Virtual Processing of Faculty Appointment Documents

**Academic Appointment Forms (AAF):** (Includes ISA, TA & GA AAFs)

*Only essential and necessary forms should be prepared and generated during this telecommuting period. Only effective dates in AY 19/20 should be considered.*

1. With a new hiring slowdown, all new appointments to **new employees** requiring new hire paperwork to be completed require cabinet-level (Provost) approval. Before preparing the AAF, the supervisor or department chair wishing to make the hire should email their Dean to request Provost approval. The department must make a case/justify that the appointment is essential/critical and that no other current employee is available or qualified to do the work. If the Dean approves, the Dean will email Lori Fuentes requesting Provost approval with a copy to AcademicPersonnel@csuchico.edu. Once this approval is secured, the department/college staff may prepare the AAF.

2. The AA/S generates the AAF in Word (and Description of Duties/DOD form for ISAs, TAs, and GAs) and forwards the Provost approval email and AAF to the Department Chair for email approval with a copy to the ASC and Dean’s office staff that tracks the college’s contracts. In the subject line, please include last name, college, semester and AAF (i.e. Smith AGR Spr20 AAF). If the faculty is new and doesn’t have a CSU address, please include an email so that they can receive the contract via email.

3. The Department Chair approves, replying to all and forwards the AAF with the Chair’s emailed approval to the Dean.

4. The Dean approves and forwards the AAF to AcademicPersonnel@csuchico.edu for Academic Personnel’s approval.

5. Academic Personnel approves the AAF (Evanne for all faculty; Robin for ISAs GAs, TAs; Margie to add applicable forms such as SSA 1945 or Mandated Reporter attachments) and forwards the string back to the candidate with a copy to the Department and College staff and OAPL staff.

6. If Academic Personnel disapproves the AAF, it will be returned to the College Staff with directions or an explanation. If the AAF can be corrected, the process will begin again at step 1.

7. The candidate approves and forwards the signed AAF and approval string to payroll@csuchico.edu and copies the originator of the form and the College AA/S (if different).

8. Payroll receives AAF and will process all current and retroactive documents. Future dated documents will be placed in the Pendaflex for future processing. If any corrections are needed, Payroll will contact Academic Personnel for resolution.

9. The college staff will create an email folder of all completed AAFs and accompanying email approvals. Once campus office access is permitted, the AAFs and email approvals will be printed and added to the PAF. Be sure to gather documents needed for the creation of a new PAF for new faculty!

**Academic Change Forms (ACF):**

*Only essential and necessary forms should be prepared and generated during this telecommuting period. Only effective dates in AY 19/20 should be considered.*

1. The AA/S generates the ACF in Word and forwards the document to the Dean copying the Department Chair and ASC and Dean’s office staff that tracks the college’s contracts. In the subject line, include the last name, college, semester and ACF (i.e. Smith AGR Spr20 ACF).

2. The Dean approves and forwards the ACF and to AcademicPersonnel@csuchico.edu for approval, copying all.

3. Academic Personnel approves the ACF and forwards the ACF document and email string to payroll@csuchico.edu with a copy to the department and college staff.
4. If Academic Personnel disapproves the ACF, it will be returned to the College Staff with directions or an explanation. If the ACF can be corrected, the process will begin again at step 1.
5. Payroll receives AAF and will process all current and retroactive documents. Future dated documents will be placed in the Pendafilex for future processing. If any corrections are needed, Payroll will contact Academic Personnel for resolution.
6. The college staff will create an email folder of completed all completed ACFs and accompanying email approvals. Once campus office access is permitted, the ACFs and email approvals will be printed and added to the PAF.

Adjunct Faculty Applications:
Because these adjunct faculty appointments must be reviewed by a department committee, please delay the processing of these applications until the beginning of the next academic year.

Emeritus Application:
Applications for emeritus status must be reviewed by the Department Committee. Please delay the processing of these applications until the beginning of the next academic year.

Faculty Leave Forms (Sabbatical, Difference-In-Pay Leave, Personal/Professional Leave without Pay, Change in Leave form):
Only essential and necessary forms should be prepared and generated during this telecommuting period. Only leaves that impact the Fall 2020 schedule should be considered.

1. Faculty completes the Leave form and forwards to the Department Chair for approval, copying the college AA/S. In the subject line, include last name, semester and DIP, LWOP or Leave Change (i.e. Smith, Spring 2020 LWOP Change).
2. The Department Chair approves and forwards the Leave form to the College Leaves Committee Chair (if it is a Professional Leave) with a copy to the college AA/S and instructions to forward to the College Dean. If the leave is personal, the form can be directly sent to the Dean.
3. If the Leave form is for a professional LWOP or DIP that requires the approval of the College Leaves committee, the College Leaves Chair should email, hold a zoom meeting or other virtual meeting to gain the approval of the leave before forwarding the College leaves level to the next level.
4. College Leaves Chair forwards the approved Leave form to the Dean for approval, copying the AA/S.
5. The College Dean forwards the document to AcademicPersonnel@csuchico.edu.
6. Academic Personnel (Margie logs and forwards to Evanne for approval or forwarding to the Provost for approval), with instructions to approve/deny and send back to the AA/S with a copy to Margie. The AA/S can then attach the approvals to an ACF form and notify the faculty member that the Leave has been approved or denied.
7. The Leave form and email string of approvals should be deposited in an email folder entitled "Leaves" and once access to campus is permitted, the forms and email approvals must be printed and filed in the PAF.
8. Once the Leave form is approved, the AA/S will then generate an ACF and follow the virtual ACF process, attaching the Leave form and email string to the ACF approval email string.

Faculty Recruitment Documents:
Only Provost-approved recruitments will move forward.
**Authorization to Extend Offer** forms needed: **Form 11** Authorization to Extend Offer, **Form 8** Employment Education Information Release, Signed by finalist during their campus visit, **Form 9** Reference Check for Final Candidate (must have 3 reference checks), **Form 10** Education Verification for Final Candidates, and Offer Parameters from Dean.

1. The Hiring Committee Chair downloads and completes **Form 11** ‘Authorization to Extend Offer’, signs in blue ink and scans **Form 11** and **Form 8**, signed by the finalist, to a .pdf form.
2. Signs in blue ink and scans **Form 9** ‘Reference Check for Final Candidates’ and references.
3. Signs in blue ink and scans **Form 10** ‘Education Verification’ for finalist and attaches unofficial transcripts.
4. Email .pdf forms 11, 8, 9 and 10 to the Department Chair for email approval of Form 11.
5. The Hiring Chair requests that the Dean add the offer parameters to the email string or directly to Lynne Koch, Recruitment Specialist, with a copy to the Hiring Chair.
6. The Department Chair approves Form 11 and forwards the Department Chair’s approval and all of the documents to the Dean for email approval of Form 11.
7. The Dean approves Form 11 and forwards their approval, all prior approvals, and Form 8, 9, and 10 to Lynn Koch, Recruitment Specialist. If the offer parameters have not yet been sent, the Dean will also attach this documentation to the email string.
8. The Recruitment Specialist reviews the approved Forms 11, 8, 9, 10 and offer parameters from the Dean for approvals, references, education verification, and parameters and forwards to Evanne for approval.
9. The AVP forwards approval back to the Recruitment Specialist who will then forward the entire packet along with Form 11 to the Provost for her approval. If the Provost approves, she forwards the approval email to the Recruitment Specialist. Upon receiving the approval email from the Provost, the Recruitment Specialist will send an email notifying the Hiring Chair, Department Chair and Dean, ASC and AA/S that they are authorized to extend an offer.

**Faculty Request for AWTU:**

*Only essential and necessary forms should be prepared and generated during this telecommuting period.*

1. Faculty or department staff complete the **Faculty Request for AWTU form**. Faculty signs or approves the AWTU request and forwards it to the Department Chair.
2. The Department chair adds their recommendation or denial and makes any comments in the email, copying all. The Chair forwards the AWTU form to the College Dean.
3. The College Dean adds their recommendation or denial and adds their justification paragraph or comments in the email, copying all.
4. The College office then compiles the AWTU forms and email approvals into the Dean Approved AWTU Memo. AA/S to create an email folder entitled "AWTU Forms" and place the forms and email approvals into the folder. Once access to campus reinstated, the forms must be printed and placed in the PAF.

**Moving and Relocation Approvals over $5,000:**

1. If the amount of **Moving and Relocation** amount exceeds $5,000, Provost approval is needed or Presidential approval for over $10,000. The Dean’s office will send the Moving and Relocation request
to Lori Fuentes for the Provost’s approval or Michael Johnston for the President’s approval with a copy to AcademicPersonnel@csuchico.edu.

2. Lori/Michael will then forward the Moving and Relocation form and Provost’s approval to accountspayable@csuchico.edu, with a copy to all.

3. If the Provost or President disapproves of the Moving and Relocation request, the request will be returned to the College Staff with directions or an explanation. If the Moving and Relocation request needs to be updated, the process will begin again at step 1.

Retention, Tenure and Promotion Reports:

PENDING

Special Consultant Forms:

Only essential and necessary forms should be prepared and generated during this telecommuting period. Only existing CSU, Chico employees can receive special consultant agreements.

1. With a new hiring slowdown, new special consultant agreements to new employees (requiring new hire paperwork) require cabinet-level (Provost) approval. Before preparing the AAF, the supervisor or department chair wishing to make the hire should email their Dean to request Provost approval. The department must make a case/justify that the appointment is essential/critical (if multiple appointments are needed, include them all in one email). If the Dean approves, the Dean will email Lori Fuentes requesting Provost approval. Once this approval is secured, the department/college staff may prepare the Special Consultant Form. Once this approval is secured, the department/college staff may prepare the AAF.

2. The staff member creates the Special Consultant Form, Independent Contractor v. Employee worksheet and timesheet and forwards the Provost approval and the document to the supervisor with a copy to the department ASC and college AA/S. In the subject line, include the last name, semester and Special Consult (i.e. Smith, Spring 2020 SpConsult).

3. The supervisor approves or denies, replying to all and, if approved, forwards the Special Consultant form with the supervisor’s emailed approval to the Dean/Appropriate Administrator.

4. The Dean/Appropriate Administrator approves or denies. If it is approved, the Appropriate Administrator forwards the Special Consultant form to the special consultant, copying all with instructions to approve and forward the Agreement and Independent Contractor vs. Employee Worksheet to the department or original creator of the agreement. If the work is completed, the consultant can include the timesheet and confirm in the email that the work has been completed and the day that should be marked on the timesheet. If the work is not yet completed, the special consultant will forward just the timesheet at a later time when they can confirm that the work is completed and the day that should be marked on the timesheet.

5. The department/staff that originated the agreement then forwards the approved Special Consultant Agreement and Worksheet to AcademicPersonnel@csuchico.edu. If the work is completed, include the timesheet. If the work will be completed at a later time, the timesheet will be forwarded separately to the supervisor then Dean/Department Head before forwarding the email approval string directly to payroll@csuchico.edu.

6. Academic Personnel reviews and approves the document and forwards it to payroll@csuchico.edu with a copy to the original staff.
7. If Academic Personnel disapproves the Special Consultant Agreement, it will be returned to the College Staff with directions or an explanation. If the AAF can be corrected, the process will begin again at step 1.
8. Payroll receives the Special Consultant Agreement and Worksheet and will process completed packets and will hold any agreement forms without matching timesheets until submitted.

**Volunteer POI Requests:** Only essential and necessary forms should be prepared and generated during this telecommuting period. Only documents effective in Spring or Summer 2020 will be considered.

1. Department/College staff and/or the employee complete the [Volunteer Request form](#), being sure to include a personal email and completing each question. The form is approved by the employee and forwarded to the Dean or Department Head for approval or denial. If the Dean/Department Head approves, then the form is sent to HR (staff) or Academic Personnel (current faculty).
2. If the volunteer is not a current CSU, Chico Employee, the same steps are followed as noted above. If it is approved, the Dean/Department Head forwards the document and approvals to [humanresources@csuchico.edu](mailto:humanresources@csuchico.edu) as HR handles all non-CSU, Chico employee volunteer POI requests.
3. Academic Personnel) approves the appointment and forwards it to [poirequests@csuchico.edu](mailto:poirequests@csuchico.edu).
4. If Academic Personnel disapproves the Volunteer request, it will be returned to the college staff with directions or an explanation. If the Volunteer Request needs additional information or corrections, the information can be added and forwarded to [poirequests@csuchico.edu](mailto:poirequests@csuchico.edu).