

# Temp Faculty Hiring & Processing Workshop

Presented by:

**The Office of Faculty Affairs**

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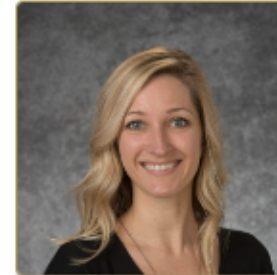
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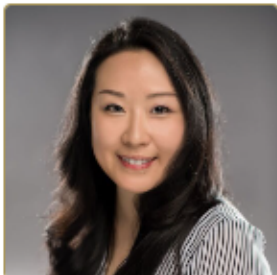
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# Agenda

- ▶ Hiring Temp Faculty in Page-up
  - Things to check before submitting offer cards
  - Offer card user guide updates
- ▶ Page-up workflow and how to check the status
- ▶ Deadlines, Reminders, and Training
- ▶ Dates for Appointments: 2024/25 AY
- ▶ The Effective Date & The Sequence No.
- ▶ Adding a New Row Vs. Adding a New Value
- ▶ Making Changes to Fall Contract for Spring Contract
- ▶ Starting a New Contract for Spring 2025
- ▶ College Analyst Level Processing Notes
- ▶ Temp Faculty Contract Components
- ▶ GSI and SSI
- ▶ Temp Faculty Evaluations, 3-year, and Range Elevation
- ▶ Onboarding for Temp Faculty
- ▶ Miscellaneous Items
- ▶ Helpful Links and 2024 Salary Schedule

# Hiring Temp Faculty in Page Up

- ▶ All approved 2024-25 AY Lecturer Pools have been posted on [Sac State career website](#). If your department/program has not posted one yet, contact Carol ([carol.wang@csus.edu](mailto:carol.wang@csus.edu)) **ASAP**
- ▶ All lecturers (new and existing) are being asked to submit their application **once per academic year** to remain in the pool - except: **Unconditional Full-Time 3-Year, Part-Time 3-Year lecturers in Year 1 of 3 and Year 2 of 3**
- ▶ Submit an offer card for the following groups -
  1. All new hires
  2. Faculty returning with break in service over 12 months (separated prior to the Fall 2023 - Spring & Summer 2023 or even earlier).
  3. Current lecturers from another department on campus
  4. Retired faculty returning to teach within the last 12 months - please contact OFA first
- ▶ Refresh of pool will happen annually in Spring semester after the census date. Department can hire a lecturer from the pool during the academic year at anytime.
- ▶ No change in posting details for Spring semester. Contact OFA if your department has specific needs.
- ▶ All user guides are available here:

<https://www.csus.edu/administration-business-affairs/human-resources/employment-services/chrs-recruiting/chrs-training.html>

# Things to Check Before Submitting Offer Cards

- ▶ Before the department chair approves an offer card, please check all required documents according to the job posting are included in the application. Applicants can update/change the documents through their applicant portal.

## 2024-25 AY Lecturer Pool - Theatre and Dance

Job no: 539898

Work type: Instructional Faculty - Temporary/Lecturer

Location: Sacramento

Categories: Unit 3 - CFA - California Faculty Association, Faculty - Fine/Performing Arts, Temporary, Part Time

A screenshot of the applicant portal interface. It shows a search bar with the text "Search for jobs", a "Refine search" section, and a "Work type" section with three options: "Instructional Faculty - Temporary/Lecturer (55)", "Instructional Faculty - Tenured/Tenure-Track (0)", and "Management (MPP) (0)". There are two callout boxes: one pointing to the "Apply now" button and another pointing to the "Applicant Login" button. The "Apply now" button is a grey button with white text, and the "Applicant Login" button is a yellow button with black text. The callout boxes are red with white text.

Click "Apply now" to submit an application for this academic year

Click "Applicant Login" to update or correct an existing application for this academic year, not prior.

# Things to Check Before Submitting Offer Cards

- ▶ New applicants, faculty returning with break in service over 12 months, current lecturers from another department, and retired faculty returning to teach within the last 12 months, should select - No, I am new or did not teach last AY.

## Page 1 of 8: Lecturer Information

Did you teach in this department/program at Sac State during one or both semesters of the last academic year (AY)?\*

- Yes, I taught at Sac State for this department last AY (one or both semesters).
- No, I am new or did not teach last AY.

- ▶ Please check the **highest degree awarded date** is listed in the transcript (the degree matches with the application)

EX:

### Degrees Awarded

**Degree:** Bachelor of Art

**Confer Date:** 2012-05-23

**Plan:** Major: English

**Can't be accepted:**

### Degrees Awarded

**Graduate Application Pending:** Doctor of Philosophy

**Degree Date:**

**Major:** Counseling

# Offer Card User Guide Updates

## Position Details

- ▶ Start date: 01/15/2025
- ▶ FTE: 1.0
- ▶ Hours Per Week: 40

### ▶ Concurrent Hire:

**Yes:** This new hire currently works at Sac State in another capacity.

**No:** This new hire currently does NOT work at Sac State.

### ▶ Rehired Annuitant:

**Yes:** This new hire retired from a CalPERS agency, and will start working at Sac State.

**No:** Never retired from a CalPERS agency.

The screenshot shows the 'POSITION DETAILS' form with the following fields and values:

- Job Code/Employee Class: Lecturer AY (Job Code: 2358)
- Auxiliary Hire:  Yes  No
- Hiring Type: Temporary
- Start date\*: Jan 15, 2025
- End date if applicable: (empty)
- Probation End Date: (empty)
- FTE: 1.0
- Hours Per Week: 40
- FLSA Status: Exempt
- Union: Select
- Union Language: (empty)
- Mandated Reporter: General - The person holding this position is considered a general mandated reporter under the California Child Abus...
- NCAA:  Yes  No
- Sensitive Position: None
- Conflict of Interest: None
- Concurrent Hire:  Yes  No
- Rehired Annuitant:  Yes  No

Callout boxes provide the following instructions:

- A box around the FTE and Hours Per Week fields states: "Please enter **1.0** for FTE and **40** for Hours Per Week regardless of their actual workload."
- A box around the Concurrent Hire field states: "Select **Yes**: If this new hire already works on campus in another capacity."
- A box around the Rehired Annuitant field states: "Select **Yes**: If this new hire is a Rehired Annuitant – retired from a CalPERS agency."

# Page-Up Temp Faculty Hiring Workflow -

Department's responsibilities are highlighted in yellow

- ▶ **In Pool - New Applicant:** New applicants, former Sac State faculty with break in service over 12 months (for Spring 2025, last semester worked at Sac State was Spring 2023 or prior), current Sac State lecturers from another department, and retired faculty returning to teach within 12 Months
- ▶ **In Pool - Existing Lecturer:** Taught at your department either one or both semesters in 2023-24 AY
- ▶ **Not Qualified for Pool:** Department Chair or Search Committee's decision
- ▶ **Courses Accepted - Initiate New Hire Request:** After the department chair approves, OFA will review and approve the offer.
- ▶ **Offer in Applicant Portal:** A Welcome email is sent to the applicant. They need to accept the offer and complete the welcome forms in the applicant portal.
- ▶ **Offer Accepted - Form not Complete:** Applicant is still working on it, and please follow up as needed.
- ▶ **Offer Accepted - Welcome Form Complete:** Page-up exports the personal data to CMS **ONLY** once a day at 3:30PM and OFA will generate/update their employee ID and personal profile in CMS within 1-2 business days.



# Page-Up Temp Faculty Hiring Workflow -

Department's responsibilities are highlighted in yellow

- ▶ **Accurate Background - Background Check Initiated:** OFA sends out background check notice to the applicant and another email to the department staff with the employee ID. **Departments can assign classes to the new hires and generate their contracts as well as provide them the employee ID.**
- ▶ **Accurate Background - Background Check Pending:** Yes, please wait... it might take only few days or a while, it depends on which court that Accurate needs to get the information from.
- ▶ **Accurate Background Check - Results Available:** OFA reviews the results
- ▶ **Accurate Background - Background Check Unsuccessful:** OFA will contact your department right away
- ▶ **Hired - New Lecturer: FOR OFA USE ONLY!**
- ▶ **Hired - Existing Lecturer - Departments update the status**
- ▶ **Pool Closed - Not Hired - Departments update this status after the Spring hiring is completed.**

# How to check the hiring status in Page-Up

After Dept. Chair approved the offer card

Approval process - Campus

Hiring Manager:\* Makenna Barber  
Approval process - Campus: SA-Faculty Lecturer Pools Offer Approval

Approval workflow initiated: Jun 21, 2024, 10:35am PST

1. Department Chair:
2. OFA Analyst:

Jinsong Ouyang ✓ Approved Jun 21, 2024

Carol Wang ✓ Approved Jun 24, 2024

► 1. From the application list

► 2. From the application - History tab

## 2024-25 AY Lecturer Pool - Computer Science (536292)

Search Results

<input checked="" type="checkbox"/> All	Submitted	Status	Applic
<input type="checkbox"/>	Mar 18, 2024	Hired - New Lecturer	68356
<input type="checkbox"/>	Apr 16, 2024	In Pool - Existing Lecturer	70057
<input type="checkbox"/>	Apr 26, 2024	In Pool - Existing Lecturer	55982

Applications **History** Scheduled emails CRM Resume / CV

Job: All Item: All

Thursday, Apr 25, 2024, 8:33am

Carol Wang

Communication

2024-25 AY Lecturer Pool - Computer Science (536292)

Email: Background Check Successful, To: [redacted], From: California State University Careers<faculty.advancement@csus.edu>

[View](#)

# Check Your Knowledge - Zoom Poll

- ▶ 1. For Spring 2025, you need to submit an offer card for a lecturer who taught at your department in

A. Fall 2024

B. Spring 2024

C. Fall 2023

D. Spring 2023

2023-24 AY

# Check Your Knowledge - Zoom Poll

- ▶ 2. Which of the following individuals should be considered as a new applicant to your department's lecturer pool?
  - A. A person who has never worked at Sac State
  - B. A lecturer is currently teaching in another department at Sac State
  - C. A Professor who finished FERPing from your department in Fall 2024 and intends to return to teach as a lecturer in Spring 2025.
  - D. All of the above.

# Check Your Knowledge - Zoom Poll

## ▶ 3. Which transcript will be accepted - A or B

A:

### Degrees Awarded

**Degree:** Master of Art

**Confer Date:** 2012-05-23

**Plan:** Major: Communication Studies

B:

### Degrees Awarded

**Award:** Candidate in Philosophy

**Conferred:** 05/22/2021

**Semester:** Spring 2021

**Major:** History

# Deadlines, Reminders, and Training Resources

- ▶ Spring 2025 Temp Faculty Contract Module has been open.
- ▶ The following contracts are to be entered into Temp Faculty Module in CMS:
  - ▶ 1 semester & 1 year appointments (AY appointment)
  - ▶ 3 year appointments - less than full-time (entitlement is less than 30 WTUs)
- ▶ Temporary Faculty contracts
  - ▶ approve in CMS at Dean's Office level and **load to Payroll by FRIDAY, January 17, 2025**
- ▶ Training Resources for contract preparation & generation:
  - ▶ Office Hours (12/5/2024 - 2/4/2025) [OFA Zoom Link](#) :  
December 2024: 12/5 (Thu), 12/9 (Mon), 12/10 (Tue) - 1PM to 2:30PM  
January 2025 and 2/4/2025: Tuesdays from 10:30AM to 12:00PM
  - ▶ Temp Faculty Hiring Toolkit and step-by-step instructions (text, PDF, and video demo) on OFA page: <https://www.csus.edu/academic-affairs/faculty-affairs/internal/temporary-faculty-hiring.html>

# Dates for Appointments: 2024/25 AY

Please search for an existing Fall 2024 contract first, before you start generating a new one for Spring.

- ▶ Contract Desc: Last Name/First Name Initial/Dept/Academic Year  
EX: MOUSE M THEA 2024/25
- ▶ Spring 2025 Term: **2253**  
225 -2025, 3 - Spring semester, (8 - Fall semester)
- ▶ 1-Semester Appointments  
Spring Only - S1: 01/15/2025 - 05/21/2025
- ▶ 1-Academic Year appointment  
Same WTUs/time base as Fall: 08/21/2024 - 05/21/2025  
Change in WTUs/time base from Fall: 01/15/2025 - 05/21/2025
- ▶ 3-Year appointment dates  
Same WTUs/time base as Fall: 08/21/2024 - 05/21/2025  
Change in WTUs/time base from Fall: 01/15/2025 - 05/21/2025
- ▶ Multiple term end dates (for 3-Year appointments ONLY):
  - New 3YR Year 1 of 3: 05/26/2027
  - Year 2 of 3: 05/27/2026
  - Year 3 of 3: 05/21/2025

Person ID: [REDACTED]

View All |< ◀ 1 of 1 ▶>

DeptID: 15200 [+ -]

Contract Desc: [REDACTED]

Term End Date: [REDACTED] 31

Multiple Term End Date: [REDACTED] 31

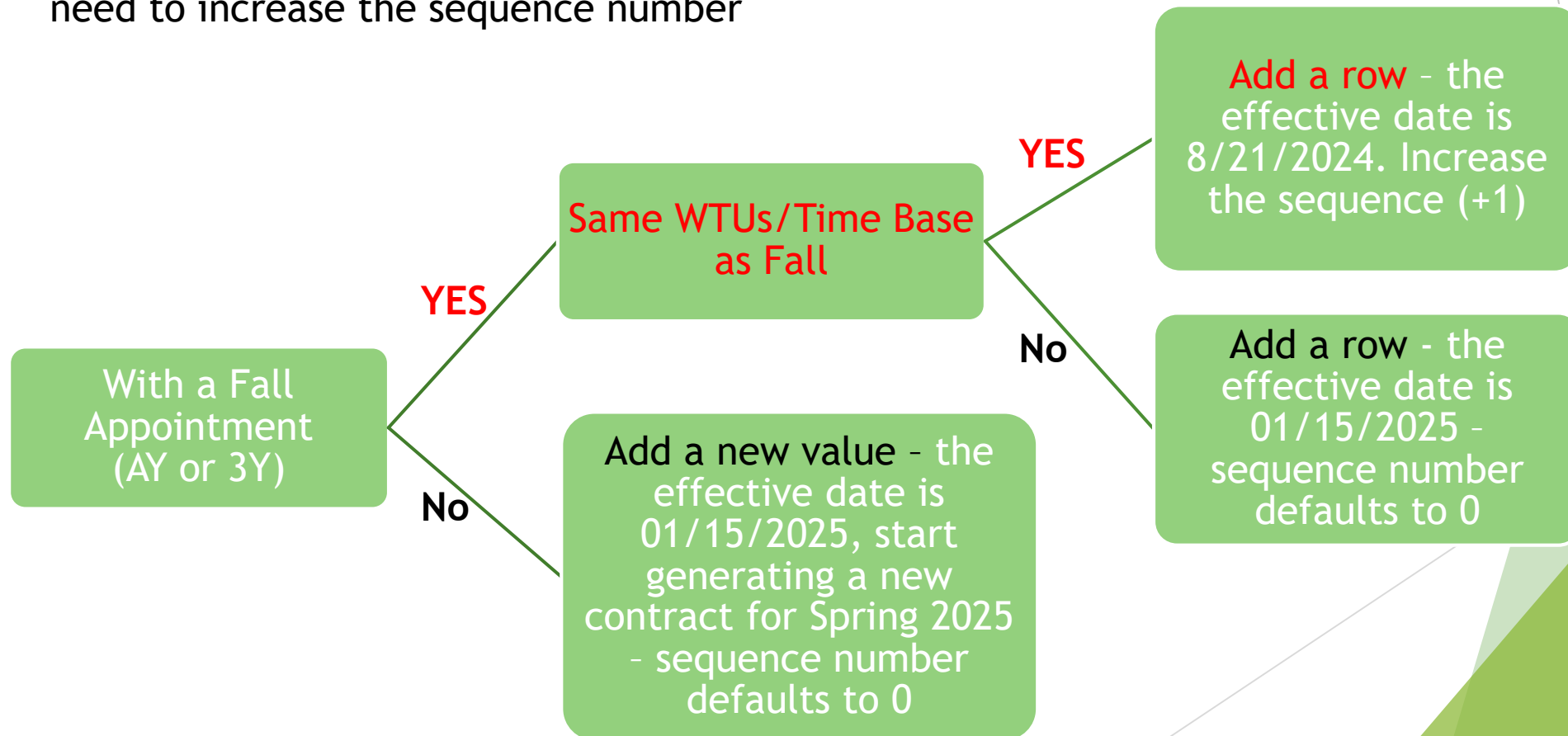
Find | View All First ◀ 1 of 1 ▶ Last

Bus. Unit: [+ -]

Job Code: [REDACTED] Sal Plan/Grd: [REDACTED]

# The Effective Date & The Sequence No.

- ▶ **Sequence Number:** References the order of operation for a single action or multiple actions occurring on the same effective date.
- ▶ Generating Spring contracts for AY and 3Y - use this roadmap to decide if you need to increase the sequence number





# Adding a New Row VS. Adding a New Value

- ▶ If there is an existing contract from Fall (term 2248), add a new row (+) on that contract to enter the spring information.

Empl ID	CSU Contract Number	Term	Contract Status
	2248	16800	THEA 2024/25 Approved
	2248	16800	THEA 2024/25 Inactive
	2243	16800	THEA 2023/24 Approved

Click "Term" to sort the list to have the 2248 on top

**Contract Status/Content** View All |< |> |>|

CSU Contract #: [redacted] DeptID: 16800

\*Eff Date: 08/21/2024 Effective Sequence: 3 Contract Desc: THEA 2024/25

\*Contract Status: **Approved** Entitlement: 15 Term End Date: 05/21/2025

Click "+" to add a row for the Spring contract

Make sure you select the "Approved" one from Fall (2248)

- ▶ If there is **NO** existing contract from Fall, add a new value to create a new contract for the spring information.

Search Clear Basic Search Save Search Criteria

No matching values were found.

Find an Existing Value | Add a New Value

**CSU Contract Data**

Find an Existing Value **Add a New Value**

\*Empl ID: [input] [magnifying glass]

CSU Contract Number: NEW [input]

\*Department: [input] [magnifying glass]

Add

# Making changes to Fall contract for Spring contract

**Contract Status/Content**

Mickey Mouse 639

**Contract Status/Content**

CSU Contract #: NEW DeptID: 16800

\*Eff Date: 08/21/2024 Effective Sequence: 3 Contract Desc: MOUSE M THEA 2024/25

\*Contract Status: Approved Entitlement: 26 Term End Date: 05/21/2025

Reg Region: USA Multiple Term End Date: 05/26/2027

Contract Type: 014 12.12 Entitlement - Yr 1 of 3

Approved by:  Approver1  Approver2  Approver3

**TF Contract Detail** Find | View All First 1 of 1 Last

\*Position Nbr: 00000582 Theater&Dance LECTURER AY Bus. Unit: SACST CSUS

Department: 16800 Dept of Theatre and Dance Job Code: 2358 Sal Plan/Grd: 335 / 3

Term: 2248 Cycle: 1 \*Comp Rate: 6500.000000

\*Late Start? N Total WTU: 12

Comments:

Save Notify Add Update/Display Include

Contract Status/Content | TF Contract Courses | TF Contract Total

**Annotations:**

- AY/3Y – If the WTU is the same, keep the same effective date and increase the effective sequence +1.
- AY/3Y – If the WTU is different, change the effective date to 01/15/2025 and start the effective sequence at 0.
- Click "View All" to see the previous page and verify the data.
- Click the "+" to add a row.
- Change the end date to 5/21/2025 for semester contract
- Change the status to "inactive"
- Change the term to "2253"
- Always double check the "SalPlan/Grd", "Comp Rate", and "Total WTU" After you add a row. Data might be changed by the system.

# Making changes to Fall contract for Spring contract

Contract Status/Content | **TF Contract Courses** | TF Contract Total

Mickey Mouse Person ID: 214254639

**Contract Data** Find | View All First 1 of 1 Last

CSU Contract Number: NEW DeptID: 16800 Eff Date: 01/15/2025 Eff Seq: 0

**Contract Total Detail** Personalize | Find | [Grid] First 1 of 1 Last

Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd	Last Upd By
Theater&Dance LECTURER AY	16800	Dept of Theatre and Dance	2358	335	3	2253	6500.000000	0.900000	9/10	5850.000	35100.000	13.50000	<input checked="" type="checkbox"/>	OF1			

Save Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Courses | TF Contract Total

Check "Print" and enter "OF1"

Double check "SalGrd", "Term", "Comp Rate", and "Total WTU"

# Making changes to Fall contract for Spring contract

**Contract Status/Content**  
Mickey Mouse  
639

**Contract Status/Content**  
CSU Contract #: NEW  
DeptID: 16800  
Contract Desc: MOUSE M THEA 2024/25

\*Eff Date: 08/21/2024 Effective Sequence: 3  
\*Contract Status: Approved Entitlement: 26  
Term End Date: 05/21/2025  
Reg Region: USA  
Multiple Term End Date: 05/26/2027  
Contract Type: 014  
Approved by: Approver1 Approver2 Approver3

**TF Contract Detail**  
Find | View All First 1 of 1 Last

\*Position Nbr: 00000582 Theater&Dance LECTURER AY  
Bus. Unit: SACST CSUS  
Department: 16800 Dept of Theatre and Dance  
Job Code: 2358 Sal Plan/Grd: 335 / 3  
Term: 2248 Cycle: 1  
\*Comp Rate: 6500.000000  
\*Late Start? N  
Total WTU: 12  
Comments:

**Notes to the College Analysts:**  
When you add a row to change the contract status to active or approved, **ALWAYS** double check the **SalPlan/Grd** and **Comp Rate** are correct. Click **"View All"** on top to verify the data before you save.

**Callout Boxes:**  
- **AY/3Y** – If the WTU is the same, keep the same effective date and increase the effective sequence +1.  
- **AY/3Y** – If the WTU is different, change the effective date to 01/15/2025 and start the effective sequence at 0.  
- Click "View All" too see the previous page and verify the data.  
- Click the "+" to add a row.  
- Change the end date to 5/21/2025 for semester contract  
- Change the status to "inactive"  
- Change the term to "2253"  
- Enter notes here salary and/or grade changes, range elevation, contract updates or correction  
- Always double check the "SalPlan/Grd", "Comp Rate", and "Total WTU" After you add a row. Data might be changed by the system.  
- Click save when you complete all tabs of this contract.

**Buttons:** Save, Notify, Add, Update/Display, Include

# Starting A New Contract for Spring 2025

Contract Status/Content | TF Contract Courses | TF Contract Total

Mickey Mouse Person ID: 214254639

Contract Status/Content View All | 1 of 1

CSU Contract #: NEW

\*Eff Date: 01/15/2025 Effective Sequence: 0

\*Contract Status: Inactive Entitlement: 0

Reg Region: USA

Contract Type: 006 Semester Appointment

Approved by:  Approver1  Approver2

TF Contract Detail Find | View All First | 1 of 1 Last

\*Position Nbr: 00000582 Theater&Dance LECTURER AY

Department: 16800 Dept of Theatre and Dance

Term: 2253 Cycle: 1

\*Late Start? N Academic Days Paid:

Comments:

Bus. Unit: SACST CSUS

Job Code: 2358 Sal Plan/Grd: 335 / 2

\*Comp Rate: 5507.000000

Total WTU: 6.00000

Save Notify Add Update/Display Include History

Use this "+" to add a row for updates or corrections

START the Sequence # at 0. Increase the number for the next row with the same eff date – 01/15/2025

Last Name F DEPT 2024/25

First thing to do – CHANGE Eff Date to 01/15/2025 and status to Inactive

05/21/2025 for all contract types

- 001 – AY
- 006 – Semester
- 014 – Year 1 of 3
- 015 – Year 2 of 3
- 016 – Year 3 of 3

Enter Entitlement for AY and 3Y Contract

Only for 3Y Appt.  
Year 1 of 3: 05/26/2027  
Year 2 of 3: 05/27/2026  
Year 3 of 3: 05/21/2025

Select the correct position number

Enter 2253

- 2 = A
- 3 = B
- 4 = C
- 5 = D

Enter notes here salary and/or grade changes, range elevation, contract updates or correction

Enter approved salary and WTU

**Notes to the College Analysts:**  
When you add a row to change the contract status to active or approved, ALWAYS double check the SalPlan/Grd and Comp Rate are correct. Click "View All" on top to verify the data before you save.

Click save when you complete all tabs of this contract.

# Starting A New Contract for Spring 2025

Contract Status/Content | TF Contract Courses | TF Contract Total

Mickey Mouse Person ID: 214254639

**Contract Data** Find | View All First 1 of 1 Last

CSU Contract Number: NEW DeptID: 16800 Eff Date: 01/15/2025 Eff Seq: 0

**Contract Total Detail** Personalize | Find | [Grid] [Print] First 1 of 1 Last

Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd DtTm	Last Upd By
Theater&Dance LECTURER AY	16800	Dept of Theatre and Dance	2358	335	2	2253	5507.000000	0.400000	6/15	2202.800	13216.800	6.000000	<input checked="" type="checkbox"/>	OF1			

Save Notify Add Update/Display Include History Correct History

Contract Status/Content | TF Contract Courses | TF Contract Total

Check "Print" and enter "OF1"

Double check "SalGrd", "Term", "Comp Rate", and "Total WTU"



# College Analyst Level Processing Notes

- ▶ When College is reviewing Spring contracts, pay attention to the below on the Temp Faculty Approval. Departments should use “Inactive” status ONLY.

<u>Contract Type</u>	<u>Change in WTUs/time base?</u>	<u>Effective Date</u>	<u>Contract Status</u>
Academic Year	No Change	Fall date	Approved
Academic Year	WTU/time base Change	Spring date	Active
3-year	No Change	Fall date	Approved
3-year	WTU/time base Change	Spring date	Active
Semester (had FA2024 appt)	No Change	Spring date	Active
Semester (had FA2024 appt)	WTU/time base Change	Spring date	Active
Semester	New	Spring date	Active

The screenshot shows a dropdown menu for the 'Contract Status' field. The menu is open, showing the following options: Inactive (selected), Active, Approved, Cancelled, Pending, and Approvert. The 'Inactive' option is highlighted in blue. The dropdown is part of a larger form with other fields like 'Reg Region', 'Contract Type', and 'Approved by'.

# Check Your Knowledge - Zoom Poll

4. Your department just hired a new lecturer who will start teaching this Spring semester. What type of contract are you going to generate and what is the effective date of this contract?

- a) An AY contract, effective date is 08/21/2024
- b) An AY contract, effective date is 01/15/2025
- c) A semester contract, effective date is 01/15/2025



# Check Your Knowledge - Zoom Poll

- ▶ 5. Do you need to change the effective date to 1/15/2025 and change the sequence number to 0 for an AY lecturer who taught 6 WTUs in Fall 2024 and will be teaching 12 WTUs in Spring 2025?

- Yes or No



SACRAMENTO STATE

California State University, Sacramento  
Office of Academic Affairs  
6000 J Street - Sacramento Hall 230 - MS 6016 - Sacramento, CA 95819  
T (916) 278-6331 - F (916) 278-7648 - www.csus.edu/academic-affairs

## Contact information

December 19, 2024  
Mickey Mouse  
2243 Disneyland Dr.  
Sacramento, CA 95817-2812

Dear Mr. Mouse,

On behalf of the President of the University, I am pleased to offer you an appointment as a temporary faculty-unit employee of CSU, Sacramento. Details concerning your assignment and duration of employment are included in the information below. This offer is contingent upon the successful completion of a background check for all new faculty or those who have had a break in service for more than 12 months. We reserve the right to end your appointment should the results of the background check not be successful. **This offer of employment, including the assignment of a specific number of units for any given semester, is contingent on the conditions detailed on the attachment or the reverse side of this letter. Important policies concerning salary payments, retirement, and healthcare information are also shown on the attachment or reverse side of this letter.**

New faculty or those who have had a break in service of two semesters or more need to complete an oath of allegiance, I-9 Employment Eligibility Verification form, and updated employment paperwork in the Payroll Office, Del Norte Hall 3006A. **Therefore, as a condition of appointment, you must present valid, original documentation of your identity and work authorization documents to the Payroll Office, Del Norte Hall 3006A, no later than one (1) day after the effective date of your appointment.** The completion of these forms and the return of the acceptance of appointment are necessary before payment may be made. Photocopies are unacceptable. For more information and to view a list of acceptable documents, please visit <https://www.uscis.gov/i-9>.

We look forward to you joining our faculty and trust that your association with us will be professionally rewarding. This appointment constitutes the only official offer of the University and supersedes any oral or written representations regarding employment at the University. It is subject to the regulations stated on the attachment or reverse side of this letter. To acknowledge your acceptance of this appointment, **please sign this original letter in the space provided and return it to my office within ten days of receipt, or before you meet the first class session, whichever occurs first. You may keep the copy for your records.**

The California Faculty Association has provided the following information: You are represented by the California Faculty Association, a union of 27,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join, as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa>.

Sincerely,  
College Dean \_\_\_\_\_

Appt Level:	LECTURER AY B	Department:	Dept of Theatre and Dance	EmpID:	214254639
Contract Type:	12.12 Entitlement - 3r 1 of 3	Effective Date:	January 15, 2025	End Date:	May 21, 2025
Term:	Spring 2025	Units:	13.5	Fraction:	9/10 (13.5/15)
Monthly Salary:	\$5,850.00	Base Pay:	\$6,500.00	Term Salary:	\$35,100.00
Entitlement:	26 units per year. Subject to conditions for Establishment of Future Entitlement on reverse.				

Each term you will receive a new letter detailing your assignment

Additional Conditions of Appointment (if any):  
 I DECLINE this offer of employment.  
 I ACCEPT this offer of employment as stated above and in accordance with the conditions stated on the attachment or reverse side of this letter.

In addition, I certify that (check all that apply):  
 I am not employed in any other capacity at CSUS.  
 I am also employed for \_\_\_\_\_ units in the \_\_\_\_\_ Department at CSUS or the \_\_\_\_\_ campus in the CSU system.  
 I am also employed \_\_\_\_\_ % as a staff member in the \_\_\_\_\_ Department at CSUS. If appointment is as a MPP/HEERA manager, STOP and consult your college Dean's Office  
 I am a California Public Employees' Retirement System (CalPERS) retiree from a CSU or other state agency.  
Effective Date of Retirement: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: Employment File

## General terms and conditions of employment including background check policy and enrollment contingencies

## Salary, Rank, Units, and Appointment Type & Duration

## Endorsement and certifications

# Terms on the contract VS when you generate the contract

Appt Level:	LECTURER AYB	Department:	Dept of Theatre and Dance	EmplID:	214254639
Contract Type:	12.12 Entitlement - Yr 1 of 3	Effective Date:	January 15, 2025	End Date:	May 21, 2025
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Each term you will receive a new letter detailing your assignment.

Additional Conditions of Appointment (if any):

I DECLINE this offer of employment.

I ACCEPT this offer of employment as stated above and in accordance with the conditions stated on the attachment or reverse side of this letter.

- ▶ Appt Level: Lecturer AY - Salary Grade (Rank) - Sal Plan/Grd
- ▶ Contract Type: Semester, AY, or 3 Years
- ▶ Units: Total WTU (**W**eighted **T**eaching **U**nit)
- ▶ Fraction: Units (total WTU)/15, 15 WTU is the full-time workload
- ▶ Base Pay: Compensation Rate at the full-time workload
- ▶ Monthly Salary: Base Pay x Fraction
- ▶ Term Salary: Monthly Salary x 6, Lecturers receive 6 pay checks per semester - please see faculty pay distribution schedule. If you have any questions, please contact your payroll technician.

[https://www.csus.edu/administration-business-affairs/human-resources/payroll/\\_internal/\\_documents/academic-pay-distribution-24-25.pdf](https://www.csus.edu/administration-business-affairs/human-resources/payroll/_internal/_documents/academic-pay-distribution-24-25.pdf)

**Entitlement:** <https://www.csus.edu/academic-affairs/faculty-affairs/internal/entitlement.html>

# Temp Faculty Appointment Notification Checkboxes

- I am also employed for \_\_\_\_ units in the \_\_\_\_\_ Department at CSUS or the \_\_\_\_\_ campus in the CSU system.
- I am also employed \_\_\_\_% as a staff member in the \_\_\_\_\_ Department at CSUS. If appointment is as a MPP/HEERA manager, STOP and consult your college Dean's Office

- ▶ If either box is checked, please consult with the faculty and/or college to be sure this faculty member is not going over 100% total workload (15 WTUs)
- ▶ MPP (Management Personnel Plan)/HEERA (Higher Education Employee Relations Act) Manager cannot be compensated for teaching
- ▶ Changes to the employment at other CSUs can impact retirement compensation. If there is a change to this information, faculty should check with Payroll.

# Retired Annuitants

I am a California Public Employees' Retirement System (CalPERS) retiree from a CSU or other state agency.  
Effective Date of Retirement: \_\_\_\_\_.

- ▶ If box is checked or if you know the employee is a rehired annuitant, be sure the employment is not exceeding 50% of their time base in the year preceding their retirement including all CalPERS affiliated work (CCE, Sponsored Programs, etc.)
- ▶ Temporary Faculty retired from CalPERS (a CSU or other state agency):
  - ▶ **Contact OFA AND Payroll if the CalPERS statement is checked**
  - ▶ Must track WTUs to ensure compliance with CalPERS' Post Retirement Employment limits

**OFA Website:** <https://www.csus.edu/academic-affairs/faculty-affairs/internal/rehired-annuitants.html>

# GSI - 5%

- ▶ Effective 07/01/2024 - All adjustments for Fall 2024 have been processed in CMS. Department should make sure the new salary is updated to the contract module. You may have to input the new salary manually.
- ▶ Returning lecturers with Spring 2025 appointment ONLY -
  - ▶ Lecturers who worked in Fall 2023 and/or Spring 2024, but did not have an appointment for Fall 2024, should receive the 5% GSI or the minimum of their range based on the salary schedule effective July 1, 2024.
  - ▶ Department Staff - Please send a list of these lecturers along with their base pay rates including the 5% GSI to your college analyst for review before generating their contracts.
  - ▶ College Analysts - after your review, please send the list to OFA ([facultyaffairs@csus.edu](mailto:facultyaffairs@csus.edu)) to confirm their pay rate.

# SSI - 2.65%

- ▶ SSI was added to the Fall 2024 base pay in October 2024. Department should make sure the new salary is updated to the contract module. You may have to enter the new salary manually.
- ▶ OFA will enter the SSI for Spring only eligible lecturers after the census date. If you have questions regarding the base pay, please contact your college and/or OFA.

# Temp Faculty Lecturer Evaluations, 3-year, and Range Elevation

- ▶ Evaluations for periodic review, Range Elevation, and new 3-year appointments should continue to be done electronically.
- ▶ 3-year Appointment process staying the same. Departments may post an electronic eligibility list on a department webpage as long as their lectures are notified of this.- <https://www.csus.edu/academic-affairs/faculty-affairs/internal/three-year-appointment.html>
- ▶ 2024/25 Range Elevation - <https://www.csus.edu/academic-affairs/faculty-affairs/internal/range-elevation.html>

OFA will be sending out FTAS faculty in February.



# Onboarding for Temp Faculty

## Items covered by OFA Onboarding Process:

- ▶ New Hire Paperwork
- ▶ Parking information
- ▶ OneCard information
- ▶ SacLink and Email Set-up
- ▶ Assorted campus resources via self enrolled Lecturer CANVAS course

## Items NOT covered by OFA:

- ▶ Providing of Employee ID
- ▶ SacLink and Email Set-up Reminder
- ▶ Textbooks and office keys
- ▶ Appointment notification
- ▶ Course assignments and CANVAS
- ▶ Employment Services offers several group 1-9 and onboarding paperwork sessions during the first week of the semester. New hires, departments, and colleges will receive a separate email with the schedule and additional details.

# Miscellaneous Items

- ▶ Conditions of Appointment and Benefit Handout is available here:  
<https://www.csus.edu/academic-affairs/faculty-affairs/internal/temporary-faculty-hiring.html>
- ▶ Faculty with AY contract, but who end up getting no Spring Assignment **MUST notify Payroll**, so they can cancel the contract and stop the payment for Spring.
- ▶ Hiring staff to teach? **MUST CONTACT OFA AND PAYROLL for more information.** They must apply to pool and go through the hiring process.
- ▶ Hiring MPP to teach? **MUST CONTACT OFA.** MPP can only teach on voluntary basis.
- ▶ New Temporary Faculty Orientation via Zoom - **Friday, January 17, 2025 afternoon**
  - ▶ OFA will be sending “formal” invitations to new faculty.
- ▶ Payroll Reminder: Encourage direct deposit for faculty

# Helpful Links

Office of Faculty Affairs

<https://www.csus.edu/academic-affairs/faculty-affairs/>

Temporary Faculty Hiring

<https://www.csus.edu/academic-affairs/faculty-affairs/internal/temporary-faculty-hiring.html>

Lecturer Pool User Guides

<https://www.csus.edu/administration-business-affairs/human-resources/employment-services/chrs-recruiting/chrs-training.html#user-guides-pdf>

Entitlement

<https://www.csus.edu/academic-affairs/faculty-affairs/internal/entitlement.html>

Range Elevation

<https://www.csus.edu/academic-affairs/faculty-affairs/internal/range-elevation.html>

3-Year Appointment

<https://www.csus.edu/academic-affairs/faculty-affairs/internal/three-year-appointment.html>

Rehired Annuitants as Temp Faculty

<https://www.csus.edu/academic-affairs/faculty-affairs/internal/rehired-annuitants.html>

2024-25 Faculty Pay Distribution

[https://www.csus.edu/administration-business-affairs/human-resources/payroll/\\_internal/\\_documents/academic-pay-distribution-24-25.pdf](https://www.csus.edu/administration-business-affairs/human-resources/payroll/_internal/_documents/academic-pay-distribution-24-25.pdf)

For reference  
only!

**Salary Schedule for Academic Year Faculty Only (Effective July 1, 2024)**

Job Code 2358 and Job Code 2360

Lecturer A or Instructor (Rank 2)

Minimum Rate	SSI Max Rate	Maximum Rate
5,507.00 M	5,959.00 M	6,677.00 M
31.77 H	34.38 H	38.52 H
66,084.00 A	71,508.00 A	80,124.00 A

Lecturer B or Assistant Professor (Rank 3)

Minimum Rate	SSI Max Rate	Maximum Rate
6,221.00 M	7,481.00 M	13,224.00 M
35.89 H	43.16 H	76.29 H
74,652.00 A	89,772.00 A	158,688.00 A

Lecturer C or Associate Professor (Rank 4)

Minimum Rate	SSI Max Rate	Maximum Rate
6,825.00 M	9,431.00 M	14,523.00 M
39.38 H	54.41 H	83.79 H
81,900.00 A	113,172.00 A	174,276.00 A

Lecturer D or Professor (Rank 5)

Minimum Rate	SSI Max Rate	Maximum Rate
8,593.00 M	10,347.00 M	15,211.00 M
49.58 H	59.69 H	87.76 H
103,116.00 A	124,164.00 A	182,532.00 A

QUESTIONS?