

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) must go through the hiring process within CHRS Recruiting
- 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



Jobs

People

Reports

Settings

Recent items

Crystal

?

New job

New campaign

Select a bulk action

Status:

All

Clear

Search

Types:

All

CSU Working Title:

pool

Hide other search criteria

Requisition Number:

Currently posted:

All

Campus:

Select

Division:

No Division found

CSU Campus (Integration for 3rd Party Solutions):

No Site name selected.

Team (internal team):

No Team (internal team) selected.

HR/Faculty Affairs Representative:

No user selected.

Hiring Administrator:

No user selected.

Recruitment Process:

Select

Search

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	✗



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

Change application status - PageUp People - Google Chrome

calstate.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUfVjMt0w9ej3vNG3...

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

SubmitNext >Cancel



CHRS Recruiting Statuses

STEP 1 (ADMIN)

Status: Letter of Recommendation Initiated (automatic)

Applicant will enter references and CHRS Recruiting will automatically email them for Letters of recommendation. Skill Survey may be used in lieu of Letters of recommendation.



STEP 2 (ADMIN)

Status: Phone/Video Interview Successful (Send: RC&BR Form and CSU EQ Form)

Applicant must complete forms in order to conduct a background check.



STEP 3 (AUTOMATIC)

Status: Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR Form and CSU EQ Form)

CHRS Recruiting will AUTOMATICALLY change to this status once the applicant completes the forms.



STEP 4 (ADMIN)

Status: Background Check Initiated in CHRS Recruiting

Admin will select the appropriate information to initiate the Accurate background check after the applicant completes the Reference and Background Check Release Form (RC&BR Form)



STEP 5 (AUTOMATIC)

Status: Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY

CHRS Recruiting will AUTOMATICALLY change to this status as the Background check is being conducted.



STEP 6 (AUTOMATIC)

Status: Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY

CHRS Recruiting will AUTOMATICALLY change to this status as the Background check is waiting for a decision.



STEP 7 (FS)

Status: Prepare Offer and Upload Transcripts

Once the background check is adjudicated, the FES team creates the offer letter.



CAUTION

If it says **DO NOT SELECT**, then **DO NOT SELECT** that status. Selecting the status will cause problems for the CHRS Recruiting and applicant process.



Initiating Background Checks

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

Confirm status change

You are about to move **Andrew** to a different status:

From status: New Application
To status: Background Check Initiated in CHRS Recruiting

Communication template: -- No template --

Background checks

Background check:*

No Background check selected

Cost center:

No Cost center selected.

Email: Applicant: ☐ Yes ☒ No

From:*

Subject:*

Message:

SJSU SAN JOSÉ STATE
UNIVERSITY

Move now Cancel

Search - Google Chrome

calstate.dc4.pageuppeople.com/v5.3/provider/searchField/searchdialog...

No Background checks were found based on your criteria, please select a Background check below:

Code: Background check:

Search

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

Page 1 of 1 Records 1 to 3 of 3

Background check information:

No Background check selected.

Okay Cancel



Uploading Documents

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

Applications History Scheduled emails CRM Resume / CV

Lecturer Pool

49

Date submitted May 16, 2022

Applied via LinkedIn

Status changed New Application

Resume / CV View

Form View

Add flags

Add comment

...

- 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](#)



Faculty Appointment Log

B	C	D	E	F	G	H	I	J	K
Cancel Request	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	Z
DEPARTMENTS COMPLETES PURPLE COLUMNS														
Out of State Policy	Highest Qualifying Degree for the Position	Other Licenses/Certifications for the Offer Letter	Rank	Appointment Type	WTUs	FTE (Time base)	Full-Time Salary Base Rate (Base Pay Rate)	Actual Monthly Salary (Monthly Pay)	Total Term Salary (Total Term Pay)	Per Unit Salary (Special Session)	Term	Start Date	End Date	Notes for Faculty Services to consider

AG	AH	AI	AJ	AK
Letter of Rec. Initiated in CHRS Recruiting OR Using Skill Survey	Send CSU EQ & Reference and Background Check Release Form	International Candidate	Accurate Background Initiated in CHRS Recruiting	Accurate Background Confirmation Code



- [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



Faculty Appointment Log

A	AA	AB	AC	AD	AE	AF
Recruitment Complete Date	Offer Terms Approved	DocuSign Initialed: Offer Letter (Lecturer) or Reviewed Letter (T/TT)	All items present & Background Check Adjudicated; Offer Letter Ready to be	Candidate CV	Assigned Faculty Service Team Member	FS Notes

AL	AM	AN	AO	AP	AQ	AR	AS	AT
FACULTY SERVICES COMPLETES GREEN COLUMNS								
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	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

AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
Reference and Background Check Release Form	CSU Employment Questionnaire	Letter of Interest	Letters of Recommendation or Skill Survey	CV	Transcripts	Bulk Compile Created	Date of Last/ Next Action	STATUS Color Legend: White: Needs review Yellow: Pending/Hold Grey: EVC and complete Orange: Outstanding Blue: Summer/Fall Appr	Other



- Check in with your Dean's Office for your college's process
- 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
- 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
- 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



- 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
- 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
 - Request official transcripts early by contacting candidate
 - Upload transcripts using the “...” button
 - 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 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
- 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](#)

