in writing by the College Dean. No temporary appointment, whether part-time or full-time, can lead to tenure, but persons holding temporary appointments may be considered, if qualified, for probationary or additional temporary appointments, should such positions become available. All temporary faculty are carefully evaluated in accordance with CBA Article 15 and University Policy S21-1 (<http://www.sjsu.edu/senate/docs/S21-2.pdf>). Contact your department/school/office of the Dean for details on the annual/cumulative evaluation process for temporary faculty.

Should there be any questions about these terms, please discuss the matter with your department chair/school director before indicating your acceptance. Your appointment is contingent upon your signing this statement of terms and conditions of employment and returning it to the office of the dean along with other pre-employment documents as well as completing a background check, as applicable, prior to the start date of your appointment.

Anticipating your acceptance of this offer, I wish you a most enjoyable term of appointment.

Sincerely,

Dean (or Dean Designee)

College Name

I hereby accept the terms and conditions of my appointment as stated above:

Signature

Date

Print Name

C: James Lee, Senior Director/Faculty Services

Department Chair or School Director

APPENDIX D: Part-Time Temporary (COVID) Sample Offer Letter

CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME,

On the recommendation of the Department/School of JOBDEPTPOSITION and on behalf of President Mary Papazian, I am pleased to offer you a temporary appointment to the faculty of San José State University. The specific terms and conditions of this appointment are as follows:

Appointment Period: (Update term information)

Effective Dates: OFFERSTARTDATE to OFFERENDDATE

Rank: (Update Position Title: ex Lecturer AY-A)

FTE: OFFERSUPPLEMENTARY_TEXT03

WTU: LEADINGHANDALLOWANCE

Faculty Fraction: ADDITIONALALLOWANCE2/ALLOWANCEFORCAR

Full-Time Base Salary: OFFERBASE

Actual Monthly Salary: ADDITIONALALLOWANCE1

Total Term Salary: SHIFALLOWANCE (GENERIC_DURAPPOINTMENT_)

(Use this 2nd section if appointment is AY, delete if not needed)

Appointment Period: Update term information

Effective Dates: Stare Date to End Date

Rank: Update Position Title: ex Lecturer AY-A

FTE: Enter in FTE

WTU: Enter in WTU

Faculty Fraction: Enter in fraction

Full-Time Base Salary: Enter in Full time monthly base

Actual Monthly Salary: Enter in Actual monthly salary

Total Term Salary: Enter in total term salary

Please note: if you are appointed for the academic year, your pay for fall semester will issue on or around the beginning of: October, November, December, January, February and September. Your pay for spring semester will issue on or around the beginning of: March, April, May, June, July and August. If you are appointed for the fall semester only, your first paycheck will issue on or around October 1 and your last on or around March 1. If you are appointed for the spring semester only, your first paycheck will issue on or around March 1 and your last on or around August 1. You can find the complete Faculty Payment Schedule at <http://www.sjsu.edu/up/calendars/index.html>.

You may be eligible to enroll in CSU Health Plans no later than 60 days after the effective date of your appointment provided you are appointed for a minimum of one semester and have at least six (6) weighted teaching units (.40 FTE). If you are a Counselor or Librarian, you must be appointed for a minimum of six (6) months and one (1) day and have at least 7.5 weighted teaching units (.50 FTE). Please refer to the Faculty Benefits Summary at <http://www.calstate.edu/hr/benefits/documents/cfa-unit-3-benefits-summary.pdf>. You may contact your Benefits Services Representative at (408) 924-2250 for more information.

You will be represented by the California Faculty Association ("CFA"), a union of more than 28,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. As stated by CFA, "In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>."

This appointment is governed by the appropriate rules of the University, by the applicable Collective Bargaining Agreement and by the rules and regulations of the Trustees of the California State University. The University reserves the right to cancel or modify appointments based on department and student needs.

This appointment carries no guarantee of reappointment. An offer of reappointment can only be made in writing by the College Dean. No temporary appointment, whether part-time or full-time, can lead to tenure, but persons holding temporary appointments may be considered, if qualified, for probationary or additional temporary appointments, should such positions become available. All temporary faculty are carefully evaluated in accordance with CBA Article 15 and University Policy S21-2 (<http://www.sjsu.edu/senate/docs/S21-2.pdf>). Contact your department/school/office of the Dean for details on the annual/cumulative evaluation process for temporary faculty.

Should there be any questions about these terms, please discuss the matter with your department chair/school director before indicating your acceptance. Your appointment is contingent upon your signing this statement of terms and conditions of employment and returning it to the office of the dean along with other pre-employment documents as well as completing a background screen. Due to Covid-19, most federal, state and county courts are currently closed. As a result, our third party background screening provider may not be able to complete the background screen at this time. As a further condition to this offer, you are authorizing our third party background screening provider to complete its background check as necessary when the courts re-open and are further agreeing to execute, to the extent necessary, any documentation required in order to complete your background check upon the courts re-opening. Please note, that continued employment is contingent upon your successful completion of a background screening as required under CSU policy.

Anticipating your acceptance of this offer, I wish you a most enjoyable term of appointment.

Sincerely,

Dean (or Dean Designee)

College Name

I hereby accept the terms and conditions of my appointment as stated above:

Signature

Date

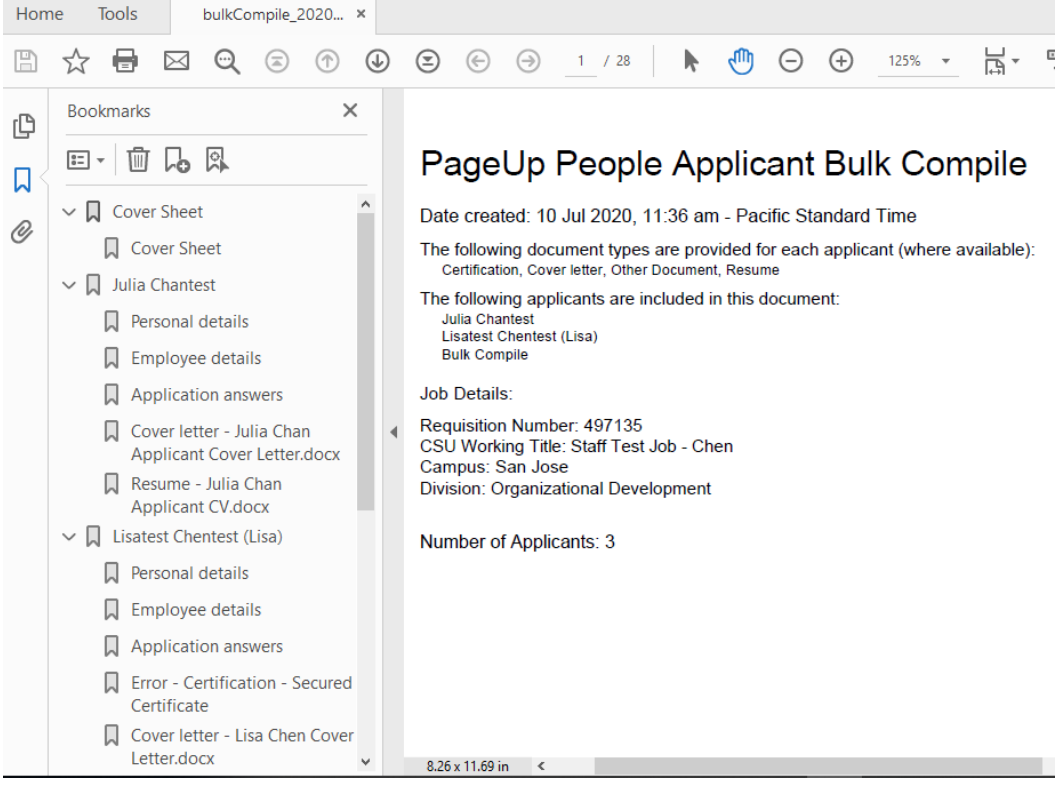
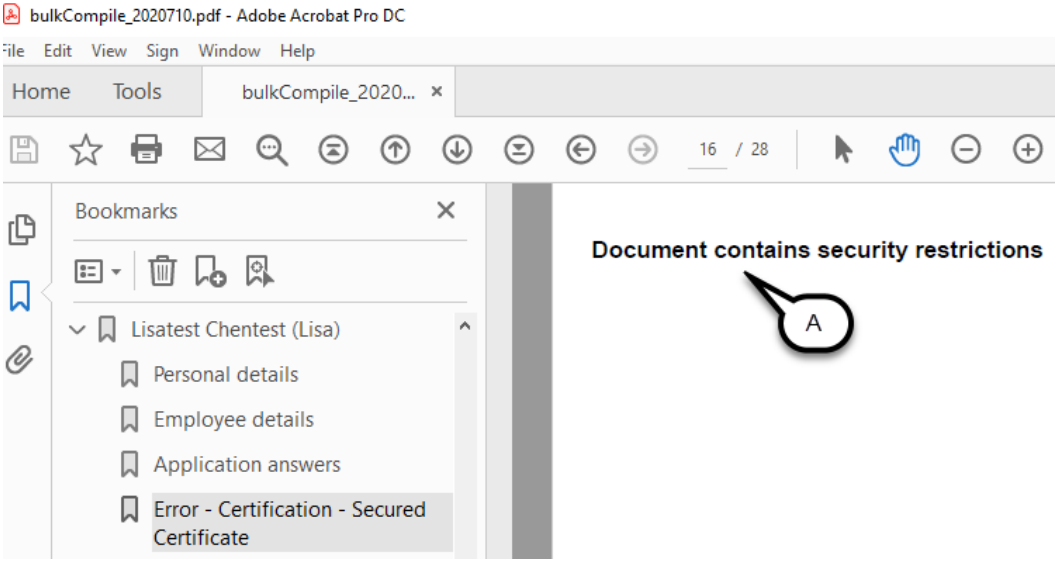
Print Name

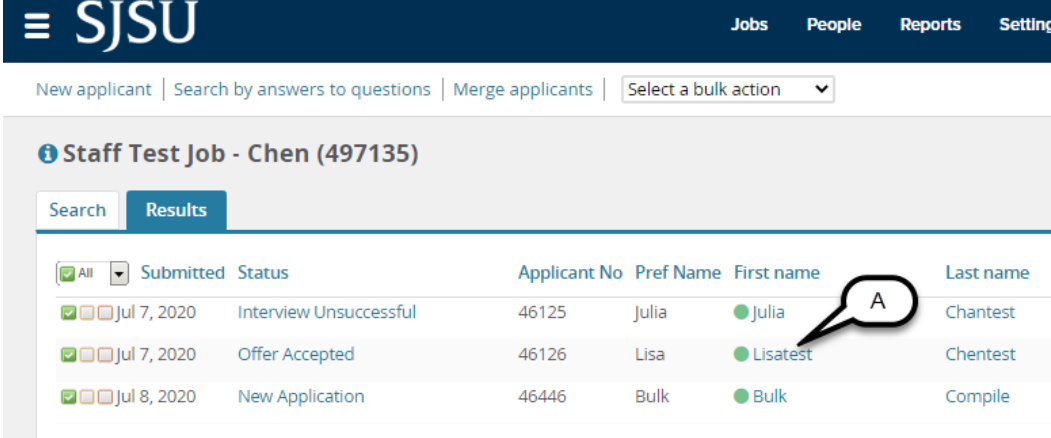
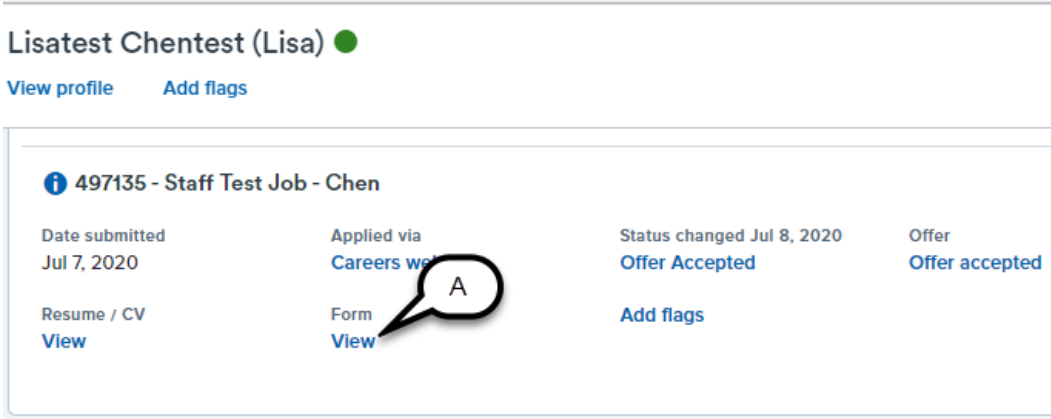
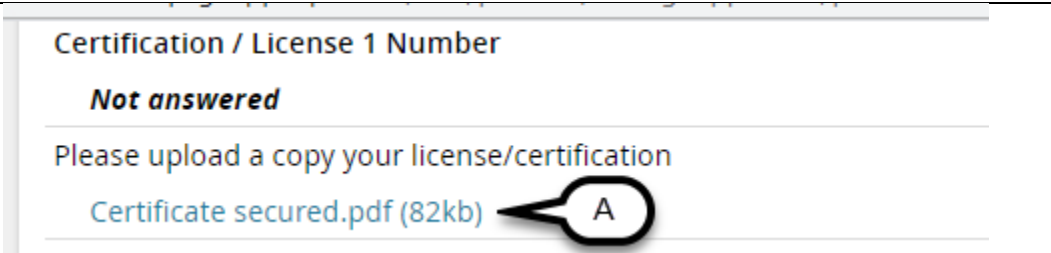
C: James Lee, Senior Director/Faculty Affairs

Department Chair or School Director

APPENDIX E: Secure Documents Download

Occasionally, you may come across a secure document that will not compile when you do the bulk compile function. Here are instructions on how to manually download the document. The document can then be replaced into the bulk PDF file.

<p>1. Open the downloaded PDF document and search for any secured documents.</p>	
<p>2. When a document is secured, the Bulk Compile function will not be able to extract the information and you will see "Document contains security restrictions". (A)</p>	

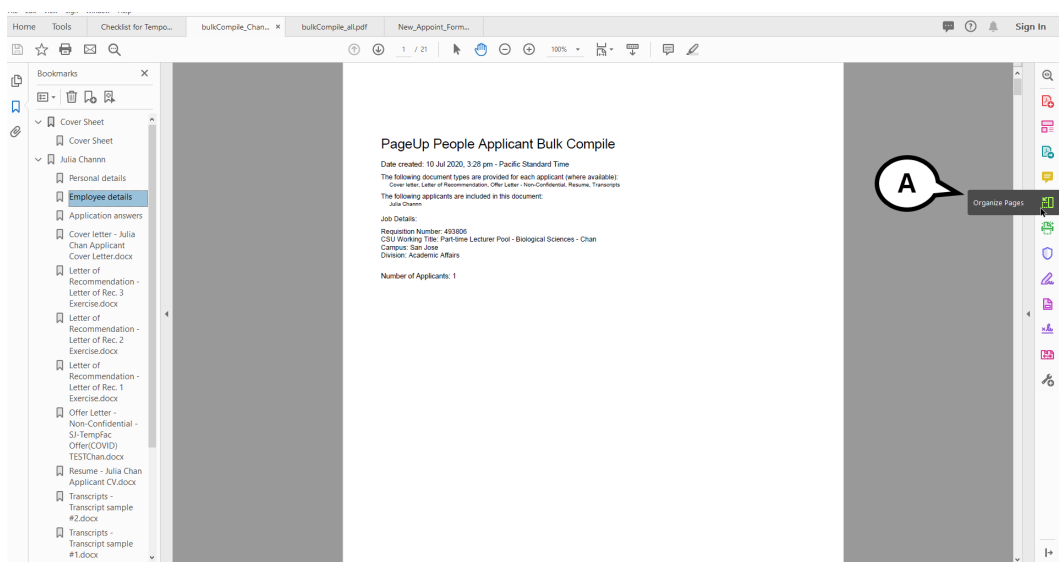
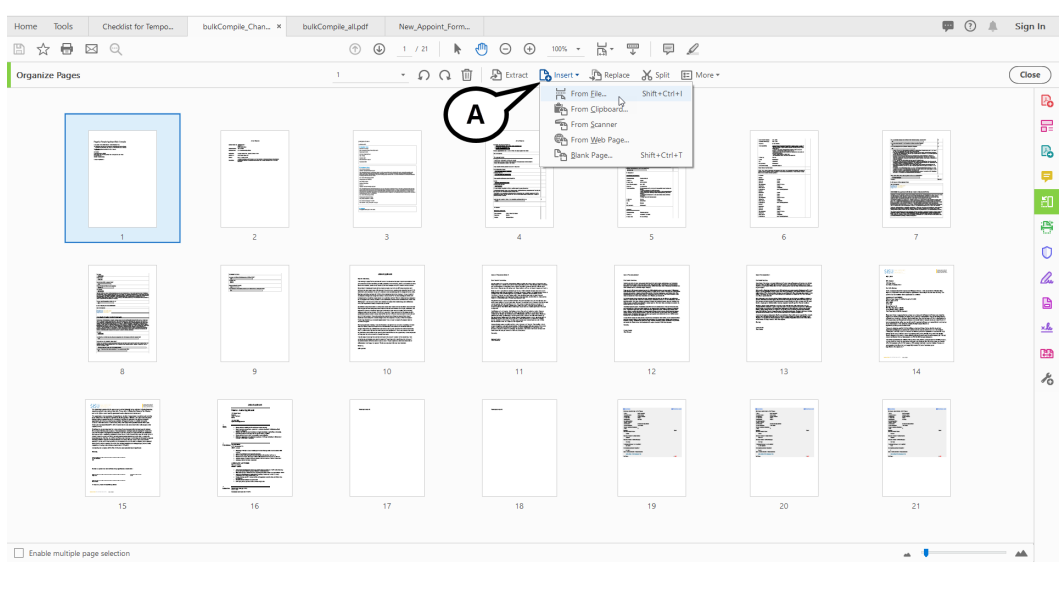
<p>3. To separately download a secured document, click on the applicant name to open up the applicant card (A)</p>	
<p>4. Click View to see the application and uploaded documents (A)</p>	
<p>5. Locate the secured document and click on it to start downloading. Once the file is downloaded, you can add it to your bulk compile PDF.</p>	

APPENDIX F: Combining the Compile PDF with the PeopleSoft Appointment Form

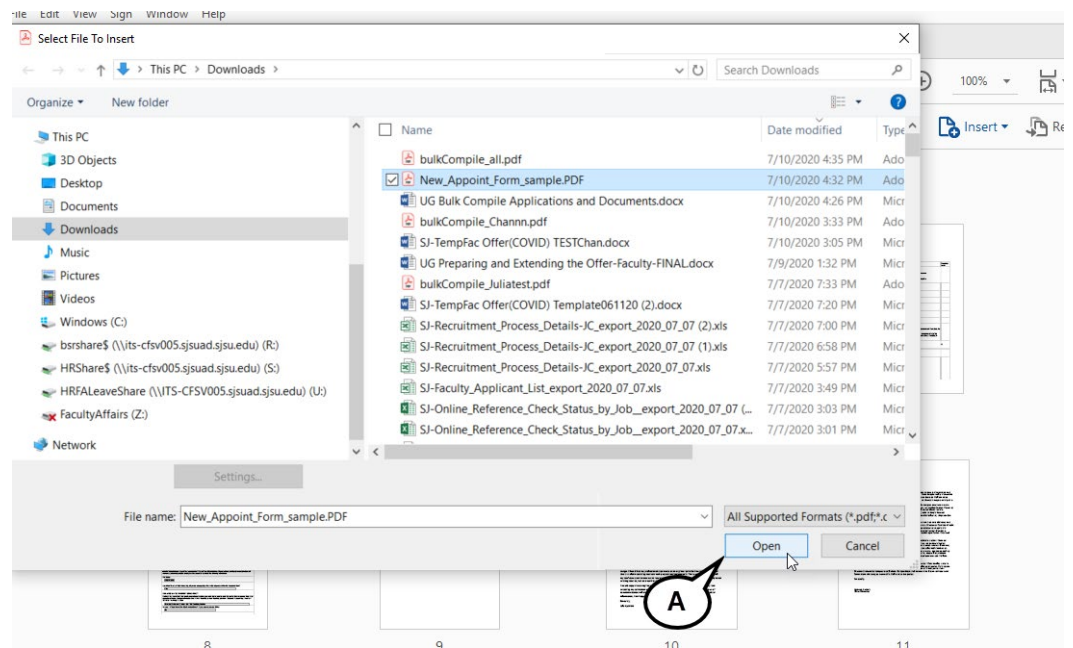
For Part-Time Faculty, you will need to combine the Compile PDF File with the PeopleSoft Appointment form. This is done once the following actions are complete:

- The Compile PDF file had been created
- The offer is accepted in the system
- The new employee data is in PeopleSoft
- The PeopleSoft Appointment Form has been generated

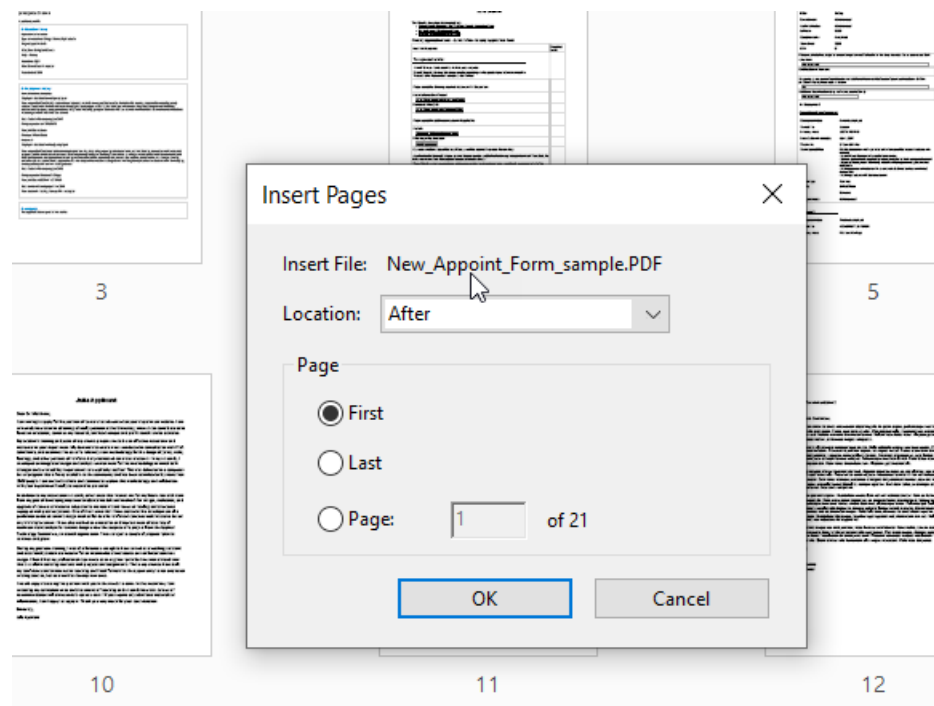
The PeopleSoft Appointment form and the Compile PDF file need to be combined before sending over to ESS. Here are step by step instructions on how to combine them.

<p>1. Open the Compile PDF File in your PDF viewer (Acrobat, etc) and click on Organize Pages (A)</p>	
<p>2. Insert the PS Appointment Form by clicking on Insert From File (A)</p>	

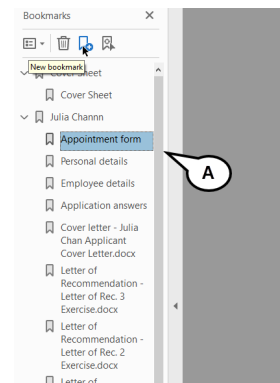
3. Locate where the PS Appointment Form is saved and select Open. (A)



4. Insert the page after the first page then select OK.



5. The PS Appointment Form will now show up in your Compile PDF File (A). Save.



**San Jose State University
Temporary Faculty/Graduate Assistant/Teaching Associate Appointment Form**

Appointment Form Print Date: 03/05/20
Submit Form to: University Personnel
Questions? Email tempfaculty_appointments@sjsu.edu

Effective Date	Action*	Reason*	Effective Date	Action*	Reason*
01/21/20	DTA	APT			

Employee ID	Final End	Employee Name	Contract Number & Description	Effective Date	Eff Seq
				21-JAN-2020	0

Contract Type	Contract Expected End Date	Multi-Year End Date	Endowment	Original Hire Date	SSI Counter
006-Semester Appointment	22-MAY-2020			21-AUG-2017	

Current Contract Data				Sal Plan /			
Term	Year	Cycle	Position # / Department Id / Name	Job Code	Working Title	Grade	Comp Rate

Job History							
EffDt	Position	Action/Reason History	Working Title	Dept Name	FTE	Actual Comp	Chg Amt
08/19/19	00001480	Termination/End Temporary Appointment	Lecturer AY-C	Civ/Env/Eng	0.266667		
07/01/19	00001480	Pay Rate Change/General Salary Increase	Lecturer AY-C	Civ/Env/Eng	0.266667		
01/22/19	00001480	Data Change/New Temp Appointment	Lecturer AY-C	Civ/Env/Eng	0.266667		