Temporary Faculty Processing: Spring Semester

Crystal Mercado, Manager, Faculty Services Operations

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

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

- Reappointments for fall 2024 only faculty
    - Create a new contract in CSU Contract Data
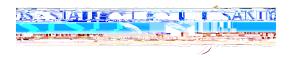-

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

- Additional Employment classifications
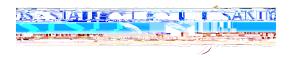 - Category 2403: 2403
  - Special Consultant: 4660
  -

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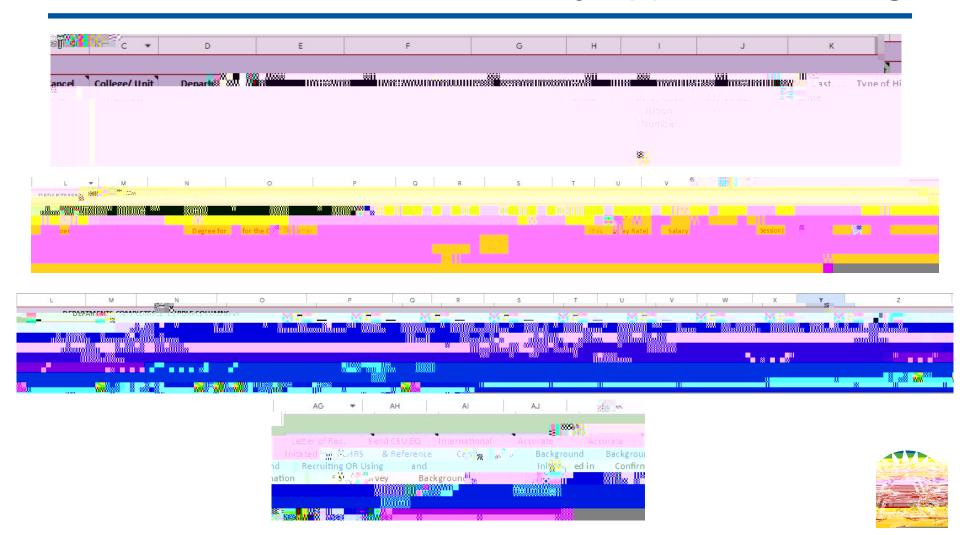 - UP activates position

Faculty Appointment Log

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