

Appointment Processing Quick Tips

Full Time Temporary Faculty and Librarians

Beginning fall 2009, full time temporary faculty appointment processing became automated. The actual PeopleSoft processing steps are the same as part time temporary faculty. However, there are a few differences. This document is to serve as a supplement to the IT Training - Temporary Faculty and Academic Student Employee User Guide. Please note that full time temporary lecturer appointment documentation and approval requirements have not changed.

Pre CMS Appointment Processing

A list of appointees (new, reappointment, etc.) is to be sent to Linda Ramirez, Faculty Affairs and Records Coordinator prior to entering any information into the system via CSU Contract Data page.

CMS Appointment Processing

System Navigation: Titan Online > Human Resources > Main Menu > CSU Temp Faculty > CSU Contract Data...

New or Reappointment of Full Time Temporary Faculty (including Librarians)

Contract Status/Content Tab

1. Effective Date: The start date for the appointment period.
2. Term End Date: The end date for the appointment period.
3. Multi Term End Date: Field is used for 3 year entitlements per article 12.12; both 10 month and 12 month faculty.
4. Contract Descr: Full Time Temporary Faculty or Full Time Librarian
5. Contract Type: 017 = 12 month Faculty (including 3 year entitlements per article 12.12). Do not use contract type - 002 – 12 month

TF Contract Course Tab

1. Leave Blank

TF Contract Total Tab

1. Make sure the “print” check box is selected (indicated by a check mark)
2. Select the appropriate letter code

“Save” your data by clicking the yellow “save” button. Notify Faculty Affairs and Records staff that you’re done processing. Faculty Affairs and Records staff will notify you when you can print the appointment(s).

Updating Multi Term Appointments for Full Time Temporary Faculty and Librarians

Contract Status/Content Tab

1. Effective Date: Start of the current academic year – the year being updated.
2. Term End Date: End of the current academic year – the year being updated.
3. Multi Term End Date: Remains the same
4. Contract Type: Select appropriate code *015 = 12.12 entitlement - Yr. 2 of 3; or 016 = 12.12 entitlement – Yr. 3 of 3 or contract type - 017 = 12 month faculty.*

TF Contract Course Tab

1. Leave Blank

TF Contract Total Tab

1. Make sure the “print” check box is not selected so that an appointment notice doesn’t print.

“Save” your data by clicking the yellow “save” button.