

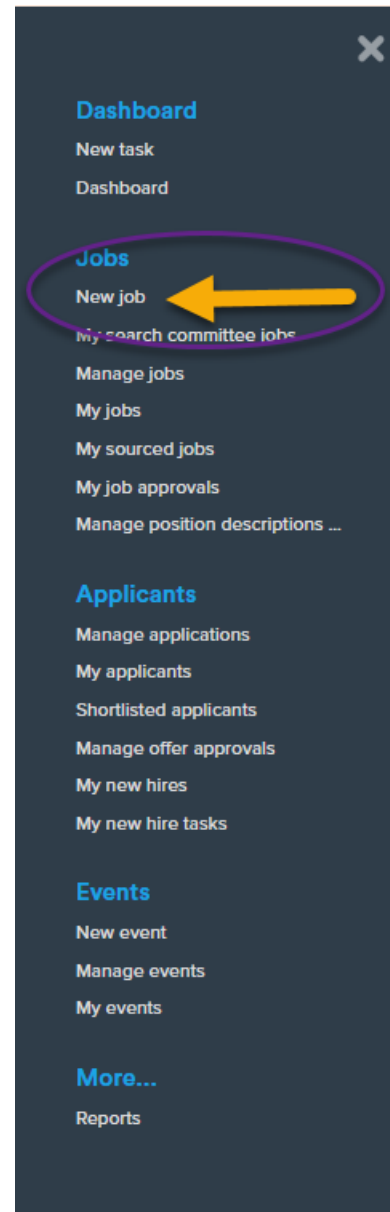
PageUp: Initiating a Job Card - Tenure – Track Faculty Recruitment

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

- 1) Log into Page Up
- 2) Click on New Job



- 1) POSITION NUMBER: Insert position number → This should already be established prior to starting a Job Card in PageUp
- 2) CAMPUS: Click “San Francisco”
- 3) TEMPLATE: Click “SF-Faculty-TT-Template”

CLICK NEXT

1. Team link
SF-Dean's Office-Business - 3230

2. Position Number
Instructional Faculty **1**
SF-00003360

Selecting a Position here is optional, but a Position will be required in order to save the Job Card on the next page.

Please note that making a selection here will allow for other position-related values to auto-populate, selecting a Position on the next page (Job Card) does not auto-populate those position-related values.

3. Campus **2**
Sacramento
San Bernardino
San Diego
San Francisco
San José State University
San Luis Obispo

Select a job template:

A job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available

4. Template **3**
--No template--
SF-Faculty-TT-Template
SF-Staff/MPP Template

Preview

The following information is a template for the Job Advertisement and information will appear as submitted below. Edit the following information in red as needed before submitting for review and approval by Faculty Affairs.

The purpose of a job advertisement is to:

- Describe the kind of person the department/school is looking

Next > Cancel

- 1) APPLICATION FORM: Click “SF-Faculty (Long) Application Form”
- 2) JOB CODE/EMPLOYEE CLASSIFICATION: Confirm correct classification
- 3) SALARY RANGE/GRADE: Confirm correct salary range/grade
- 4) CSU WORKING TITLE: Type working title of position being recruited for
- 5) CAMPUS: Confirm “San Francisco”
- 6) DIVISION: Confirm Division
- 7) COLLEGE/PROGRAM: Confirm College
- 8) DEPARTMENT: Confirm Department
- 9) TYPE: Select “New” or “Replacement”
- 10) ADD MORE: If more than one position is being recruited for, you may add the additional position numbers here

[View Job Card User Guides](#)

Internal Team:

Recruitment Process:*

Application Form: 1

Job Code/Employee Classification:* 2

Salary Range/Grade:* 3

Classification Title:

CSU Working Title:* 4

MPP Job Code:

Campus:* 5

Division:* 6

College/Program:* 7

Department:* 8

Requisition Number:

OPEN POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:*

Position no	Type:* 9	Applicant	Application status		
1	<input type="text" value="Instructional Faculty"/> <input type="button" value="Q"/> <input type="button" value="P"/> <input type="text" value="Position no: SF-00003360"/>	Select	-	-	<input type="button" value="Cancel"/>

10

New: Replacement:

11) AUXILIARY RECRUITMENT: NO

12) REASON: Select the reason for the recruitment with one of the items in the drop-down menu

13) JUSTIFICATION FOR RECRUITMENT: Type in a brief justification of the recruitment

14) PREVIOUS/CURRENT INCUMBENT: Type in previous/current incumbent, if this is for a replacement position

15) HIRING TYPE: Select the hiring type from one of the items in the drop-down menu

16) SUPERVISES EMPLOYEES: select "No"

New: Replacement:

REQUISITION DETAILS

Yes No

Resignation

Accepted job offer at...

Instructional Faculty - Tenured/Tenure-Track

Probationary

Regular

Full Time

FTE:

Hours Per Week:

FLSA Status:

CSU Campus (Integration for 3rd Party Solutions):*

City: San Francisco

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
There are no items to show		

Supervises Employees.* 16

If position supervises other employees; list position titles:

POSITION DESIGNATION

17) MANDATED REPORTER: Select "Limited"

18) CONFLICT OF INTEREST: Select whether or not this is a designated position

19) NCAA: No

20) IS THIS A SENSITIVE POSITION? Click "No"

21) BENEFITS ELIGIBLE: Click "Yes"

POSITION DESIGNATION	
Mandated Reporter:* 17	Limited - The person holding this position is considered a limited manda... ▾
Conflict of Interest:* 18	None ▾
NCAA: 19	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive position?: 20	<input type="radio"/> Yes <input checked="" type="radio"/> No
	View Sensitive Position criteria and select from below where relevant.
Care of People (incl. minors) Animals and Property:	Select ▾
Authority to commit financial resources:	Select ▾
Access/control over cash cards and expenditure:	Select ▾
Access/possession of master/sub-master keys:	Select ▾
Access to controlled or hazardous substances:	Select ▾
Access/responsibility to personal info:	Select ▾
Control over Campus business processes:	Select ▾
Responsibilities requiring license or other:	Select ▾
Responsibility for use of commercial equipment:	Select ▾
BUDGET DETAILS	
Benefit Eligible?: 21	<input type="radio"/> Yes <input type="radio"/> No
Anticipated Hiring Range:	<input type="text"/>
Budget/Chart field/Account string:	<input type="text"/>
	Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.
Cost Center:	GFND <input type="text"/>
Pay Plan:	AY ▾
Pay Plan Months Off:	<input type="text"/>

22) POSTING TYPE: Select “Open Recruitment”

23) POSTING LOCATION: “San Francisco”

24) IF YOU PLAN TO ADVERTISE: Check “CSU Careers”

25) ADVERTISING SUMMARY: Type out 1-2 brief sentences about the position

26) ADVERTISING TEXT: You may copy and paste job advertisement text in this area from a Word document.

POSTING DETAILS

Posting Type:* 22

Review Begin Date:

Anticipated Start Date:

Anticipated End Date:

Do you wish to apply for a waiver for the posting?:

Reason for Waiver:

Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:* 23

If you plan to advertise externally indicate the advertising sources: 24 CSU Careers Chronicle of Higher Ed
 Inside Higher Ed LinkedIn
 Calljobs JobElephant

Additional/Other Advertising Sources:

Advertising Summary:* 25

*** [Standard Posting Template](#) ***
*** [Marketing Posting Template](#) ***

Advertisement text:* 26

The following information is a template for the Job Advertisement and information will appear as submitted below. Edit the following information in red as needed before submitting for review and approval by Faculty Affairs.

The purpose of a job advertisement is to:

- Describe the kind of person the department/school is looking for.
- Communicate who the department/school is, its mission and how it aligns with the values of San Francisco State University and the greater community.

Introduction

- We recommend starting with a paragraph that highlights the position as an exciting opportunity with a welcoming tone that connects the applicant to the University.
- Include a section about the department—i.e. “who we are”.
- We recommend highlighting the existing diversity present in the department and at the University. (See two samples for text).

Sample 1: The Department of Women and Gender Studies at San Francisco State University was founded in 1976, one of the first such departments in the United States. Forged out of transformative activism and scholarship, the department uses interdisciplinary approaches and foregrounds transnational and intersectional relationships among gender, race, sexuality, nation, labor, technologies, and globalization. Our students engage in challenging academics, work closely with professors, and lead community initiatives. We

27) SEARCH COMMITTEE CHAIR: This person will be able to view the responses of other committee members. Search committee names can be added at a later time.

28) ADD SEARCH COMMITTEE MEMBER: Add additional search committee members

29) REPORTS TO SUPERVISOR NAME: Confirm correct reports to supervisor name

30) ADMINISTRATIVE SUPPORT: Add a support person to assist with the administrative responsibilities of the recruitment

The screenshot displays a web application interface with two main sections: "SEARCH DETAILS" and "USERS AND APPROVALS".

SEARCH DETAILS

- Search Committee Chair:** 27. A search input field is present with a magnifying glass icon and a blue "No user selected." message below it.
- Search Committee Members:** 28. A button labeled "Add Search Committee Member" is visible.
- Recipient:** A grey bar with a "Remove all" link on the right.
- Search Committee Member information:** A large empty text area.

USERS AND APPROVALS

- Reports to Supervisor Name:** 29. A search input field contains "Eugene Sivadas". Below it, a dropdown menu shows "Email address: sivadas@sfsu.edu".
- Administrative Support:** 30. A search input field is present with a magnifying glass icon and a blue "No user selected." message below it.
- Compliance Panel Facilitator:** A search input field is present with a magnifying glass icon and a blue "No user selected." message below it.

31) HIRING ADMINISTRATOR: Leave as is. This is auto-populated to be the person creating the Job Card

32) APPROVAL PROCESS: Select “SF-Faculty Job Approval”

33) CHAIR/DIRECTOR: Add name

34) COLLEGE LIAISON: Add name

35) COLLEGE DEAN: Add name

Click Next page

Click “Documents” → On this page, you will upload

- Position Description
- Recruitment Plan

36) Recruitment Status: Select “Pending Approval”

Click “Submit” to begin routing of your job requisition for approval.

Hiring Administrator:* 31 Janet Remolona
Email address: jremolo@sfsu.edu

Approval process:* 32 SF-Faculty Job Approval Process

1. Chair/Director: 33 No user selected.

2. College Liaison: 34 No user selected.

3. Dean: 35 No user selected.

HR/Faculty Affairs Representative:* Angie Mendoza
Email address: angielm@sfsu.edu

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

Save a draft Submit Submit & Exit Cancel

Position info Notes Documents

Select

Document	Date	Size	Category
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Save a draft Submit Submit & Exit Cancel

HR/Faculty Affairs Representative:* Angie Mendoza
Email address: hrms_non_prd@lists.sfsu.edu

Recruitment Status:* 36 Pending approval

Close job

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

Save a draft Submit Submit & Exit Cancel