

CHRS Recruiting

Initiating a Tenure Track Faculty Job Card

Contents

Open a New Job	2
Select a Template	3
Select a Position Number Window	3
Documents	5
Requisition Information (1)	7
Requisition Information (2)	9
Open Positions	11
Requisition Details	12
Job Details	13
Position Designation	13
Budget Details	14
Posting Details (1)	15
Posting Details (2)	16
Search Details	17
Users and Approvals (1)	18
Users and Approvers (2)	19
Appendix A: Job Posting Template	21

Open a New Job



#	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

1. Team link

1 SA-Strategy and Entrepreneurship - 20203

2. Position Number

2 Assistant Professor-Strateg

SA-00006944

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.

#	Field	Information
1	Team Link	Team Link defaults to the team of the user initiating the job.
2	Position Number	Click the binoculars  to select a position number (this can be changed later if necessary). This number will fill some of the Job Card fields on the next page. See next section for detailed instructions on selecting a position number.

Select a Position Number Window

Title: Number: Incumbent: Clear Search

1 SA-

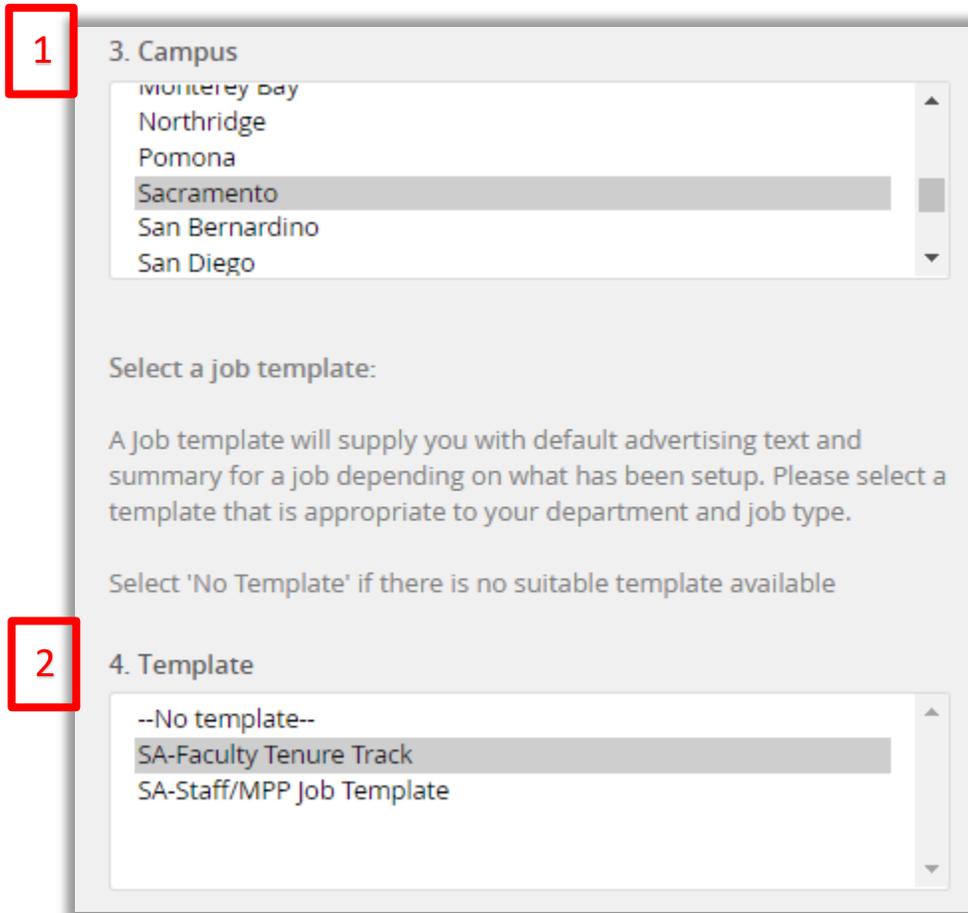
Reports to:

Title	Number	Incumbent	Reports to	Select
SA-00005584		Herky Hornet-Test User		2

#	Field	Information
1	Number	Enter SA- followed by the position number provided for your position. If you don't know the position number, simply enter SA- and then click Search .

#	Field	Information
2	Select	Click Select on the most appropriate position number (this can be changed later if necessary). This number will fill some of the Job Card fields on the next page.

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



1 3. Campus

- Monterey Bay
- Northridge
- Pomona
- Sacramento**
- San Bernardino
- San Diego

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

2 4. Template

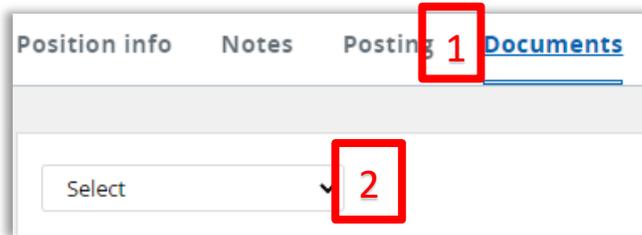
- No template--
- SA-Faculty Tenure Track**
- SA-Staff/MPP Job Template

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

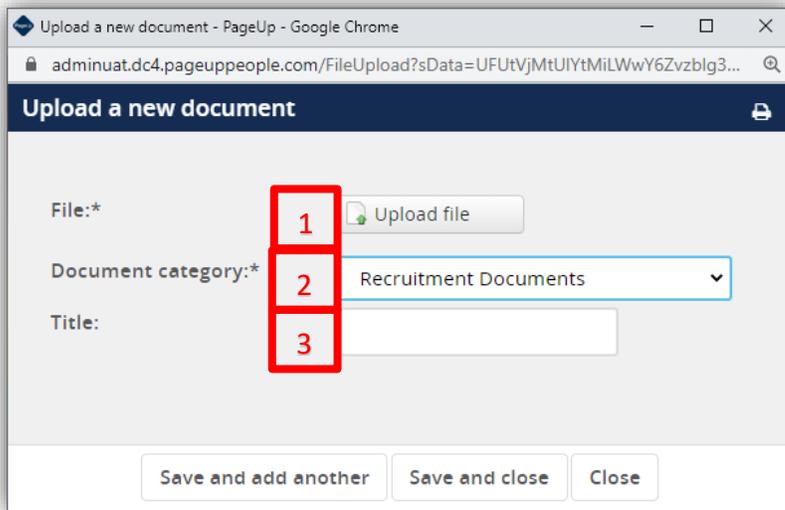
Documents

Before filling in the job card information you can navigate to the **Documents Tab** to upload the following required documents:

1. Advertising plan (approved by Division of Inclusive Excellence)
2. Interview questions (include phone and in-person questions in one document)
3. Screening Criteria (which are the required and preferred qualifications for the position)
4. Phone reference check questions (if applicable).



#	Field	Information
1	Documents	Click the Documents tab before adding job card information.
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 when uploading the advertising plan. Select Interview Questions and Evaluation when uploading the interview questions and screening criteria.
3	Title	Title the document appropriately. Click Save and close , and return to the Position Info tab.

Requisition Information (1)

REQUISITION INFORMATION

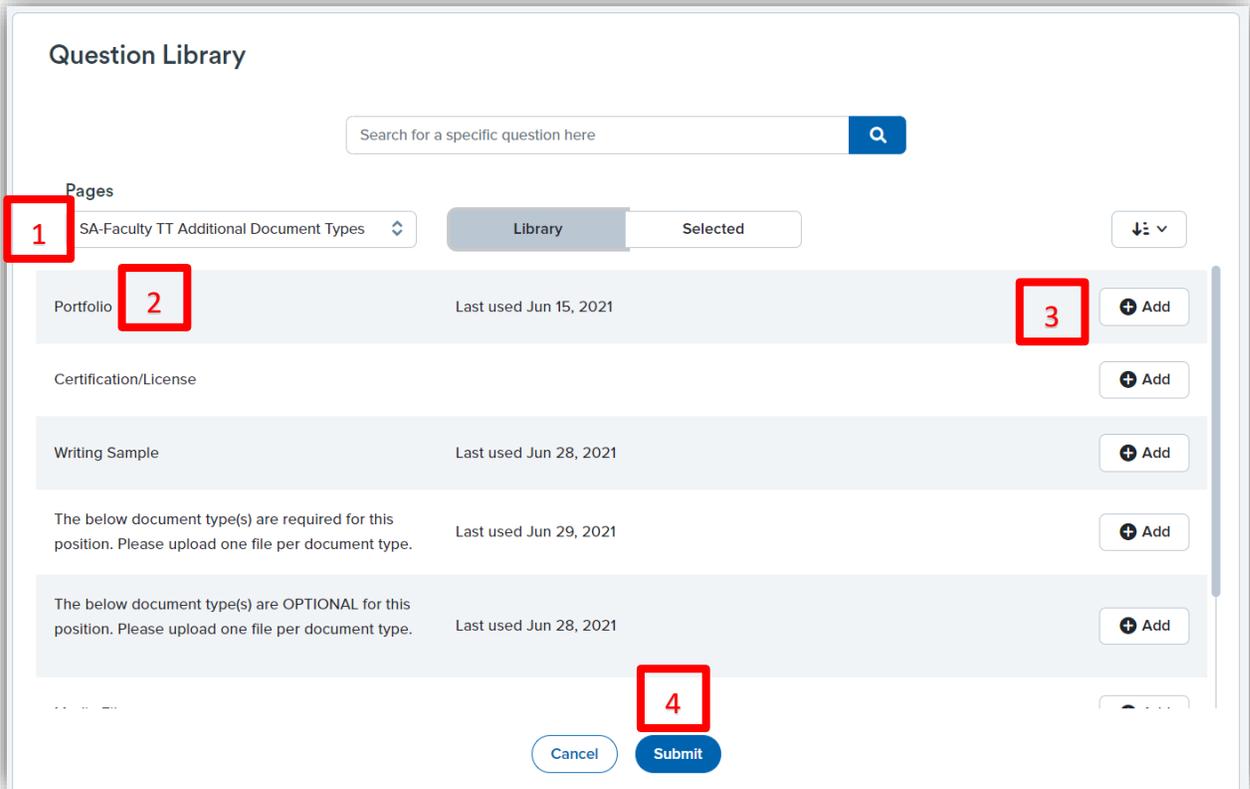
Internal Team: 1 SA-Psychology - 38600

Recruitment Process:* 2 SA-Faculty Tenure Track Appointment 4

Application Form: 3 SA-Faculty Application For Tenure Trac 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 Tenure Track Appointment).
3	Form:	Select the application form that applicants will see when they apply for this position (usually SA-Faculty Application for Tenure Track)
4	Question Library	CV, Cover Letter, Transcripts, and Diversity Statement are required submissions for all faculty jobs and are already built into the application. Click this Question Library button to add other required documents to apply, as applicable (Teaching Philosophy, Research Statement, etc.)

The Question Library window will open.



The screenshot shows the 'Question Library' interface. At the top, there is a search bar with the placeholder text 'Search for a specific question here' and a magnifying glass icon. Below the search bar, the 'Pages' section contains a dropdown menu labeled '1' with the selected option 'SA-Faculty TT Additional Document Types'. To the right of the dropdown are two tabs: 'Library' (active) and 'Selected'. A small 'v' icon is visible to the right of the tabs. Below the tabs is a list of document types. The first item is 'Portfolio' (labeled '2'), with a date 'Last used Jun 15, 2021' and an 'Add' button (labeled '3'). The second item is 'Certification/License' with an 'Add' button. The third item is 'Writing Sample' with a date 'Last used Jun 28, 2021' and an 'Add' button. The fourth item is a text-based instruction: 'The below document type(s) are required for this position. Please upload one file per document type.' with a date 'Last used Jun 29, 2021' and an 'Add' button. The fifth item is another text-based instruction: 'The below document type(s) are OPTIONAL for this position. Please upload one file per document type.' with a date 'Last used Jun 28, 2021' and an 'Add' button. At the bottom of the window, there are 'Cancel' and 'Submit' buttons, with 'Submit' labeled '4'.

#	Information
1	From the Pages drop-down menu, select SA-Faculty TT Additional Document Types to find a list of commonly used submissions for faculty applications.
2	Select the submission you want to add.
3	Click the Add button on the right-hand side. Continue until you have added all the required document submissions. Notice that you can also choose to add instructions indicating whether the documents are required or optional (it is generally best practice to make documents required).
4	Click Submit when finished.

Requisition Information (2)

Job Code/Employee Classification:*	1	Instr Fac AY	Q ✎
		Job Code: 2360	▼
Salary Range/Grade:*	2	2360-ASSISTANT PROFESSOR-Gr	Q ✎
		Minimum: \$ 5,046.00	
		Maximum: \$ 11,197.00	
		Pay Frequency:	
Classification Title:	3	Instr Fac AY	
CSU Working Title:*	4	Tenure Track Faculty - Psychology	
MPP Job Code:			
Campus:*		Sacramento	▼
Division:*		Academic Affairs	▼
College/Program:*	5	College of SS&IS	▼
Department:*		Psychology - 38600	▼
Requisition Number:		Leave blank to automatically create a Requisition Number	

#	Field	Information
1	Job Code/Employee Classification:*	Defaults from position number entered. Should usually be 2360.
2	Salary Range/Grade:*	Defaults from position number entered. The range indicated is a system-wide range; campus ranges can be different.
3	Classification Title:	Not required for faculty positions. Leave what is defaulted or leave blank.



#	Field	Information
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 Tenure Track Faculty – Discipline/Department. Example: Tenure Track Faculty – Political Science
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	<input type="text" value="Assistant Professor"/> <div style="font-size: small; margin-top: 5px; border: 1px solid #ccc; padding: 2px;">Position no: SA-00012636</div>		<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">New</div>	-	-	Cancel

#	Field	Information
1	Position no	<p>This field was completed when you selected the position number on the Select a Template page.</p> <p>If you did not select a position number on the template page, you are required to select one here. Use the magnifying glass to search for the most accurate position number. Be sure to only use position numbers with the SA- prefix.</p>
2	Type	Choose New or Replacement from the drop down menu.

Requisition Details

REQUISITION DETAILS

Auxiliary Recruitment:* 1 Yes No

Reason:* 2

Justification for Recruitment:* 3
If not already approved by Provost, provide reason for request

Previous/Current Incumbent:

Work Type:*

Hiring Type:*

Job Status:*

Time Basis:*

FTE:

Hours Per Week:

FLSA Status:

CSU Campus (Integration for 3rd Party Solutions):* 4

City: Sacramento

#	Field	Information
1	Auxiliary Recruitment	Select No .
2	Reason:*	Select a reason for the requisition from the menu.
3	Justification for Position:*	Faculty jobs are already approved by Provost. If this job has not been approved please provide a reason, otherwise leave as is.
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.

Job Details

JOB DETAILS	
Job Summary/Basic Function:	

Leave blank. The job details section is not required for faculty positions. This information will be entered in a later section.

Position Designation

POSITION DESIGNATION	
Mandated Reporter:*	General - The person holding this position is considered a general mand... ▼
Conflict of Interest:*	None ▼
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Do not change.

Budget Details

BUDGET DETAILS

Benefit Eligible?: Yes No

Anticipated Hiring Range:

Budget/Chart field/Account string: 1

Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

Cost Center: 2

Pay Plan: 3

Pay Plan Months Off:

#	Field	Information
1	Budget/Chart field/Account string	Enter the budget/chart field/account string for this position. Indicate if split funded and what proportion of the salary will come from each fund.
2	Cost Center	Defaults to GFND (General Fund). Change if necessary.
3	Pay Plan	Defaults to AY . (Change to 12-month if applicable.)

Posting Details (1)

POSTING DETAILS

Posting Type:* 1

Review Begin Date: 2 

Anticipated Start Date: 3 

Anticipated End Date: 

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

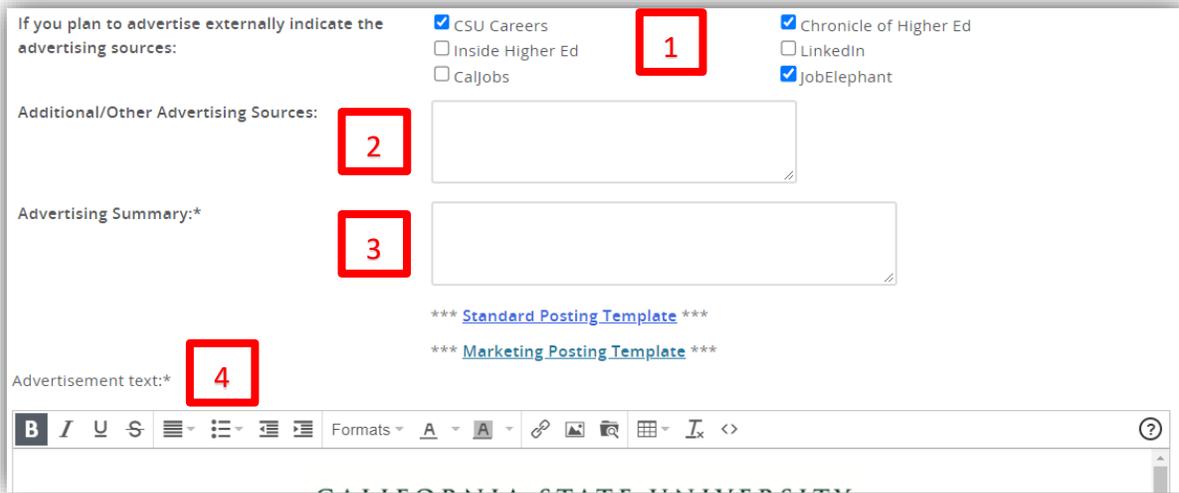
Reason for Waiver:

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

Posting Location:* 4

#	Field	Information
1	*Posting type:*	Indicates what type of posting will be required. Faculty positions use Open recruitment
2	Review begin date:	Click on the calendar to select the initial review date.
3	Anticipated Start date	Click on the calendar to select the start date.
4	*Posting Location:*	Specifies the campus site where this job should be posted. Make sure to select Sacramento.

Posting Details (2)



The screenshot shows a web form for posting details. At the top, there are checkboxes for external advertising sources: CSU Careers (checked), Inside Higher Ed (unchecked), CalJobs (unchecked), Chronicle of Higher Ed (checked), LinkedIn (unchecked), and JobElephant (checked). A red box labeled '1' is around the CSU Careers checkbox. Below this is a text input field for 'Additional/Other Advertising Sources' with a red box labeled '2'. Underneath is an 'Advertising Summary:*' field with a red box labeled '3'. At the bottom is an 'Advertisement text:*' field with a red box labeled '4'. A rich text editor toolbar is visible at the bottom of the form.

#	Field	Information
1	External advertising sources	Select CSU Careers and Chronicle of Higher Education. Your job will be posted to these sites automatically at no cost to the department/college. In addition, OFA will post the job to Higher Ed Jobs and DiversityJobs.com at no cost to the department. For all other advertising needs, departments should contact Andy Boom at JobElephant andy@jobelephant.com. JobElephant (JE), a higher education industry advertising agency, will facilitate a comprehensive advertising plan for each search, suggest potential advertising opportunities and advertise directly on the behalf of departments.
2	Additional/Other Advertising Sources:	Leave blank. The Advertising Plan will be uploaded to the posting as a separate document, under the Documents tab.
3	*Advertising summary:*	Use this field to provide a high-level summary of the position, which will appear under the posting title on the Careers page.
4	*Advertising text:*	Enter the advertising text the way it should be presented in the job posting. Use the built in template and do not alter any of the text provided. 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

SEARCH DETAILS

Search Committee Chair: 1  

No user selected

Search Committee Members: 2

Add Search Committee Member

Recipient

#	Field	Information
1	Search Committee Chair	Search for and select a user who will be the Search Committee Chair .
2	Search Committee Members	Click Add Search Committee Member to search for and add search committee members.

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)

USERS AND APPROVALS

Reports to Supervisor Name: 1  
No user selected

Administrative Support: 2  
No user selected

Compliance Panel Facilitator: 3  
No user selected

Additional viewers:

Add Additional viewers

Recipient

No Additional viewers selected.

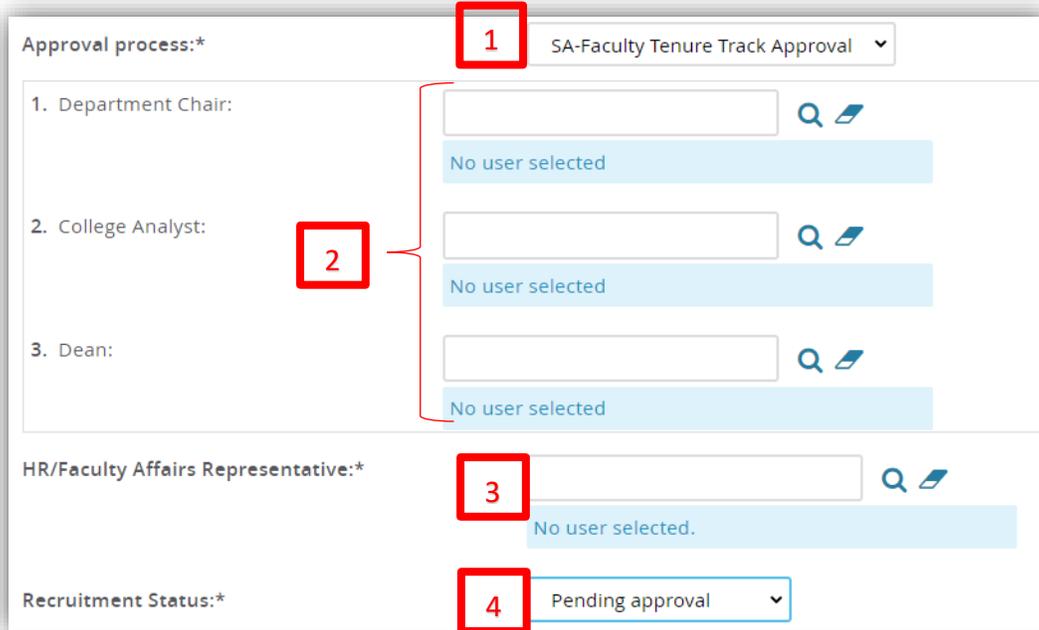
Additional viewers information:

Hiring Administrator:* 4  
No user selected

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

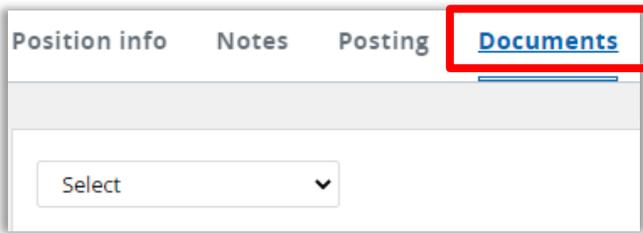
Users and Approvers (2)

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.

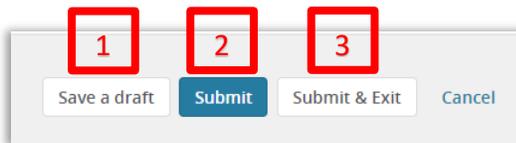


The screenshot shows a form for setting up an approval process. At the top, there is a dropdown menu for 'Approval process:*' with the value 'SA-Faculty Tenure Track Approval' selected, marked with a red box and the number 1. Below this are three rows for selecting approvers: '1. Department Chair:', '2. College Analyst:', and '3. Dean:'. Each row has a search input field and a 'No user selected' message below it. A red box with the number 2 is placed to the left of the 'College Analyst' row, with a bracket pointing to the search fields of all three rows. Below these is a field for 'HR/Faculty Affairs Representative:*' with a search input field and a 'No user selected.' message, marked with a red box and the number 3. At the bottom, there is a dropdown menu for 'Recruitment Status:*' with the value 'Pending approval' selected, marked with a red box and the number 4.

#	Field	Information
1	Approval Process:*	Select SA-Faculty Tenure Track Approval .
2	Approvers	Enter approvers as indicated on the job card. Note: <i>Provost's Office</i> – Contact the Provost's Office to determine which analyst should be assigned to your recruitment. <i>OFA Analyst</i> – Justin Gaulke (A&L, HHS, NSM, Library) or Casey Valdez (COB, COE, ECS, SSIS) <i>OFA Final Review</i> – Enter Jacquelyn Kernen
3	HR/Faculty Affairs Representative:*	Enter your OFA Analyst (Justin Gaulke/Casey Valdez).*
4	Recruitment Status:*	Leave this field blank and it will default to the appropriate status.



Note: If you have not done so already, scroll back up to the top of the job card and upload the required documents under the **Documents** tab prior to saving/submitting the job card. See the [Documents section](#) of this user guide for instructions.



#	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.

Appendix A: Job Posting Template

COLLEGE:

DEPARTMENT:

POSITION TITLE:

DEPARTMENT/COLLEGE SUMMARY:

POSITION DETAILS:

JOB DUTIES:

REQUIRED QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

APPLICANT INSTRUCTIONS:

OTHER SPECIFICS ABOUT THE POSITION:

{DO NOT ALTER ANY TEXT BELOW}

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 is a Hispanic and AANAPISI serving institution with about 31,000 students coming not only from the Greater Sacramento Region, but also from across the state, country, and world. Our 1,800 faculty and 1,500 staff are committed to meeting our mission:

“As California’s capital university, we transform lives by preparing students to lead, serve, and succeed. Sacramento State will be a welcoming, caring, and inclusive leader in education, innovation, and engagement.” As the regional hub of higher education, Sacramento State is dedicated to learning and student success; teaching, research, scholarship and creative activity; justice, diversity, equity and inclusion; resource development and sustainability; dedicated community engagement, and wellness and safety.

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/human-resources/benefits/reasonable-accomodation.html>.

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/administration-business-affairs/human-resources/learning-development/csu-learn.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.

COVID19 Vaccination Policy

Effective May 2023, per the [CSU COVID-19 Vaccination Policy](#), it is strongly recommended that all California State University, Sacramento employees who are accessing office and campus facilities follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications.

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.

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 (i.e. H-1-B Visa).