

PageUp: Initiating an Offer Card - Tenure-Track Faculty

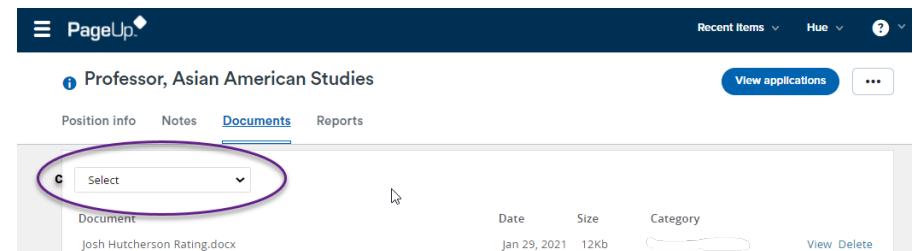
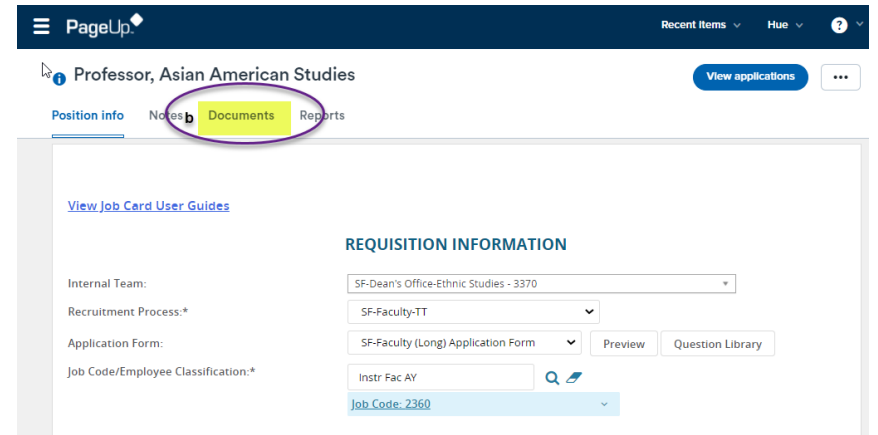
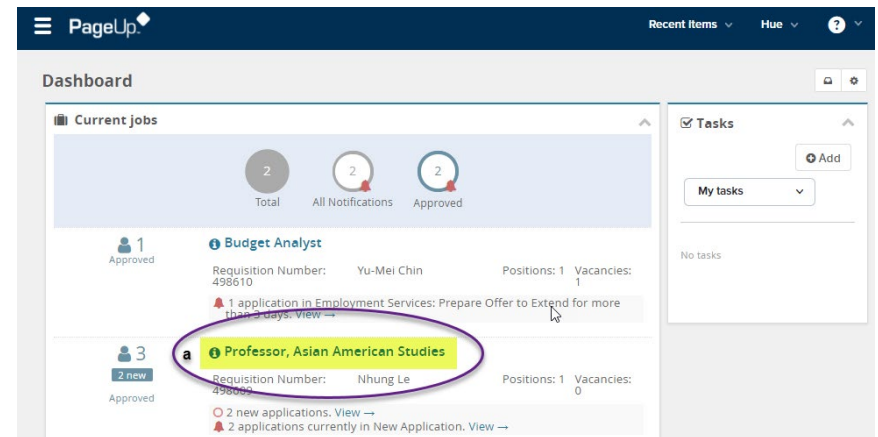
ANGIE MENDOZA

SAN FRANCISCO STATE UNIVERSITY

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

Log in to Page Up

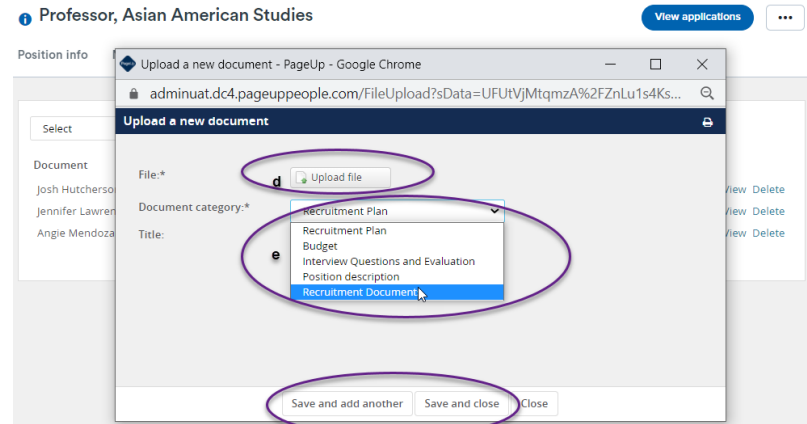
- A) You will see your Dashboard → This is where you will find all the positions are you recruiting for
 - a. Once the search committee for a position has notified you that they are ready to move forward with a candidate, click on that specific job title
 - b. Click on “Documents” → Please upload all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



d) "Upload File" → Once you have located the file, click "Open"

e) DOCUMENT CATEGORY: Select the corresponding document category, you may provide a title

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



f) Click "View Applications" to view applications for the position

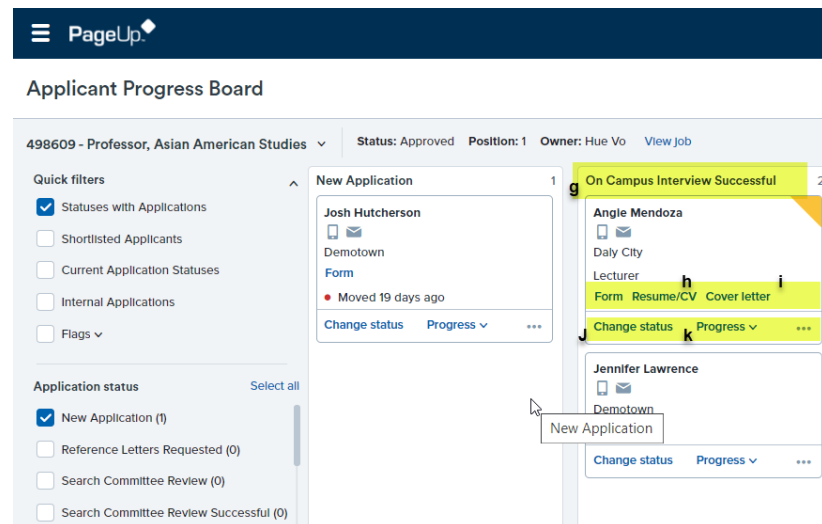
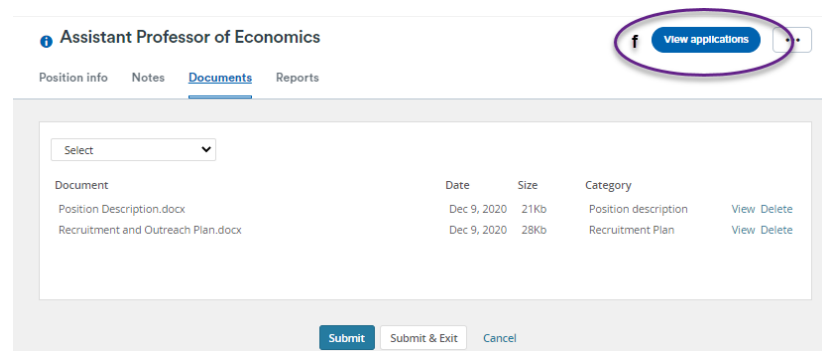
g) ON CAMPUS INTERVIEW SUCCESSFUL: Current applicant status

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) PROGRESS: Click here to change the applicant's status



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 Extended
- 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

Submit **Next >** Cancel

Move now Cancel

An "Offer Card" will open → 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
- l) REHIRED ANNUITANT: No

POSITION DETAILS	
a	Job Code/Employee Class: Instr Fac AY Job Code: 2360
b	Auxiliary Hire:* <input type="radio"/> Yes <input checked="" type="radio"/> No Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.
c	Hiring Type: Probationary
d	Start date:* Aug 16, 2021 End date if applicable: Probation End Date: FTE: 1.000000 Hours Per Week: 40.00
e	FLSA Status: Exempt
f	Union: California Faculty Association (CFA) Union Language:
g	Mandated Reporter: Limited - The person holding this position is considered a limited mandated report...
h	NCAA: <input type="radio"/> Yes <input checked="" type="radio"/> No
i	Sensitive Position: None
j	Conflict of Interest: None
k	Concurrent Hire: <input type="radio"/> Yes <input checked="" type="radio"/> No
l	Rehired Annuitant: <input type="radio"/> Yes <input checked="" type="radio"/> 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

m	Base Pay Rate:*	<input type="text" value="7,000"/>	
n	Unit basis:*	<input type="text" value="Monthly"/>	
o	Monthly Pay:	<input type="text" value="7,000"/>	
p	Annual salary:	<input type="text" value="84,000"/>	
	Relocation:	<input type="text"/>	
	Sign on bonus:	<input type="text"/>	
q	Other supplementary compensation:	<div style="font-size: 0.9em;"><ul style="list-style-type: none">You will receive a teaching assignment of two courses per semester for Academic Year 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.</div>	
	Salary notes:	<input type="text"/>	
	Benefits Eligibility		
		Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.	
r	Benefits Eligible?:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
s	Benefit Eligibility Details:	<input type="text" value="Select"/>	

- 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 [Major, Institute and License/Certification codes](#) from PeopleSoft in this section for the data to correctly integrate to PeopleSoft. This workbook has multiple worksheets. Copy the code from the corresponding worksheet.

If the appropriate code does not exist in the drop down list or the reference sheets - please follow the Analysis and Recommendations listed in the [Major, License, School Codes Position Paper](#).

t Highest Level of Education:

u Degree Type:

v Terminal Degree for Discipline: Yes No

w Date of Completion:

Major Code:

Institute Code:

License/Certification Code:

License/Certification Number:

License/Certification Expiry Date:

ONBOARDING

x OfferType:*

y Pay Group:*

z Offer Approval Type:*

Onboarding Form:

aa Onboarding Portal:

bb Onboarding workflow:

cc Reports To:*

dd Onboarding delegate:

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”

OFFER PROGRESS

The following fields will require manual updates

ee Verbal offer extended: Yes No

Date verbal offer extended:

ff Verbal offer accepted: Yes No

Date verbal offer accepted:

The following fields will be automatically updated by the system

Offer accepted: Yes No

Date offer accepted:

Offer declined: Yes No

Date offer declined:

Approval process - Campus

gg Hiring Manager:*
[Email address: angielm@sfsu.edu](#)

hh Approval process - Campus:

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1. Dean:
[No user selected.](#)

2. Faculty Affairs:
[Email address: angielm@sfsu.edu](#)

3. AVP FA:
[Email address: mandolfo@sfsu.edu](#)

4. Provost/Designee:
[Email address: jsummit@sfsu.edu](#)

5. Faculty Affairs Office:
[Email address: angielm@sfsu.edu](#)