PageUp: Initiating an Offer Card -Tenure-Track Faculty

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SAN FRANCISCO STATE UNIVERSITY

Only the fields specified in this guide need to be filled out

Log in to Page Up

- A) You will see your Dashboard → This is where you will find all the positions are you recruiting for
 - a. Once the search committee for a position has notified you that they are ready to move forward with a candidate, click on that specific job title
 - b. Click on "Documents" → Please upload all interview rating sheets, reference checks, and list of all candidates interviewed.
 - c. Select "Document from a file"

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Recruitment Process:*	SF-Faculty-TT	~		
Application Form:	SF-Faculty (Long) Applicati	ion Form	Ouestion Library	
Job Code/Employee Classification:*	Instr Fac AV	0.4		
	Job Code: 2360	~ <i>D</i>		
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Josh Hutcherson Rating.docx		Jan 29, 2021 12Kb		View Delete

d) "Upload File" → Once you have located the file, click "Open"
e) DOCUMENT CATEGORY: Select the corresponding document

Click "Save and add another" or "Save and close"

category, you may provide a title

f) Click "View Applications" to view applications for the position
g) ON CAMPUS INTERVIEW SUCCESSFUL: Current applicant status
h) RESUME/CV: Click here to view the applicant's resume/CV
i) COVER LETTER: Click here to view the applicant's cover letter
j) CHANGE STATUS: Click here to change the applicant's status
k) PROGESS: Click here to change the applicant's status

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Applicant Progress Board

498609 - Professor, Asian American Studies	Status: Approved Position: 1 Owner: Hue Vo View Job
Quick filters	New Application 1 On Campus Interview Successful 2
Statuses with Applications	Josh Hutcherson Angle Mendoza
Shortlisted Applicants	Demotown Daly City
Current Application Statuses	Form Lecturer
Internal Applications	Moved 19 days ago Form Resume/CV Cover letter
Flags v	Change status Progress v ••• Change status Progress v •••
	Jennifer Lawrence
Application status Select all	
Vew Application (1)	New Application
Reference Letters Requested (0)	Change status Progress ∨ ••••
Search Committee Review (0)	
Search Committee Review Successful (0)	

I) Click on "Prepare Offer"

Click "Next"

Scroll to the bottom of the page and click "Move Now"

Change application status

New Application Reference Letters Requested Search Committee Review Search Committee Review Successful Search Committee Review Unsuccessful Invite for Phone/Video Interview Phone/Video Interview Accepted Phone/Video Interview Declined EVENT - Invite for Phone/Video Interview EVENT - Phone/Video Interview Event Accepted EVENT - Phone/Video Interview Event Declined Phone/Video Screen Successful Phone/Video Interview Unsuccessful On Campus Interview Invite On Campus Invite Accepted On Campus Interview Declined On Campus Interview Successful On Campus Interview Unsuccessful Final Reference Check Completed Reference check successful Reference check unsuccessful Prepare Offer Offer Exten Offer accepted Offer Accepted Form Complete Offer Declined Offer Revised Background check in progress Background check unsuccessful Background check complete Offer Rescinded Withdrawn Ineligible Incomplete Subm Next > Cancel Move now

An "Offer Card" will open \rightarrow The first four boxes will be general information about the applicant and the position

Scroll down to position details

- a) JOB CODE/EMPLOYEE CLASS: Confirm Job Code
- b) AUXILIARY HIRE: No
- c) HIRING TYPE: Select the appropriate hiring type based on the position
- d) START DATE: Select the proposed start date
- e) FLSA STATUS: Select the appropriate FLSA status based on the position
- f) UNION: Select California Faculty Association (CFA)
- g) MANDATED REPORTER: Select the appropriate Mandated Reporter category based off the of position
- h) NCAA: No
- i) SENSITIVE POSITION: Select whether or not this is a sensitive position
- j) CONFLICT OF INTEREST: Select whether or not this is a designated position
- k) CONCURRENT HIRE: No
- I) REHIRED ANNUITANT: No

		POSITION DETAILS
а	Job Code/Employee Class:	Instr Fac AY Q 🍠
		Job Code: 2360
b	Auxiliary Hire:*	O Yes 🖲 No
		Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.
с	Hiring Type:	Probationary *
d	Start date:*	Aug 16, 2021
	End date if applicable:	•••
	Probation End Date:	tin a start a
	FTE:	1.000000
	Hours Per Week:	40.00
e	FLSA Status:	Exempt *
f	Union:	California Faculty Association (CFA) *
	Union Language:	
1	Mandated Reporter:	Limited - The person holding this position is considered a limited mandated report *
	NCAA:	O Yes 🖲 No
	Sensitive Position:	None *
	Conflict of Interest:	None *
	Concurrent Hire:	O Yes 🖲 No
	Rehired Annuitant:	O Yes 🖲 No

Scroll down to Salary and Compensation

- m) BASE PAY RATE: Type in the base salary (Consult with college dean)
- n) UNIT BASE: Select "Monthly"
- o) MONTHLY PAY: Type in the salary (Consult with college dean)
- p) ANNUAL SALARY: Type in the annual salary
- q) OTHER SUPPLEMENTARY COMPENSATION: Type or paste start-up fund information here. Refer to offer template provided by Faculty Affairs. This information will be in the offer letter to the candidate.
- r) BENEFITS ELIGIBLE: Click Yes
- s) BENEFITS ELIGIBILITY DETAILS: Select from the drop-down based off of type of position

NOTE: Faculty Affairs will complete section "Faculty/R03 Details."

		SALARY and COMPENSATION
	Base Pay Rate:*	7,000
	Unit basis:*	Monthly
	Monthly Pay:	7,000
	Annual salary:	84,000
	Relocation:	
	Sign on bonus:	μζ.
1	compensation:	 You will receive a teaching assignment of two courses per seriester for Academic real 2021-2022. This represents a one-course per semester teaching assignment reduction to establish a program of research/scholarship, and carry out teaching activities that support you in meeting the requirements for retention, tenure and promotion at San Francisco State University. As an academically qualified, new faculty member, you will receive professional development/research funds of \$2,500/year during active probationary years (6 years maximum). These funds should be used for significant investments in specific activities that directly result in research and scholarship progress, including items such as databases, professional memberships and subscriptions, and research assistant support. Based on your outstanding scholarly work to date, you have also qualified for summer stipend funds equivalent to 10% of your annual salary. These funds are awarded to promising new faculty to support research programs that meet departmental retention, tenure and promotion criteria as well as AACSB expectations for high quality, peer- reviewed publications. Your stipends will be distributed as follows: \$10,000 in Summer 2021; \$10,000 in Summer 2022; and \$10,000 in Summer 2023.
	Salary notes:	
	Benefits Eligibility	
	Benefits Eligibility	Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.
	Benefits Eligibility Benefits Eligible?:	Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.

- t) HIGHEST LEVEL OF EDUCATION: Select from drop down
- u) DEGREE TYPE: Select from drop down
- v) TERMINAL DEGREE FOR DISCIPLINE: Select "Yes" or "No"
- w) DATE OF COMPLETION: Add date
- x) OFFER TYPE: Select "Hire"
- y) PAY GROUP: Select the appropriate options based off of position
- z) OFFER APPROVAL TYPE: Select "SF"
- aa) ON-BOARDING PORTAL: Select " SF Onboarding Portal"
- bb) ONBOARDING WORKFLOW: Select "SF-New Hire Staff/MPP"
- cc) REPORTS TO: Confirm reports to
- dd) ONBOARDING DELEGATE: Add person who will assist with on-boarding the new employee (usually a staff member in the college office)

	EDUCATION and LICENSE VERIFICATION	
	Please note that you must use the <u>Major, Institute and Licens</u> PeopleSoft in this section for the data to correctly Integrate to multiple worksheets. Copy the code from the corresponding w	e/Certification codes from PeopleSoft. This workbook has orksheet.
	If the appropriate code does not exist in the drop down list or follow the Analysis and Recommendations listed in the <u>Major,</u> <u>Paper</u> .	the reference sheets - please License, School Codes Position
Highest Level of Education:	Doctorate Level Degree	Ŧ
Degree Type:	Select	Ŧ
Terminal Degree for Discipline:	O Yes 🖲 No	
Date of Completion:	iii	12
Major Code:		
Institute Code:		
License/Certification Code:		
License/Certification Number:		
License/Certification Expiry Date:	iii iii ii i	

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х	OfferType:*	Hire	*
у	Pay Group:*	Academic Calendar (ACD)	Ŧ
z	Offer Approval Type:*	SF	~
	Onboarding Form:	Select	~
aa	Onboarding Portal:	SF Onboarding Portal	~
bb	Onboarding workflow:	SF-New Hire Faculty	~
сс	Reports To:*	Eugene Sivadas 🔍 🍠	
		Email address: sivadas@sfsu.edu Y	
dd	Onboarding delegate:	Q Ø	
		Please wait	

ee) VERBAL OFFER EXENDED: Select "Yes" (Consult with Dean)

- ff) VERBAL OFFER ACCEPTED: Select "Yes" (Consult with Dean)
- gg) HIRING MANAGER: Leave as is (auto populate with name of staff member completing offer card.
- hh) APPROVAL PROCESS CAMPUS: SF Faculty Offer Approval Process
- ii) DEAN: Add name

Once the college dean approves, Faculty Affairs will prepare the offer letter and continue routing to the AVP FA and Provost for approval. Faculty Affairs will extend the offer to the candidate.

Click "Submit"

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