

Temporary Faculty Appointments

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- 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 work after they retire
 - Used for tenure line faculty who work after end of FERP appointment
 - Used for temporary faculty who work after retirement
 - Faculty no longer have “tenured” status and are considered temporary faculty
- CalPers regulations
 - Faculty must wait 180 days after retirement before returning to work
 - FERP faculty are excluded from waiting 180 days and can enter the FERP program directly after retiring
 - Paid as hourly employee
 - Faculty can work up to 980 hours in a fiscal year of 50% of the hours employed during the last fiscal year prior to retirement, whichever is less



- The Chancellor's Office requires CSU employees to perform CSU related work within the state of CA after 1/1/2022
 - Exceptions include faculty working exclusively in Extended Education programs (Special Session), employees hired before 1/1/2022
- Departments can request an exemption for an employee to work outside of the state of CA by submitting a [request form](#) to University Personnel



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 departments can view Additional Employment appointments



- [Temporary Faculty and Academic Student Employee Appointment Processing Deadlines – Fall 2024](#)
- Refer to the Processing Deadlines for dates of milestones
- Important dates:
 - Deadline to submit new appointments to OnBase
 - Deadline to submit reappointment appointments to OnBase
 - Mass termination date:
- Impact of late appointment submissions:
 - Faculty not reappointed by mass termination date will be terminated and paid out. If they are reappointed afterwards, they will not receive pay in August in next AY. Record shows a break in service
 - Faculty Services needs time to process temporary faculty among other tasks



- 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



- [Checklist for all Temporary Faculty Appointments](#)
 - Updated to include pages describing each appointment type
- Refer to the Checklist for the required documents for each appointment type
- Checklist contains information about regular session vs Special Session and methods of collecting documents (CHRS Recruiting or non-CHRS Recruiting)
- Do not upload the Checklist to OnBase
- Appointment Types
 - New Hire
 - Rehire
 - Concurrent
 - Reappointment
 - Revision
 - Separation



- Appointment Types
 - New Hire: First time in a SJSU faculty position
 - Rehire: Previously worked at SJSU and is currently inactive but will work in the same position and same department
 - Concurrent Hire: Faculty getting an additional position at another department
 - Reappointment: Faculty previously worked in a contract that has ended and is continuing in a subsequent appointment in the same department and same position
 - Revision: Update to an appointment that has already been submitted
 - Separation: Update to a WTU to be zero



- 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
- Select candidate from pool
- Faculty Appointment Log
- Background Check and collection of required application materials
- Offer Letter
- I-9 and EVC
- Access to SJSU programs
- [Critical Path to Employment for Prospective Faculty](#)



- More than 12 months break:
 - 3 consecutive semesters or more
 - Go through CHRS Recruiting
 - Background check required
- Less than 12 months break:
 - 2 consecutive semesters or less
 - Submit PDF forms in OnBase



- Faculty will be reappointed at the same salary and rank
- Submit PDF forms in OnBase
- In order to be reappointed, faculty must have a satisfactory evaluation (Annual or Cumulative)
- 3 Year Entitlement Appointment
 - If a faculty is appointed for 6 consecutive years and has a satisfactory Cumulative evaluation, they are eligible for a 3 year Entitlement appointment
 - If a faculty is at year 3 of 3 of their Entitlement appointment, they must have a satisfactory Cumulative evaluation to get another 3 year Entitlement appointment
 - Departments should refer to the Entitlement spreadsheet to confirm average FTE
 - Average FTE is the average of the fall and spring semester FTEs in year 6 for a new Entitlement and year 3 of a renewal Entitlement
- Range Elevations
 - Faculty must be appointed at old salary and rank
 - UP will process range elevations based on Provost information



- 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
- Email notifications will be sent out when forms are submitted and processed
 - If an appointment needs edits, Dept contact will receive an email with a description of what is needed and link directly to the OnBase form; do not submit a new appointment



- 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
 - Forms should match: same FTE, salary, name

