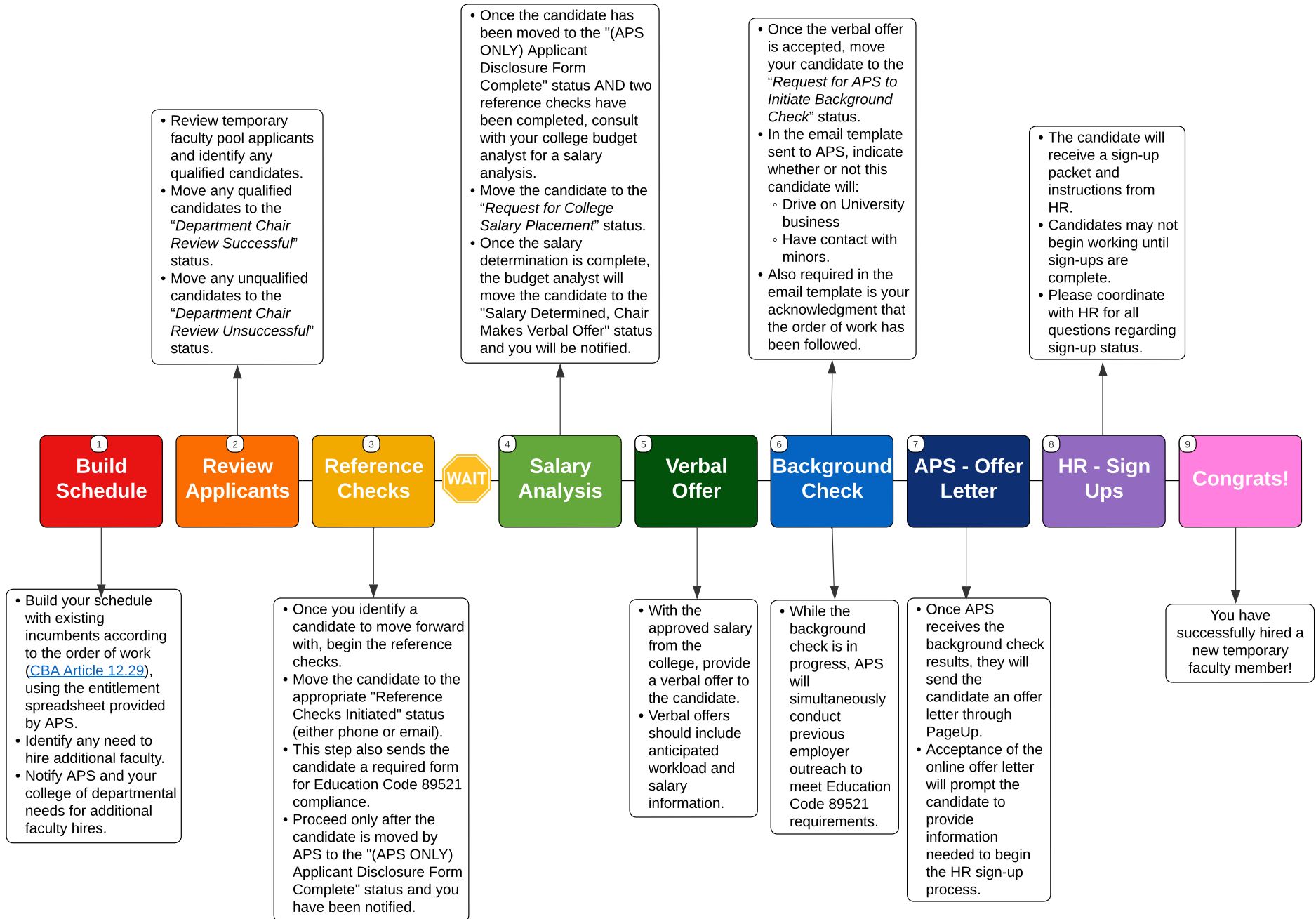


Steps for Hiring New Temporary Faculty



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1. Build your schedule with existing incumbents according to the order of work ([CBA Article 12.29](#)), using the entitlement spreadsheet that you received from APS. Identify any need to hire additional faculty. Notify APS and your college of departmental needs for additional faculty hires.
2. Review your temporary faculty pool applicants and identify any qualified candidates. In PageUp, move any qualified candidates to the "*Department Chair Review Successful*" status. Move any unqualified candidates to the "*Department Chair Review Unsuccessful*" status.
3. Once you identify a candidate you would like to move forward with, begin the reference checks. Move the candidate to the appropriate "Reference Checks Initiated" status (either phone or email). This step also sends the candidate a required form for Education Code 89521 compliance. Proceed only after the candidate is moved by APS to the "*(APS ONLY) Applicant Disclosure Form Complete*" status and you have been notified.
4. Once the candidate has been moved to the "*(APS ONLY) Applicant Disclosure Form Complete*" status AND two reference checks have been completed, consult with your college budget analyst for a salary analysis. Move the candidate to the "*Request for College Salary Placement*" status. Once the salary determination is complete, the budget analyst will move the candidate to the "*Salary Determined, Chair Makes Verbal Offer*" status and you will be notified.
5. With the approved salary from the college, provide a verbal offer to the candidate. Verbal offers should include anticipated workload and salary information.
6. Once the verbal offer is accepted, move your candidate to the "*Request for APS to Initiate Background Check*" status. In the email template sent to APS, indicate whether or not this candidate will drive on University business and have contact with minors. Also required in the email template is your acknowledgment that the order of work has been followed.

While the background check is in progress, APS will simultaneously conduct previous employer outreach to meet Education Code 89521 requirements.

7. Once APS receives the background check results, they will send the candidate an offer letter through PageUp. Acceptance of the online offer letter will prompt the candidate to provide information needed to begin the HR sign-up process.
8. The candidate will receive a sign-up packet and instructions from HR. Candidates may not begin working until sign-ups are complete. Please coordinate with HR for all questions regarding sign-up status.
9. Congratulations! You have successfully hired a new temporary faculty member 😊

Frequently Asked Questions

Q: If 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 and academic year they are being hired for.

Q: How many references do I need to have completed before I can move forward with a hire?

A: A minimum of two (2) completed references are needed, including one current supervisor, before moving forward to the next hiring step.

Q: What is an incumbent versus a non-incumbent?

A: An incumbent lecturer is any lecturer who had a paid appointment during the previous academic year (either one or both semesters). 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.

Q: How do I know who my incumbent lecturers are?

A: Your incumbent lecturers are found on the Lecturer Appointment Eligibility spreadsheets that are distributed by APS each Academic Year.