

Faculty Recruitment Request

1. Faculty Affairs

- a. Faculty Affairs (OFA) prepares the position in MyFresnoState. The position must be prepared before the online recruitment request begins. OFA must have the information listed above to complete this process. The information is input into the Position so that defaults are established for the recruitment. (Screen Shots #1 & 2). These screen shots are being provided for your reference only.

Position Information Find | View All First 1 of 2 Last

Position Number: 00002283
Headcount Status: Filled
Current Head Count: 1 out of 1

*Effective Date: 06/25/2009
Reason: UPD Position Data Update
*Status: Active
Action Date: 06/25/2009

*Position Status: Approved
Status Date: 04/18/1998
 Key Position

Job Information

*Business Unit: FRSNO California State Univ Fresno
Job Code: 2360 Instr Fac AY
Manager Level: Non-Manager

*Reg/Temp: Regular
*Full/Part Time: Full-Time
*Regular Shift: N/A
Union Code: R03 California Faculty Association

Title: Instructional Faculty - AY
Short Title: INS FAC-AY [Detailed Position Description](#)

Work Location

*Reg Region: USA United States
Department: 28181 Accountancy
Company: CSU California State Univ, Fresno

Location: PETERS Peters Business
Reports To: 00001134 Department Chair - AY
Dot-Line:
Supervisor Lvl:

Salary Plan Information
Salary Admin Plan: 321 Grade: 3 Step:

Screen Shot #1

Detailed Position Description

ACCOUNTANCY
ASSISTANT PROFESSOR (TENURE TRACK) / CONVERSION (ABD)

Screen Shot #2

2. Department

- a. Elect search committee and determine EEOD.
- b. Search committee prepares a draft of the recruitment plan, position description, academic qualifications, professional qualifications, and the recruitment requirements. Review to the guide for specific information on preparing these items.
- c. Email draft file to Rudy Sanchez for review and suggestions/edits.
- d. Once the draft is reviewed and approved for processing, submit the vacancy.

Go to my.csufresno.edu (MyFresnoState). The Recruitment Request can be done by the Department Administrative Assistant, Search Committee Chair, or Department Chair using the information prepared by the search committee. Only those who have been approved for Recruitment request from *MyFresnoState* Security will have access.



A screenshot of a navigation menu with a light blue background. The menu items are listed in a vertical column, each preceded by a small square icon. The items are: Employee Self Service, Student Self Service, Curriculum Management, Student Support, Temporary Faculty, Time Administration, eRecruit, Fresno Messaging, Reports Portfolio, PAWS Action Request Tracker, Security Requests (with a sub-menu), Reporting Tools, PeopleTools, ID Search, PeopleSoft HCM, PeopleSoft HCM Queries, Blackboard, BulldogLink, Student Clubs & Organizations, Access Email, Ask Timeout, and Change My Password. The 'New Security Request' sub-item is highlighted with a darker blue background.

[New Window](#) | [Cust](#)

Online Security Request Form

[Need Help?](#)

Please complete the following form for new or change of access to the PeopleSoft Human Resources, Student Administration and Financials systems. Fields with an asterisk (*) are required in order for the form to be submitted.

If you are experiencing a problem with your current security, please enter that information directly in PAWS Action Request Tracking.


Select Request Type

User Security

Used to request security for a new user or to request additional security for an existing user. (Please do not enter requests for problems with security.)

After Hours Access

Used to request access to Administrative areas during non-business hours for users restricted to that time.

 Next tab

- e. Approvals of the vacancy request are done electronically.

Screen shots, panels, and steps to complete the Recruitment Request.

1. From *MyFresnoState*
 - a. Select *eRecruit* on the left Menu panel (Screen Shot #3)
 - b. select *Recruitment Request* from the center panel

The screenshot shows the myFRESNO STATE website interface. At the top, there is a navigation bar with the university name and links for Campus Home, Directories, and Search. Below this is a secondary navigation bar with links for Sign out, Campus Home, My Fresno State, Add Link, Privacy Statement, and Questions/Comments. A user profile box on the right shows the name Diane Volpp (10031) and the last accessed date of 05/19/2009 17:00. The main content area is titled 'eRecruit' and contains a grid of service tiles: View Faculty Applications, Career Opportunities, Recruitment Request, Pending Approvals, Manage Recruitments, and On-line Tutorials. A Report Manager tile is also visible at the bottom left of the grid. A left-hand menu panel is open, showing options like Employee Self Service, Student Self Service, eRecruit (with sub-links for Career Opportunities, Pending Approvals, Manage Recruitments, On-line Tutorials, and Report Manager), Reports Portfolio, PAWS Action Request Tracker, and Security Requests (with sub-links for PeopleSoft HCM, Blackboard, BulldogLink, Access Email, Ask Timeout, and Change My Password).

Screen Shot #3

- From the Recruitment Request panel select *Add a new value* (Screen shot #4) tab. You do not need to use the “Search by” feature.

Recruitment Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Job Opening Requisition ID =

Search | Advanced Search

Find an Existing Value | Add a New Value

Screen Shot #4

- After selecting *Add a New Value* the following screen is displayed (screen shot #5). Note the Job Opening Requisition ID will be all 9’s until the final step or you Save for Later. At any time during the process you can use the *Save for later* feature to save your completed work and the request WILL NOT be submitted for approvals. Only when you select *Submit* does the request get forwarded for electronic approvals.

Job Opening Requisition ID99999999999999999999 Print Recruitment Request [Help](#)

Basic Recruit Info | [Position Information](#) | [Search Plans](#) | [Posting Information](#) | [Applicant Attachments](#) | [Attachments](#)

Job Opening Request

Effective Date 06/25/2009 Department

I would like to...

- Replace Existing Staff/MPP Position(s)/Employees(s)
- Request a New Staff/MPP Position
 - Use the Continuous Recruitment Pool (Staff only)
- Request a Faculty Recruitment
- Request a Job Posting for Unit 11 (TA, GA, ISA)

Back | Continue | Return to List | Save for Later | Submit

Screen Shot #5 (before selecting Request a Faculty Recruitment is selected)

- Enter today's date as the effective date. This date is not related to the position or hire date.
- Enter Department Budget ID (5 digits).
- Next select the button next to Request a Faculty Recruitment.
- Once Request a Faculty Recruitment button has been selected, the position field displays at the bottom of the screen under the radio buttons (screen shot #6).

Job Opening Request

Effective Date Department Accountancy



I would like to...

Replace Existing Staff/MPP Position(s)/Employees(s)
 Request a New Staff/MPP Position
 Use the Continuous Recruitment Pool (Staff only)
 Request a Faculty Recruitment
 Request a Job Posting for Unit 11 (TA, GA, ISA)

| Position Number | Title | Job Code | Grade/Rank |
|-----------------|----------------------------|----------|------------|
| 1 00002283 | Instructional Faculty - AY | 2360 | 3 |

Back Continue Return to List Save for Later Submit

Screen Shot #6 (This shot was taken after selecting the correct position from the search.)

- Use the  to search for positions. Only available positions for the selected department will display. The position may not be available yet. For example, if the position has not been approved or if APS has not received the required information from the Dean to prepare the position. If there are multiple searches approved in your department, please make sure to use the correct position number. Screen shot #7 shows a sample of the search results using the  feature.

Look Up Position Number

Cancel

Search Results

| Department | Position Number | Description |
|------------|-----------------|----------------------------|
| 28181 | 00002283 | Instructional Faculty - AY |

Screen Shot #7

- The approved Job Code and Grade/Rank will display as shown in screen shot #6. Call Academic Personnel if you need clarification or are concerned about the information displayed.
- Select *Continue* at the bottom of the Job Opening Request screen to go to the next panel.

Job Opening Requisition ID9999999999999999 [Print Recruitment Request](#) [Help](#)

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Position Information Find | View All First Last

Position Number 00002283 Effective Date 06/25/2009

Job Information

| | | | | |
|-------------------|--|---------------------------|----------------------------|---|
| Job Code | <input type="text" value="2360"/> | Instr Fac AY | FLSA Status | Exempt |
| Regular/Temporary | Regular <input type="text"/> | | Ending Date of Appointment | <input type="text"/> |
| Grade/Rank | 3 <input type="text"/> | Step <input type="text"/> | Full/Part Time | Full-Time <input type="text"/> |
| Standard Hours | 40.00 (per week) | | Union Code | R03 CFA |
| Title | <input type="text" value="Instructional Faculty - AY"/> | | FTE | 1.000000 |
| | ACCOUNTANCY <input type="text"/> ASSISTANT PROFESSOR <input type="text"/> (TENURE TRACK) / CONVERSION <input type="text"/> | | Short Title | <input type="text" value="INS FAC-AY"/> |

[Department Budget Information](#)

Work Location

| | | | | |
|------------|---|---------------|------------|---|
| Department | 28181 | Accountancy | Location | PETERS |
| Reports To | <input type="text" value="00001134"/> | Garo Kalfayan | Dot-Line | <input type="text"/> |
| Mail Drop | <input type="text" value="MS# PB 007"/> | | Work Phone | <input type="text" value="559/278-2979"/> |

[Back](#)
[Continue](#)
[Return to List](#)
[Save for Later](#) [Submit](#)

Position Audit Information Customize | Find First Last

| | Field Name | Date/Time Created | User ID | Old Value | New Value |
|---|------------|-------------------|---------|-----------|-----------|
| 1 | | | | | |

Screen Shot #8

9. Information on this panel (screen shot #8) will be already entered for you. If you have questions or concerns about the default information contact Academic Personnel.
10. Select *Continue* at the bottom of the Job Opening Request screen to go to the next panel.

| | | | |
|----------------------------|-----|---|----------------------|
| Job Opening Requisition ID | 295 | Print Recruitment Request | Help |
|----------------------------|-----|---|----------------------|

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Print Journal List any postings (other than standard) that you would like to have Jobelephant post.

Recruitment Plan If you would like your online postings delayed until a set date input information here, under Recruitment Plan. Ex: request submitted 7/3/17: The committee would like online postings to begin 8/1/17.

Job Posting Period **Full Consideration Date**

Search Committee

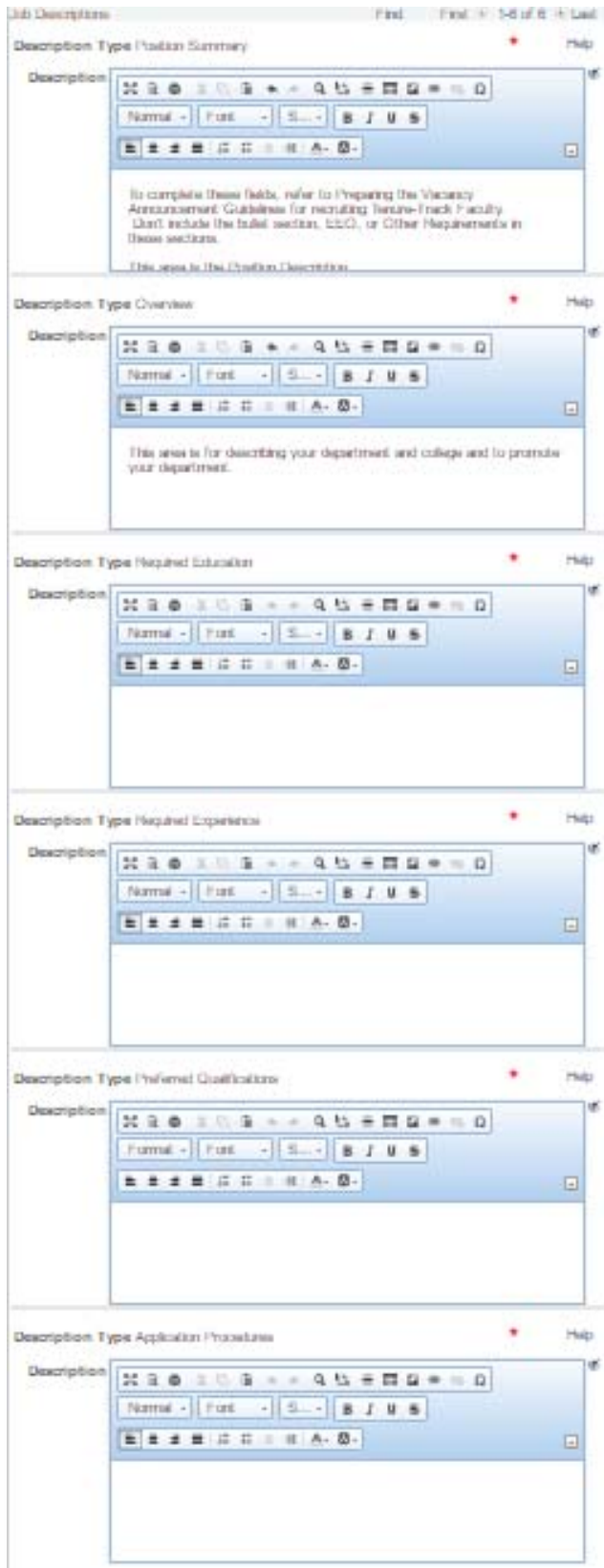
| | |
|---|---|
| Mary Smith, Search Chair John Jones Henry Garcia Alex Lee, EEO | If there were any approvals or special notes, provide additional information as needed. |
|---|---|

[Click to View Standard Advertising](#)

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Screen Shot #9

11. Information on this panel (screen shot #9) is related to your recruitment plan. At this point, if you have a word document with your recruitment plan and vacancy information, open it up. Use the information in the word file to copy and paste as needed.
12. Print Journal: Since all faculty searches require at least one print journal advertisement. This information is required. If you will place more than one print journal, enter the additional information in the Recruitment Plan box.
13. Recruitment Plan: Enter the activities that the search committee and department will use to ensure a good candidate pool. At least one diversity outreach is required here.
14. Standard Advertising - All vacancies will be posted at the following sites at no additional cost to the hiring department. Standard advertising information does not need to be entered as part of the recruitment plan.
 - a. Fresno State web page (jobs.csufresno.edu)
 - b. CSU Job Board (www.calstate.edu/jobs)
 - c. www.higheredjobs.com
15. Job Posting Period: Always use Open Until Filled from the drop down box.
16. Full Consideration Date: Enter the date your committee will begin considering applications.
17. Search Committee: Enter the names of the committee members. Please note the Search Chair and the EEO designee.
18. Select *Continue* at the bottom of the Job Opening Request screen to go to the next panel.



19. Information on this panel (screen shot #10) establishes the vacancy announcement. Use the information the search committee prepared to copy and paste as needed. For detailed information on information to include, refer back to the guide.
20. Select *Continue* at the bottom of the Job Opening Request screen to go to the next panel.

Note: When you copy and paste from a Word document make sure that your fonts, special formatting, and typing is correct. It is difficult to correct font and special formatting once in the system.

Screen Shot #10

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Recruitment Request Attachments

You have not added any attachments

[+ Add Attachment](#)

Back Continue Return to List Save for Later Submit

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Screen Shot #11

21. Information on this panel (screen shot #11) establishes electronic files to be submitted by applicants as part of the application process.
22. A Curriculum Vita should be required by all searches as a minimum. You can also add, Cover Letters, Transcripts (unofficial), Reference Letters, and other. (Screen shot #12)

Application Attachments

| Attachment Type | Attachment Description | Required | | |
|-----------------|------------------------|-------------------------------------|-------------------|-------------------|
| Curriculum Vita | Curriculum Vita | <input checked="" type="checkbox"/> | + | - |

Back Continue Return to List Save for Later Submit

Screen Shot #12

23. To select different attachment types use the [+](#) key at the end of the row to add additional lines. Use the [-](#) button to remove or delete any attachments listed in error.
24. Use the down arrow under attachment type to select attachment types from the drop down list (screen shot #13).

Application Attachments

Attachment Type

Other

- Cover Letters
- Curriculum Vita
- Other
- Reference Attachments
- Resume attachments
- Transcript Attachments

Screen Shot #13

25. If the specific attachment type for your search is not available, use Other from the drop down list. You will be allowed to enter a description under Attachment Description. This description will display for the applicants, the attachment type will not display to applicants.
26. You also need to check the Required box if the attachment will be required. If the applicant is not required to submit an attachment type, do not check the required box.
27. A sample screen with several attachments is shown on screen shot #14.

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| Application Attachments | | | | |
|-------------------------|------------------------|-------------------------------------|---|---|
| Attachment Type | Attachment Description | Required | | |
| Curriculum Vita | Curriculum Vita | <input checked="" type="checkbox"/> | + | - |
| Transcript Attachments | Transcript Attachments | <input checked="" type="checkbox"/> | + | - |
| Other | Teaching Philosophy | <input checked="" type="checkbox"/> | + | - |
| Other | ABD Candidates | <input type="checkbox"/> | + | - |
| Other | Other | <input type="checkbox"/> | + | - |

Back
Continue
Return to List

[Save for Later](#)
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Screen Shot #14

28. Select *Continue* at the bottom of the Job Opening Request screen to go to the next panel.
29. Attach any information that may be requested by your dean or APS here. Most searches will not have information to attach at this point. (Screen Shot #15)

Job Opening Requisition ID
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| Recruitment Request Attachments |
|------------------------------------|
| You have not added any attachments |
| + Add Attachment |

Back
Continue
Return to List

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Screen Shot #15

30. Print Recruitment Request – Not mandatory, reference only. See a sample on the next page.

31. Select *Continue* at the bottom of the Job Opening Request screen to go to the next panel.

Recruitment Request Summary

Recruitment Request:
295 - Instructional Faculty - AY

Position Information

| Department ID | Department Name |
|---------------|-----------------|
| 28181 | Accountancy |

Request a Faculty Recruitment

Position Number: 00002283
Title: Instructional Faculty - AY
Jobcode: 2360
Grade/Rank: 3

Type Of Appointment

Jobcode: 2360 **FLSA Status:** Exempt
Regular/Temporary: Regular **Ending Date Of Appt:**
Grade/Rank: 3 **Full/Part Time:** Full-Time
Step: 0 **Union Code:** R03
Standard Hours: 40 **FTE:** 1
Title: Instructional Faculty - AY **Short Title:** INS FAC-AY
Long Title: ACCOUNTANCY ASSISTANT PROFESSOR (TENURE TRACK) / CONVERSION (ABD)
Reports To: 00001134 **Dotted Line:**
Mail Drop: MS# PB 007 **Work Phone:** 559/278-2979

Funding Information

Funding for 00002283
Budget Level:
Grant Funded?: No

| Fund | Org | Class | Account | Project | Grant |
|------|-----|-------|---------|---------|-------|
| | | 00000 | | | |

Search Plan

Print Journal: Professional Journal of Accountancy, November issue
Recruitment Plan: Web sites: Accountants International, Associate of Accountant Professors, Business Journal, Women in Accountancy Other: Letters to PhD program coordinators inviting applications; Booth at the conference xxx as well as speaking at the specific diversity Caucacus. Standard advertising
Posting Period: Open Until Filled
Full Consideration 11/30/2009

Standard Advertising

All vacancies will be posted at the following sites at no additional cost to the hiring department.
 1. Fresno State web page 2. CSU Job Board (website)
 3. Cal Jobs (website) 4. Plant Ops (unit 6 jobs only) 5. HR jobs board - Joyal (printed announcement)

Online Job Posting *

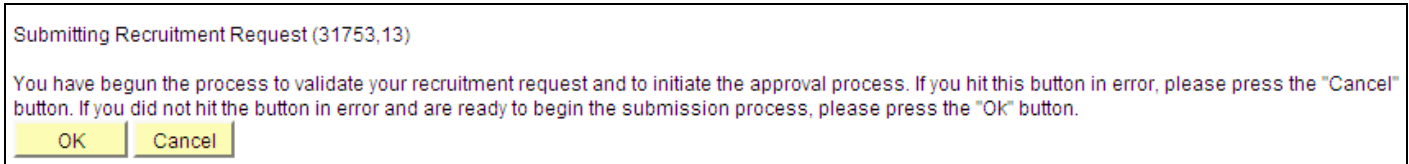
Position Characteristics: The Department of Accountancy offers a broad range of courses including upper division, lower division, and graduate courses. The successful candidate will be expected to teach a wide variety of undergraduate and graduate courses, as well as to conduct scholarly and applied research. Responsibilities also include student advising, directing graduate theses, working with student organizations, and participating in student recruitment.

Academic Preparation: An earned doctorate (Ph.D.) in business with an emphasis in accounting, from an AACSB or equivalently accredited institution, is required for appointment to a tenure-track position. Professional certification (e.g. CPA, CMA) is desirable.

Teaching Or Other Experience: Candidates are expected to demonstrate a commitment to or potential for teaching excellence and scholarly activity at the university level. The successful candidate must have the ability to work effectively with faculty, staff and students from diverse ethnic, cultural, and socioeconomic backgrounds.

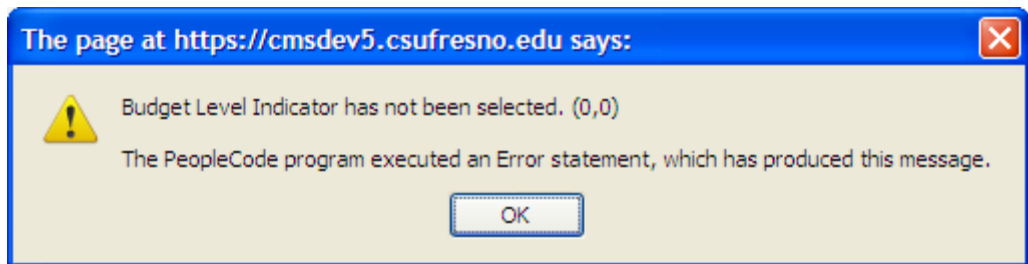
Application: Submit online application. Attach current vita, teaching philosophy and unofficial transcripts to the online application. Candidates must provide at least 3 reference contacts and those selected for interview will need to provide 3 original recent reference letters. Candidates nearing completion of doctorate will be required to provide a statement from the dissertation chair on expected completion date.

32. Select *Continue* at the bottom of the Job Opening Request screen to go to the next panel.
33. At this point, you are ready to either *Save for Later* or *Submit*.
34. *Save for Later*: If you chose *Save for Later*, you will need to return, review, and submit later. The individual doing the input does not have to be the same person that submits the request.
35. *Submit*: Once *Submit* is selected a series of events begin, see Screen Shot #16



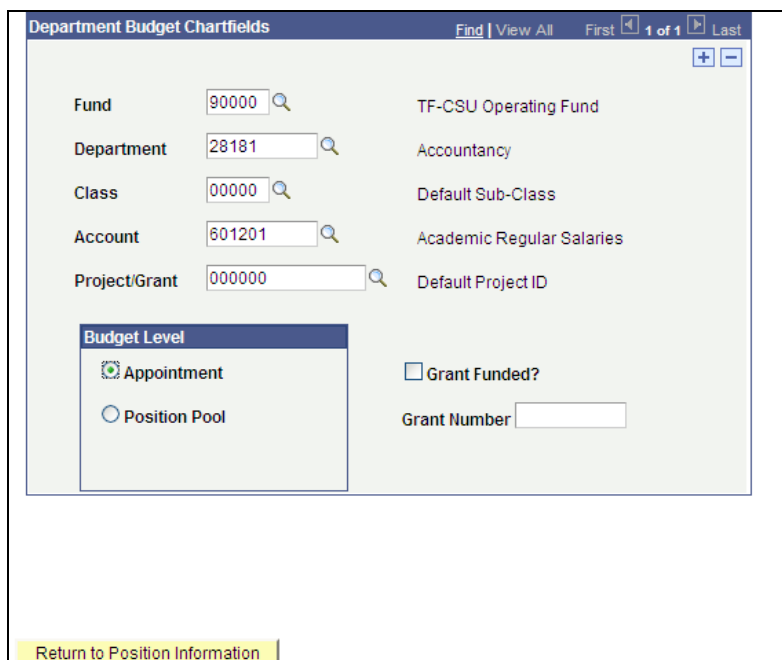
Screen Shot #16

36. When the Submitting Recruitment Request displays, press the “OK” button.
37. Screen Shot #17 will then display.



Screen Shot #17

38. Again, press the “OK” button to enter budget information. (Screen shot #18)



Screen Shot #18

39. The budget information is different for each college/school and possibly department. For help with input contact your dean's office.
40. Once the information is entered, *Return to Position Information*.
41. The Recruitment Request Approval process will begin. (Screen Shot #19)
42. Approvals are done using the Manager Self Service features in *MyFresnoState*. You can return to this screen later to see the approval progress.

Job Opening Requisition ID: 2099 Print Recruitment Request Help

Basic Recruit Info Position Information Search Plans Posting Information Applicant Attachments Attachments Approvals

Recruitment Request Approvals

Initially Submitted for Approval 05/16/17 1:49:38PM

RecruitmentRequestApproval

RecruitmentRequest: Pending

FacultyRecruitment

Pending

Multiple Approvers
HR APS Approvals Role

→

Not Routed

Sandra Witte
Inserted Approver

→

Not Routed

Multiple Approvers
HR APS Approvals Role

→

Not Routed

Multiple Approvers
Budget Department

Comments Text:

Approve
Deny

Create Job Opening
Job Opening ID: 13224

Back
Continue
Return to List
Save for Later
Submit

Screen Shot # 19

Vacancy Approval and Posting

1. The recruitment request is approved by:
 - a. Faculty Affairs – Rudy Sanchez
 - b. Department Chair
 - c. Dean and/or Associate Dean
 - d. Each level will review the position description and qualifications for departmental needs etc.
 - i. Discussion can take place off-line or on-line. If on-line, the dean can “push” the vacancy announcement back to the committee with comments. The committee then needs to review comments and resubmit the recruitment request.
 - e. Faculty Affairs will review for final preparation, posting and requesting Job Elephant advertising.
 - f. After creating the job opening in eRecruit, OFA will send an electronic copy by email to the committee, department chair, dean and support staff noting where the vacancy was posted and the request pending with Jobelphant.