

CHECKLIST FOR ALL TEMPORARY FACULTY APPOINTMENTS

First Name	Last Name	Employee ID	EVC Cleared <input type="checkbox"/>
			EVC Still Pending <input type="checkbox"/>

State funded semesters (stateside) and CPGE terms and sessions (Extension/PACE) require the same documents or information for each appointment type; please submit appointments **only** after **all required items have been collected**. Include this checklist as directed.

SUBMISSION: Stateside: ESS via email or OnBase **OR** CPGE: OnBase Additional Employment Unity Form

Appointment Type <i>Applies to Stateside and CPGE Unless Stated Otherwise.</i>						Appointment Items	
NEW HIRE New to SJSU Faculty Position	REHIRE - Inactive		CONCURRENT - Active		REVISION <i>Submit checklist if uploading any items</i>	Provide items if required or updating PAF. Shaded items in each column are NOT required by UP for that type of appointment. Check all items being submitted (whether they are required or not). <i>Appointment documents do not need to be in this order.</i>	
	12+ Mos. Break in SJSU Service	Less than a Year*	At SJSU, New to Dept.†	Dept. Reappoint (& Crossover)			
Use CHRS‡	Use CHRS‡	Activate Empl, Submit Docs	CHRS‡ or Dept. Norms	Stateside	CPGE	Updates	
<input type="checkbox"/>	<input type="checkbox"/> CPGE: N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CPGE: N/A	Process to Collect Application Documents This Checklist (Preferably as cover sheet.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CPGE-UPFS Additional Employment Form or
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Stateside-Appointment Form (Temp Fac/TA/GA)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Terms & Conditions or Offer Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CSU Employment Questionnaire
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed Reference and Background Check Release This form must be collect prior to any background inquiry such as reference calls or PAF review. References must be called and/or SkillSurvey used. • Using CHRS: Form is collected in CHRS with other items • Not using CHRS: Review PAF after collecting this form†
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current Curriculum Vitae (CV) and Cover Letter or Letter of Interest
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHRS: Personal Details, Profile, Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate Background & Vaccination Cleared
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) or More: Recommendation Letters and/or SkillSurvey References. Okay to mix. Letters: CHRS letter process preferred. SkillSurvey: 1 reference = 1 letter. Include the report.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original Transcripts for Qualifying Degree (Candidate delivery not accepted.) Plus License or Certification (If position requires.) Attach qualifying documents if not in PAF.
Comments (limit 105 characters)							

*Inactive faculty, break in service, less than 12 months: 1) Stateside: ESS activates, 2) CPGE: Contact Faculty Additional Employment; Submit checklist if additional documents are being submitted with CPGE appointment.

†Current SJSU faculty in another department, being appointed as new faculty in your department, must be vetted. If not collecting documents in CHRS, after the Reference and Background Check Release form is signed, the Chair shall request a PAF review from UP - FS and check references prior to making a job offer. New documents may be required. If you have questions or need further assistance, please contact UP - FS at (408) 924-2250 or up-facultyservices@sjsu.edu.

‡When using CHRS "Bulk Compile," or 'compile and send' as named in [CHRS User Guide](#) (p. 24, Step 10), all required checklist items are provisioned except for the checklist and the appointment form. This checklist and the Appointment Form are generated by the department after the CHRS process is completed.