Table of Contents

Table of Contents ............................................................................................................................ 1
Introduction .................................................................................................................................... 1
Step-by-Step Process: Preparing the Offer .......................................................................................... 2
Offer Letter Preparation, Approval and Signature; Background Checks .................................................. 17
Step-by-Step Process: Extending the Final Offer and Preparing the Packet ............................................. 18
Candidate View and Acceptance of Offer ........................................................................................... 28
APPENDIX A: Tenure-Track Sample Offer Letter ................................................................................. 30
APPENDIX B: Full-Time Temporary Sample Offer Letter ........................................................................ 34
APPENDIX C: Part-Time Temporary Sample Offer Letter ..................................................................... 37
APPENDIX D: Part-Time Temporary (COVID) Sample Offer Letter ......................................................... 40
APPENDIX E: Secure Documents Download ....................................................................................... 43
APPENDIX F: Combining the Compile PDF with the PeopleSoft Appointment Form ................................. 45

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. Use 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
Preparing and Extending the Offer

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)

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)
Move the Candidate to the Prepare Offer and Upload Transcripts status

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

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)
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)
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)
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)

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
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.
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.
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.
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
33. If someone else will manage the employee’s onboarding processes, enter them as the Onboarding delegate (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.*

---

**Enter Verbal Offer information if desired**

34. The Verbal Offer information is optional but may be entered if you wish to track the information (A)

35. The date the candidate accepts or declines the offer will be updated by the system (B)
### 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).

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

You will be prompted to save the offer card; click OK (A).
The Document merge window opens

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

Select the letter type

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

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)
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.

<table>
<thead>
<tr>
<th>Document</th>
<th>Date</th>
<th>Size</th>
<th>Category</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sj-TT Faculty Offer Letter</td>
<td>Jul 4, 2020</td>
<td>347Kb</td>
<td>Offer Letter - Non Confidential</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Document library:

- 1 - EEO Report Templates (1)
- 2 - Selection Reports (0)
- BASE Documents (1)
- CO - Chancellor's Office (0)
- DH-Dominguez Hills (2)
- FL-Fullerton (4)
- FRI-Fresno (3)
- LA-Los Angeles (1)
- L-Ione Reach (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)

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.
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.

### Navigate to the list of applicants

<table>
<thead>
<tr>
<th>Assistant Professor - Steyer (497062)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Submitted Status</th>
<th>Applicant Nc</th>
<th>Pref Name</th>
<th>First name</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jun 25, 2020</td>
<td>40055</td>
<td>Tester</td>
<td>Testy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun 21, 2020</td>
<td>39967</td>
<td>Adi</td>
<td>Alsaid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun 21, 2020</td>
<td></td>
<td>Christine</td>
<td>Son</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun 25, 2020</td>
<td>40056</td>
<td>Sparty</td>
<td>Spartan</td>
<td></td>
</tr>
</tbody>
</table>

### Move the candidate to the new status

1. Select Formal Offer Extended from the status list (A)
2. Click Next (B)

### Change application status

- 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
- Formal Offer Accepted
- Offer Accepted Paperwork Received
- Formal Offer Declined
- Job Closing Communication
- Offer Rescinded
- Recruitment Cancelled
- Removed
- Applicant Withdrawn
- Incomplete
- Ineligible
- Submitted

Submit  | Next >  | Cancel
Confirm the status change and notify the candidate

You will be prompted that the offer has not been approved (A). Since we are not doing offer approvals in the system, you may ignore this.

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)

You are returned to the offer card

Scroll to the Offer documents section

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

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

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

11. Click the hyperlinked first or last name (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)

Prepare the hiring packet

14. Click Compile and send (A)
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
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)
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.

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).
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.

**View the offer**

1. The candidate will see a highlighted box with a link to view the offer (A)

**Accept the offer**

2. The candidate sees a message letting them know they are required to view the letter to accept the offer (A)
3. The candidate clicks the link to download the offer letter (B)
4. The candidate must check that they agree to the terms of the offer (C)
5. The candidate must push the I AGREE button; it will display once the letter is downloaded AND the checkbox is checked (D)

Once they agree to the offer, if applicable they will be prompted to complete the Base New Hire Data Form.
The application status is updated once the offer is accepted and the base form is completed. (A)

<table>
<thead>
<tr>
<th>Select</th>
<th>Submitted Status</th>
<th>Applicant Nc</th>
<th>Pref Name</th>
<th>First name</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ☐ ☐</td>
<td>Jun 25, 2020 New Application</td>
<td>40055</td>
<td>Tester</td>
<td>Testy</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐</td>
<td>Jun 25, 2020 Offer Accepted</td>
<td>40056</td>
<td>Sparty</td>
<td>Spartan</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐</td>
<td>Jun 21, 2020 Phone/Video Interview Unsuccessful</td>
<td>39967</td>
<td>Adi</td>
<td>Alsaid</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐</td>
<td>Jun 21, 2020 Prepare Offer and Upload Transcripts</td>
<td>39968</td>
<td>Christini</td>
<td>Son</td>
<td></td>
</tr>
</tbody>
</table>
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
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
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: SHIFTALLOWANCE (GENERIC_DURAPPOINTMENT_)

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

Appointment Period: (Update term information)
Effective Dates: Start 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
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: SHIFTALLOWANCE (GENERIC_DURAPPOINTMENT_)

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

Appointment Period: Update term information
Effective Dates: Start 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
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.

1. Open the downloaded PDF document and search for any secured documents.

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)
3. To separately download a secured document, click on the applicant name to open up the applicant card (A).

4. Click View to see the application and uploaded documents (A).

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.
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.

1. Open the Compile PDF File in your PDF viewer (Acrobat, etc) and click on Organize Pages (A)

2. Insert the PS Appointment Form by clicking on Insert From File (A)
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.