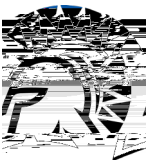# Temporary Faculty Appointments

Crystal Mercado
Faculty Services
University Personnel

- Preparation
- New Hires/Rehires
- Reappointments
- Hire Concurrent
- Navigating OnBase

- Active Position List
- Retired Annuitants
- Out of State Policy
- Workload maximum of 125%
- Temporary Faculty Checklist
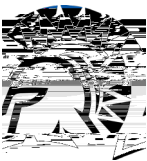- Leave of Absence
- Processing Deadlines

- Run Active Position List in PeopleSoft
  - Verify job codes and funding sources
  - Submit Position Management Action Form (PMAF) to make updates or create new positions
- Temporary Funding
  - Complete Employee Profile and submit to Finance
  - Temporary faculty positions in regular semester (stateside) appointments may not be funded by extended studies

- Retired Annuitants are faculty who woeu1 (c)-2 402 (e)2.04 wE0o
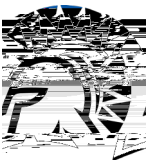
Workload Maximum of 125%

- All CSU employees cannot work over 125% or FTE 1.25 among all SJSU positions
- Stateside appointments for temporary faculty should generally not work over 100% or FTE 1.0 among all faculty positions
  - Inquire with the faculty member to confirm how many WTUs/FTE they have agreed to teach
  - Approval is needed for temporary faculty to work over FTE 1.0
  - Faculty Services will review a faculty member's overall workload and will direct departments appropriately
- FS will provide access to the Additional Employment Log so that

- [Temporary Faculty and Academic Student Employee Appointment Processing Deadlines – Fall 2024](#)
- Refer to the Processing Deadlines for dates of milestones

- Faculty must have an active appointment in order to go on a Leave of Absence
  - The UP Leaves team will direct departments to appoint a faculty as normal, after following the Order of Assignment for temporary faculty
- Departments must submit signed copies of the required appointment paperwork to OnBase
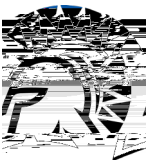
Temporary Faculty Checklist

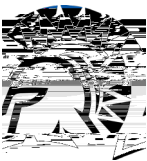- [Checklist for all Temporary Faculty Appointments](#)

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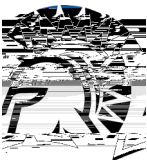
- Go through CHRS Recruiting
  - Department should submit the [Temporary Faculty Appointment Position Description Template](#)
- Required appointment materials: Application, CV, Letter of Interest, CSU Employment Questionnaire, Reference and Background Check Release Form, 3 Letters of Recommendation or SkillSurvey reports, Transcript, passing Background Check, signed Offer Letter, and Appointment Form
- Transcripts must be official copies that are not sent to the faculty member
- Departments must submit only Appointment Form to OnBase
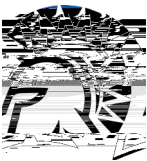 - Faculty Services will upload all other items to OnBase from CHRS Recruiting

- Create Job Card

-

- Faculty will be reappointed at the same salary and rank
-

- Use CHRS Recruiting or submit PDF forms in OnBase
- When submitting PDF forms in OnBase
    - Required appointment documents: Appointment Form, Statement of Terms and Conditions, Reference and Background Check Release Form, CV, and Letter of Interest
- PAF must be reviewed
    - Reference and Background Check Release Form must be signed first
    - Dept Chair must review PAF

- [Temporary Faculty Appointments (Regular Session)](#)
- Form
  - Enter Faculty's ID number
  - Select Request Type: New Hire, Rehire more than 12 months break, Rehire less than 12 months break, Active concurrent new to department, Active concurrent reappointment, Revision, Separation
  - Effective Date
  - Attach signed forms
    - Upload one PDF with all required forms
    - Upload each form individually
-

- Reminders
    - Ensure that the form is attached to the correct box
    - Check that each form is for the correct faculty member
    - Check that the forms are signed
    - Don't upload the Checklist
    - Use the Comments box