Sonoma State University | Office of Faculty Affairs

Hiring New Temporary Faculty From Recruitment Pool

1. Build Schedule

Build schedule with existing incumbents according to the order of work ([CBA Article 12.29]), based off of the entitlement spreadsheet that you received from Faculty Affairs.
Identify any needs for hiring additional faculty.

2. Review Applicants

Review your temporary pool applicants and identify any qualified candidates. In Page Up, move qualified candidates to "Department Chair Review Successful" status. Move unqualified candidates to "Department Chair Review Unsuccessful". Conduct interviews as applicable.

3. Conduct Interviews - Document

*Conduct interviews as applicable. **Document** the courses determined the applicant is qualified to teach. in the " Notes" section of Page Up on the applicant profile.*

4. Reference Checks

When you identify a candidate you would like to move forward with, begin the reference checks.

Move candidate to the "Reference Checks Initiated" status and complete the reference checks.

5. Salary Analysis

Once reference checks have been completed, consult with your school budget office for a salary analysis.

6. Verbal Offer

With the approved salary from the school, provide a verbal offer to the candidate.
Verbal offers should include anticipated workload and salary information.

7. Background Check

Once you have an accepted verbal offer, notify your Administrative Manager who will move your candidate to the "Background Check Initiated" status.

8. Appointment Letter

When Faculty Affairs receives the background check results they will provide you with an Employee ID Number. Once received move forward with the PeopleSoft process for Temporary Faculty From Recruitment Pool process - Outline Attached.

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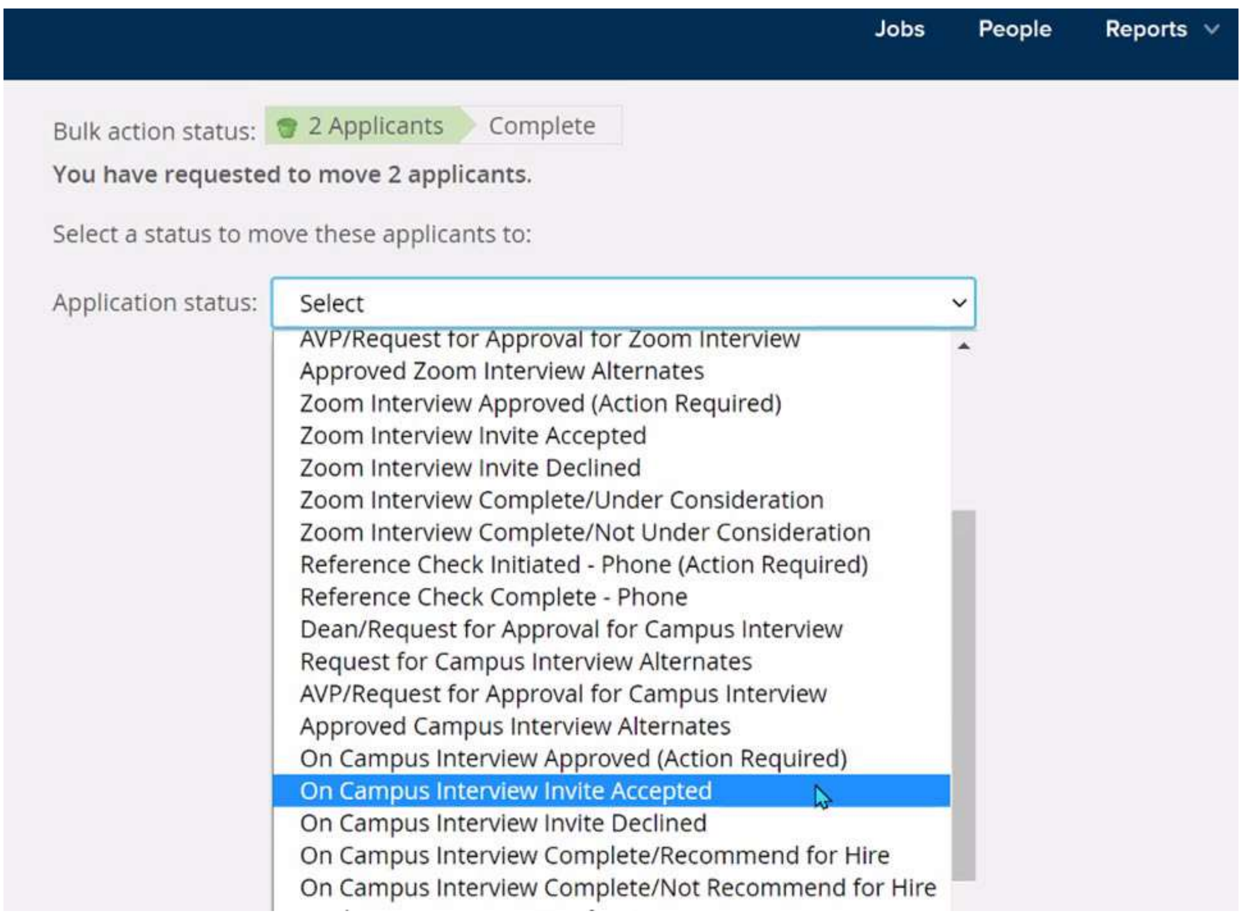
   Build schedule with existing incumbents according to the order of work (CBA Article 12.29), based off of the entitlement spreadsheet that you received from Faculty Affairs. Identify any needs for hiring additional faculty.

2. Review Applicants
   Review your temporary pool applicants and identify any qualified candidates. In Page Up, move any qualified candidates to the "*Department Chair Review Successful*" status. Move any unqualified candidates to the "*Department Chair Review Unsuccessful*" status.

3. Conduct Interviews and Document Courses Qualified To Teach
   Conduct interviews as needed and move candidates to applicable application status.



Document
In the "Notes" section in Page Up on the applicant profile outline the courses determined the

applicant is qualified to teach.

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   When you identify a candidate you would like to move forward with, begin the reference checks. Move candidate to the "*Reference Checks Initiated*" status and complete your reference checks.

5. Salary Analysis
   Once reference checks have been completed, consult with your school budget office for a salary analysis.

6. Verbal Offer
   With the approved salary from the school, provide a verbal offer to the candidate. Verbal offers should include anticipated workload and salary information.

7. Background Check
   Once you have an accepted verbal offer, notify your Administrative Manager who will move your candidate to the "*Background Check Initiated*" status. *Follow process outline for requesting a background check in Page Up, separate document.*

8. Appointment Letter
   When Faculty Affairs receives the background check results they will provide you with an Employee ID Number. Once received move forward with the PeopleSoft process for Temporary Faculty From Recruitment Pool process - *Outline Attached.*

Office of Faculty Affairs

Hiring New Temporary Faculty
From Recruitment Pool

Frequently Asked Questions

- *What is an incumbent versus a non-incumbent lecturer?*

A: An ***incumbent lecturer*** is any lecturer who had a paid appointment during the prior academic year with your department (either one or both semesters). This includes Lecturers on the Re-Employment List.

A non-incumbent is any lecturer who is not currently active with your department. This could mean a person who has never been employed by the University, a person who has never been employed by your department but is a current University employee, or an AY/semester lecturer who has been employed by your department previously but has not worked in the last Academic Year.

- *How do I know who my* ***incumbent lecturers*** *are?*

A: Your incumbent lecturers are found on the Lecturer Entitlement spreadsheets that are distributed by Faculty Affairs each Academic Year. This includes Lecturers on the Re-Employment List.

- *Is it required that an incumbent lecturer apply through the Recruitment Pool?*

A: Incumbent lecturers are not required to apply through the Recruitment Pool **unless** they would like to be evaluated to teach additional courses, not currently designated as qualified to teach. If a current Lecturer would like to be considered for work that they are not currently designated as qualified to teach they are to apply through the pool.

- *After interviewing select candidates from the pool, where do I track the courses the candidate is qualified to teach?*

A: Document the courses the candidate is qualified to teach in the "Notes" section in Page Up. This must be done for each candidate selected for an interview.

- *I already have someone in mind to hire as a lecturer, do they still need to apply to the pool?*

A: Yes, all new temporary faculty hires must apply to the pool for the department they are being hired for.

Hiring New Temporary Faculty From Recruitment Pool

The following process is to be followed when hiring a new temporary faculty from a Recruitment Pool

Faculty Affairs Requirements for New Hires

FACULTY AFFAIRS

1) Faculty Affairs receives notification from Page-Up that background check is ready for review
2) Reviews background check
   - Highest degree not verified- Faculty Affairs reaches out to school to request unofficial transcript
   - Not successful, Faculty Affairs will reach out to school with next steps
3) Enters the Faculty Members personal information into the system and creates the Employee ID
4) Informs the School that all requirements have been met and to provide the Employee ID; they can now move forward with entering the appointment

SCHOOL SCHEDULER AND ADMINISTRATIVE MANAGER

1) School Scheduler enters contract data
2) Administrator Manager approves the contract information and notifies the Temporary Faculty Specialist that contracts have been approved

FACULTY AFFAIRS

1) Processes contract and loads information to activate access and pay
2) Faculty Affairs sends appointment letter to faculty member and a copy to the Dean, Administrative Manager and School Scheduler

HIRING DEPARTMENT and/or SCHOOL OFFICE

Notifies the Faculty Member that they must contact Employee Services prior to beginning work in order to complete the New Hire Paperwork as well as any departmental/school requirements

NEW FACULTY MEMBER

Faculty Member must contact [Employee Services] prior to beginning work in order to complete the New Hire Paperwork