CHRS Recruiting

Initiating a Lecturer Pool Job Card

Contents

Open CHRS Recruiting

Navigate to my.csus.edu and click CHRS Recruiting – PageUp from the list under Faculty/Staff Related Links:

Open a New Job

New jobs may be initiated by the ASC, department chair, or college resource analyst.

#	Field	Information
1	Jobs	Click the **Jobs** tab from the top blue banner.
2	New Job	Click **New Job** to open the Select a Template window. (You can also click the hamburger button ☰ at the top left and select **New Job** from the drop down list.)

Select a Template

#	Field	Information
1	**Team Link**	Team Link defaults to the team of the user initiating the job.
2	**Position Number**	Enter SA- following by your 8-digit position number. If you don't know the pool position number for lecturers in your department, you can look up current lecturers in the contract module and see which position number is being used.

You can also click the binoculars to search for a position number. In the search window, use the fields to find the appropriate position number (example search shown below). Click **Search**. Click **Select** on the correct position number.

Continue filling the remaining fields on the **Select a Template** page.

#	Field	Information
1	**Campus**	Select **Sacramento**
2	**Template**	Select the appropriate template for your job (MUST have Sacramento's SA- prefix)

Requisition Information (1)
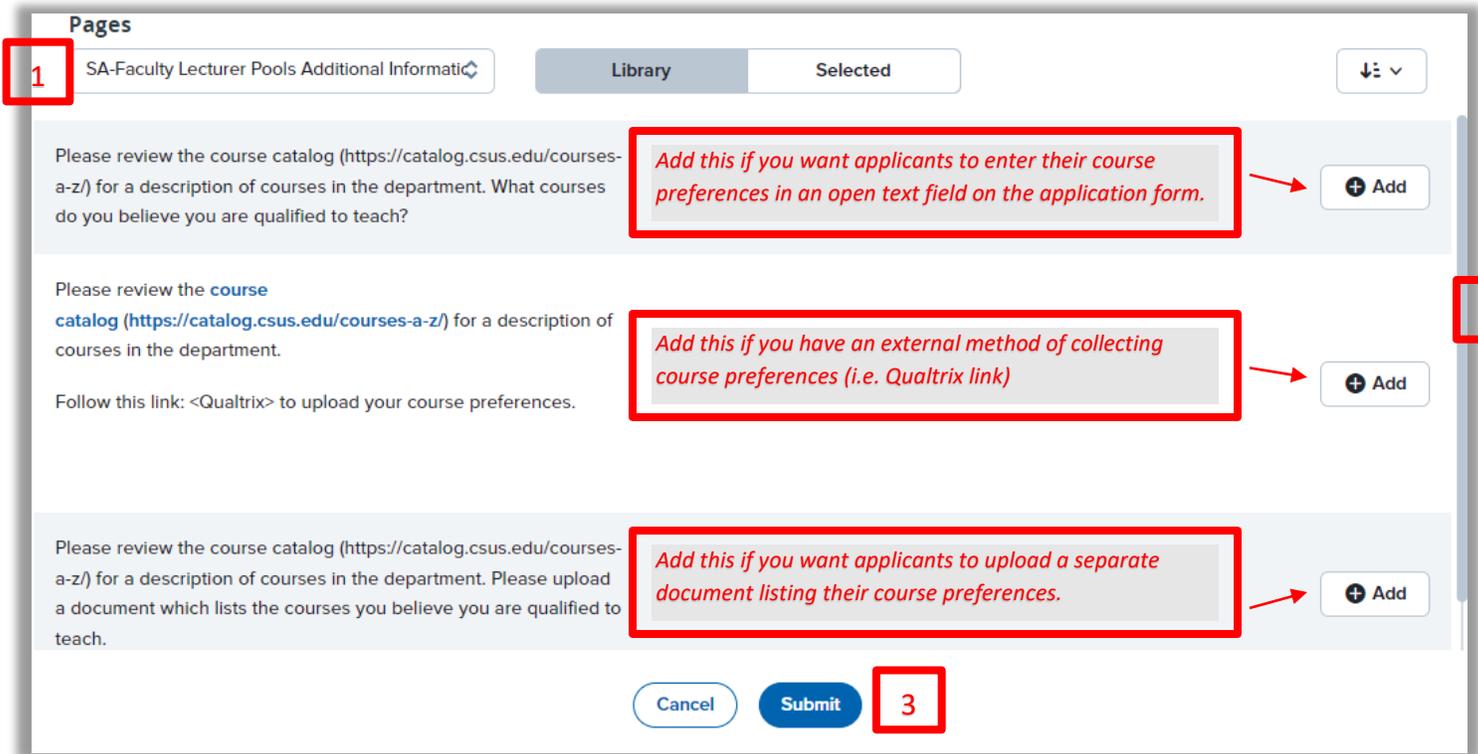
REQUISITION INFORMATION

Internal Team:	**1**	SA-Psychology - 38600	▼		
Recruitment Process:*	**2**	SA-Faculty Lecturer Pools	▼		**4**
Application Form:	**3**	SA-Faculty Lecturer Pool Application	▼	Preview	Question Library

#	Field	Information
1	Internal Team:	The internal team determines who has access to this job and its applicants. This field defaults to the team of the initiator of the job. It is not typically necessary to change this field.
2	Recruitment Process:*	Select the applicable faculty recruitment process (usually **SA-Faculty Lecturer Pools**).
3	Form:	Select the application form that applicants will see when they apply for this position (usually **SA-Faculty Lecturer Pool Application**)
4	Question Library	CV, Cover Letter, Transcripts, and List of References are required submissions for new applicants and are already built into the application. Existing lecturers are not required to upload these documents. Click this **Question Library** button to select a method for applicants to indicate the courses for which they are qualified to teach, and to add any other documents for upload.

The Question Library window will open.

#	Information
1	From the **Pages** drop-down menu, select **SA-Faculty Lecturer Pools Additional Information** to find a list of options for lecturers to submit the courses they are qualified to teach.
2	Select <u>ONE</u> of these options by clicking the **Add** button on the right-hand side. If you'd like to collect this information in a different way, contact your OFA Analyst for assistance. If you would like to add additional document types for applicants to upload (copies of teaching evaluations, for example) please contact your OFA Analyst.
3	Click **Submit** when finished.

Requisition Information (2)

#	Field	Information
1	**Job Code/Employee Classification:***	Defaults from position number entered. Should be 2358.
2	**Salary Range/Grade:***	Will default to Grade To Be Determined. Leave as is.
3	**Classification Title:**	Leave what is defaulted or leave blank.
4	***CSU Working Title:***	This is the title that is displayed on the job posting. Defaults from position number entered. Change the title to read as **Lecturer Pool - Department** Example: Lecturer Pool - Psychology
5	**Campus, Division, College/Program, Department**	Should populate based on position number entered. If not, choose **Sacramento**, **Academic Affairs**, and then the college and department of the search.

Open Positions

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

Positions:*

	Position no	Type:*	Applicant	Application status	
1	LECTURER 🔍✐	New ▾	-	-	Cancel
	Position no: SA-00000964 ▾				

#	Field	Information
1	**Position no**	This field was completed when you selected the position number on the Select a Template page.
2	**Type**	Choose **New** from the drop down menu.

Requisition Details

#	Field	Information
1	**Auxiliary Recruitment**	Select **No.**
2	**Reason:***	Select **New Position**.
3	**Justification for Position:***	Leave default message **Annual update of applicants in department lecturer pool.**
4	**Remaining Requisition Details Fields**	These fields should populate automatically based on the position number. If not, fill in as shown above or as appropriate for your job. Note: do not edit whatever populates for FTE and Hours Per Week as this is handled through position management in Budget.

Updated 2/8/22

Job Details

Most of the job details section is not required for faculty positions. This information will be entered in a later section. Leave everything blank, except for the **Supervises Employees** radio button. Select **No**.

Position Designation

Do not change.

Budget Details

Leave as is.

Posting Details (1)

#	Field	Information
1	*Posting type:*	Indicates what type of posting will be required. Faculty positions use **Open recruitment**
2	Review begin date:	Leave blank. Applications can be reviewed at any time as they become visible to the committee immediately upon submission.
3	Anticipated Start date	Leave blank.
4	*Posting Location:*	Specifies the campus site where this job should be posted. Make sure to select **Sacramento**.

Posting Details (2)

If you plan to advertise externally indicate the advertising sources:

☐ CSU Careers   ☐ Chronicle of Higher Ed
☐ Inside Higher Ed   ☐ LinkedIn
☐ CalJobs   ☐ JobElephant

1

Additional/Other Advertising Sources:

Advertising Summary:*   **2**

*** Standard Posting Template ***

*** Marketing Posting Template ***

Advertisement text:*   **3**

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CALIFORNIA STATE UNIVERSITY

SACRAMENTO

#	Field	Information
1	**External advertising sources**	It is not necessary to select any external advertising sources. Lecturer pools will be posted on careers.csus.edu only, unless the department chooses to do their own external advertising.
2	***Advertising summary:***	Use this field to provide a high-level summary of the posting, which will appear under the posting title on the Careers page. Example: *The Department of Agronomy is seeking candidates for our part-time lecturer pool to teach introductory level lecture and laboratory classes. Of particular interest are in the areas of Animal Husbandry (ARGN 123) and Grain Storage Technologies (AGRN 146). The Department is particularly interested in identifying candidates that have availability in the evenings and on weekends.*
3	***Advertising text:***	Enter the advertising text based on the posting template filled out by the department chair. Pre-populated information should not be removed. **NOTE: This is the <u>only</u> field that feeds the vacancy. There will be no other information included in the vacancy announcement other than what is entered in this text box.** See **Appendix A** for the full template provided.

Search Details

#	Field	Information
1	**Search Committee Chair**	Search for and select a user who will be the **Search Committee Chair** (this will be the department chair if search committees are not used for lecturer pools in your department).
2	**Search Committee Members**	Click **Add Search Committee Member** to search for and add search committee members, if applicable.

Note: Users from all CSU campuses will be included in your search. Be sure you are selecting a user from Sacramento State (there may be users with the same name from a different campus).

Users and Approvals (1)

#	Field	Information
1	**Reports to Supervisor Name:**	Leave blank.
2	**Administrative Support:**	Department Administrative Coordinator.
3	**Compliance Panel Facilitator**	Leave blank.
4	**Hiring Administrator:***	Department Chair. (May default to initiator of job. Delete and enter department chair instead if necessary.)

Users and Approvers (2)

The approval process determines the workflow in which the job will be approved prior to posting. When saving a job as draft, the approval process will be deleted (it can be added later when you visit your draft again). Enter the approval process and approvers once you are ready to submit the job for approvals.
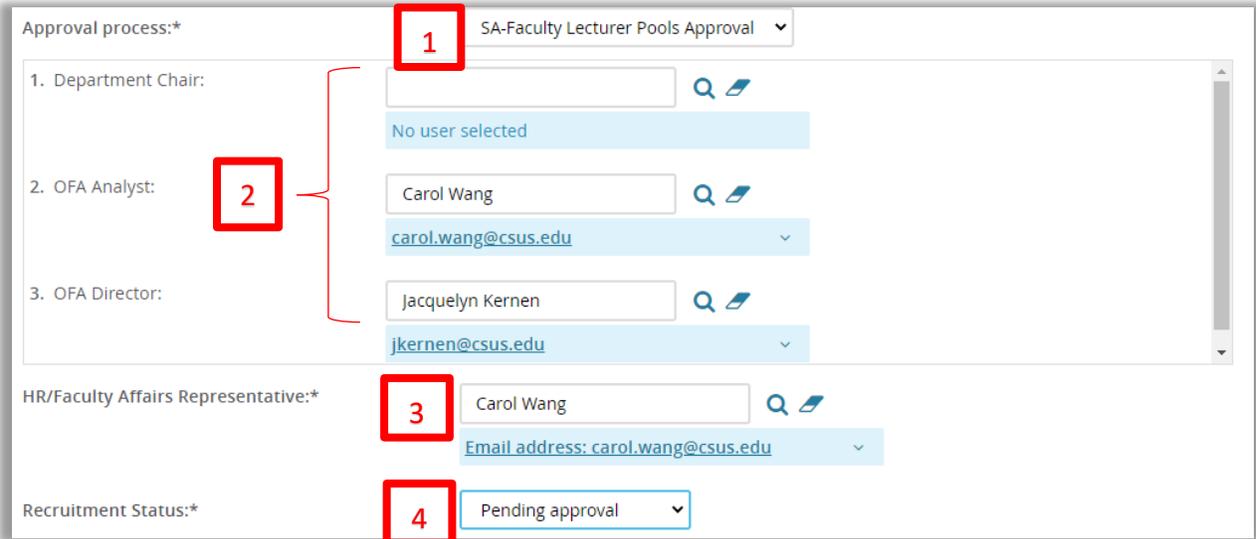
#	Field	Information
1	**Approval Process:***	Select **SA-Faculty Lecturer Pools Approval**.
2	**Approvers**	Enter approvers as indicated: 1. Department Chair 2. OFA Analyst (Carol Wang) 3. OFA Director (Jacquelyn Kernen)
3	**HR/Faculty Affairs Representative:***	Enter your OFA Analyst (Carol Wang).
4	**Recruitment Status:***	Select **Pending Approval**.

Documents

If you have a screening criteria template or other document you wish to use you may upload it under the **Documents Tab**. (If you have no documents you wish to upload, scroll to page 17 for next steps).
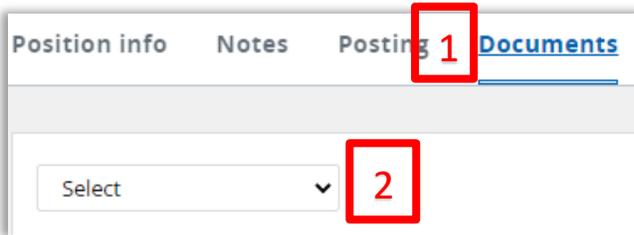
#	Field	Information
1	**Documents**	Scroll to the top of the page and click the **Documents** tab.
2	**Drop down menu**	Select **Document** from a file to open the Upload a new document window (below).
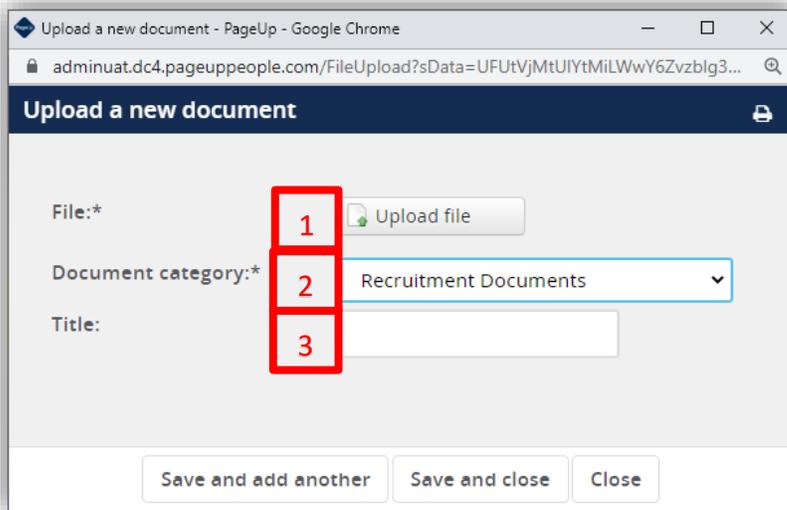
#	Field	Information
1	**File**	Click **Upload file** to choose the file you want to upload.
2	**Document Category**	Select **Recruitment Documents.**
3	**Title**	Title the document appropriately. Click **Save and close**, and return to the **Position Info** tab, scrolling back to the bottom of the page.

#	Field	Information
1	**Save a draft**	Job will be saved as a draft and will NOT be submitted for approvals. Note that when a job is saved as a draft, the approval process and approvers will be deleted. They will need to be entered again when the job is ready to be approved.
2	**Submit**	Job will be submitted to the first approver in the approval process, and job card will remain open. Initiator of the job will still be able to edit the job card.
3	**Submit & Exit**	Job will be submitted to the first approver in the approval process and job card will close. Initiator of the job will still be able to edit the job card.

SACRAMENTO STATE
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Appendix A:
Lecturer Pool Posting Template (Advertisement Text)

DEPARTMENT:

POSITION TITLE: *Lecturer Pool – [Dept/Program Name]*

POSITION DETAILS:

[Insert specific department information here.]

Duties of a part-time lecturer include instruction, class preparation, grading, and office hours. Other duties may be assigned based on departmental needs. Course assignments, including dates, time, and modality, are made by the Department Chair under the direction of the College Dean.

Part-time lecturers are instructional faculty with conditional appointments based on enrollment and budget. Hires from the pool of applicants are made when there are instructional needs to fill coursework offered by an academic department based on changing enrollment patterns, changes to tenure-track faculty assignments, and other factors that cannot be addressed with our existing faculty. Initial appointments are typically for one semester, but occasionally academic year initial appointments are made. Appointments may be renewed based on department needs, funding, and performance. Often appointments are made just prior to the start of the semester.

REQUIRED QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

APPLICANT INSTRUCTIONS:

[Departments will specify how to collect course preferences, if desired]

About Sacramento State

Sacramento State is located in the heart of California's capital city, five miles from State Capitol. The lush, 300-acre campus is situated along the American River, close to numerous bike trails and other recreational areas. Sacramento, also known as the "Farm-to-Fork Capital," is one of the most ethnically diverse and livable cities in the country, with a population of half of a million. Sacramento State's 31,000 students come not only from the Greater Sacramento Region, but also from across the state, country, and world. Our 1800 faculty and 1,500 staff are committed to meeting our mission: "As California's capital university, we transform lives by preparing students for leadership, service, and success. Sacramento State will be a recognized leader in education, innovation, and engagement." As the regional hub of higher education, Sacramento State is dedicated to student success, diversity, equity and inclusion, community engagement, philanthropy, and campus safety.

Updated 2/8/22

As evidenced by the values embedded in our Hornet Honor Code, Sacramento State is committed to creating an inclusive environment where all faculty, staff, students, and guests are welcome and valued. Our commitment is more than simply ensuring that our campus is free from bias and discrimination, but is one devoted to celebrating many diverse identities, life experiences, and perspectives that enrich our community, teaching and learning.

To learn more about why you should join the Hornet Family, please visit the Why Sac State? page.

Equal Employment Opportunity
California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, sex, gender identity/expression, sexual orientation, pregnancy, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit https://www.csus.edu/administration-business-affairs/internal/your-hr/benefits/disability-parental-leave.html#reasonable-accommodations-interactive-process.

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information on mandatory training for new employees, visit https://www.csus.edu/compliance/hr-compliance/mandatory-dhr-training.html.

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Campus Fire Safety Right-To-know Act Notification

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the current Annual Security Report (ASR) is available for viewing at https://www.csus.edu/clery.
The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Sacramento State for the last three (3) calendar years. Paper copies are available upon request at the Police Service Center located in the University Union.

Background Check Disclaimer

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

Updated 2/8/22

COVID-19 Vaccine Certification Information

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/.

Eligibility Verification

Candidate will be required to provide official transcripts of their highest degree earned and must furnish proof of eligibility to work in the U.S.. California State University, Sacramento is a sponsoring agency (ie. H-1-B Visa).

Out of State Employment

Per CSU-wide policy (HR2021-04), all faculty who will begin initial employment (or return from a 12-month break in service) on or after January 1, 2022 are required to perform their work from within the State of California. Faculty hired prior to January 1, 2022 must be available to perform work in the State of California if their assignment is in-person.