



**San Francisco  
State University**

Human Resources, Safety &  
Risk Management

1600 Holloway Avenue, ADM 252  
San Francisco, California 94132-  
4252

Tel: (415) 338-1872/1873  
Fax: (415) 338-0521

August 8, 2006

To: Deans University, Librarian  
Department Chairs,  
College Administrative Staff, Department AOC's

From: S. Henry McCoy, Manager, Faculty Personnel/HRIS  
Human Resources

Subject: E-TRAC Processing Instructions  
for 2006-2007 Faculty Appointments

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Colleges and departments may begin processing faculty employment transactions for fall 2006 using **E-TRAC**. The priority for Faculty transactions is as follows:

- 1) New Tenured/Tenure-track hires (due by August 17, 2006)
- 2) Separations & Resignations
- 3) 12-Month Department chairs moving back to AY faculty positions (due by August 17, 2006)
- 4) Returning faculty from Leave With Pay (Sabbatical/Difference in Pay) or Leave Without Pay (Personal/Professional) (due by September 15, 2006)
- 5) AY Faculty moving into Department chair assignments (due by September 15, 2006)
- 6) AY FERP faculty appointments effective Fall 2006 (due by September 15, 2006)
- 7) AY Lecturer, GTA and GA reappointments (due by September 15, 2006)

With no new faculty contract in place at this time, reappointed faculty shall be hired at the same base salary that reflects the faculty salary data as of Spring 2006 (no SSI program until a new contract is ratified). Salary increases associated with Promotion or Equity for tenured/tenure-track faculty or Range Elevation for lecturers will be processed effective fall 2006.

#### **ACADEMIC-YEAR ENTITLED LECTURERS**

Each year, many lecturer appointments are delayed due largely to entitlement issues. Please refer to my memo and the accompanying report "Temporary Faculty— **FINAL** General Entitlement Listings 2006-2007 Academic Year," dated August 8, 2006, for specific information regarding lecturer entitlement. **Lecturers who worked both semesters during the last academic year, or worked spring 06 and summer 2006 only and, re-appointed effective fall 2006 should receive an academic year appointment.** But if the assignment for the fall semester is below the average, .40 for example, the lecturer may receive a .40 academic year appointment and a time base change to .60 for the spring semester. This will satisfy the entitlement.

In either case, for AY or 3-Year lecturers, where the fall 2006 appointment is below entitlement, a copy of a letter from the dean or chair to the faculty member that acknowledges the inability to meet entitlement (due to enrollment or budget) **must accompany** the Application for Subsequent Temporary Faculty Employment (form 113). This letter shall also indicate that the department will attempt to satisfy the entitlement for the spring 2007 semester. Full-time (1.00) lecturers on the report do not fall under the entitlement provisions as for part-time lecturers. The provisions described above apply *only* to part-time lecturers (Article 12.5 of the Agreement). While part-time appointments are contingent on enrollment and budget considerations, full-time appointments are not conditional (Article 12.6 of the Agreement). **Once a full-time lecturer appointment is made, the time base cannot be decreased during the appointment period, whether it is a single semester or academic year.**

### **THREE-YEAR LECTURERS**

Lecturers who are identified in the worksheet, “TEMPORARY FACULTY ENTITLEMENT REPORT 2006-2007” as eligible for a three-year appointment (or second 3-year, as applicable) must receive a **three-year appointment if reappointed Fall 2006**. The average time base in the column “ENTLMNT PER SEM 06/07” denotes the *minimum* time base the lecturer should receive each semester for the three-year period; however, if for example, the average is .50, a lecturer can receive appointments with different time bases during the three-year period that averages .50. Full time (1.00) three-year lecturer appointments are non-conditional appointments. These appointments are not subject to budget and enrollment. Human Resources will generate separate contract letters for three-year lecturers that will include time base, department, appointment dates and general provisions for the three-year appointments.

E-TRAC PROCESSING INSTRUCTIONS: **For E-TRAC processing, 3-year appointments should be made for one academic year at a time.** Changes in time base (where appropriate), position number or salary will be processed on E-TRAC during the three-year period; however, for each E-TRAC transaction for three-year lecturers, the **Empl Status** drop-down field must be set to “Temp 3 Yr” to track and identify the three-year lecturer status. Lecturers will receive, in addition to their three-year contract letter, regular lecturer appointment letters during each academic year that indicate specific time base and salary information and changes for that academic year or semester, as appropriate.

If you have questions, please call me at extension 8-1506, Benjamin Wong (5-4363), Bernie Marquis (5-3720) or Steve Blecha at 8-6863. You may also refer to specific contract articles by accessing the current Collective Bargaining Agreement for faculty on the web:  
<http://www.calstate.edu/HR/index.shtml>

**EMPLOYEES IN POSITIONS NOT COVERED BY SOCIAL SECURITY.** Effective July 1, 2005, new and re-appointed employees not covered by Social Security are required to read and sign the Statement Concerning Your Employment In A Job Not Covered by Social Security (CSU FORM SSA-1945) prior to appointment. To access information about Social Security Form SSA-1945, go to:  
[http://www.sfsu.edu/%7Ehrwww/forms/Information About Social Security Form.pdf](http://www.sfsu.edu/%7Ehrwww/forms/Information%20About%20Social%20Security%20Form.pdf)

### **REMINDER!!!**

**I-9 Employment Authorization.** In addition to the EAR, Oath, Designee, and 002A Biographical forms submitted to HR for all new faculty appointments, the *completed I-9 Employment Authorization shall be submitted with these forms to HR for filing.* New appointment packets for Lecturers, GTA's and new Tenured/Tenure-track that do not include completed I-9 form cannot be processed until the I-9 form is received.

### **Lecturers receiving Range Changes**

The contract stipulates (Article 12.16) that Range Elevation is limited to Lecturers who have no more SSI eligibility in their current range and have served five (5) years in their current range. Lecturers who are approved for Range Elevation shall receive at least a 5% increase (Article 31.5 of the Agreement). E-TRAC instructions follow:

1. Appoint Lecturers who were approved for range change in their old range and salary base effective fall 2006 for the appropriate duration and time base.
2. Next, process an E-TRAC **Employee Change** transaction, effective the same date as the reappointment, for the lecturer using the E-TRAC Action of “Pay Rate Change” and Reason “Temp Faculty Range Elevation”.
3. Set the new salary base in the Comp Rate field by multiplying the former salary base by 1.050. e.g.,  $4174 \times 1.050 = 4382.7$  (\$4,383 rounded up),= new salary after range elevation.
4. Indicate the range change by increasing the Grade in E-TRAC by one in the pull-down list.

### **New Lecturer Appointments**

The initial salary base & grade is established based on a department's or college's past practice. The full time salary base may be at or between salary steps within a range appearing on the salary schedule. SSI maximums still apply.

### **Lecturer Re-Appointments (not hired since the 2001/02 academic year)**

If a department is appointing a lecturer whose last appointment was prior to the 2001/02 academic year, the full time salary base needs to be adjusted to reflect any GSI occurring since their last appointment. The full time salary base may be at or between salary steps appearing on the salary schedule. SSI maximums still apply. You may contact this office for assistance.

### **ORSP-Funded Lecturer Appointments**

Previously, when a lecturer in a department was assigned a class and fully or partially funded by a grant, the Office of Research and Sponsored Programs (ORSP) would process the faculty appointment and the department would process a volunteer appointment for the same employee/department for APDB reporting purposes. **Since fall 2004, ORSP-funded lecturers are appointed through their regular department or college.** Do not appoint these faculty as volunteers.

### **Graduate Teaching Associate (GTA) Appointments**

Graduate Teaching Associates (class 2354) will appear in E-TRAC with full time salary bases that were in place during their last appointment. GTA's are now covered by the Unit 11 UAW contract. A separate memo with guidelines and new provisions for both Teaching Associates and Graduate Assistants will follow.

### **12 Month Chair and 12 month Instructional Faculty /AY Faculty Reassignments**

The salary base for 12 month faculty and chair classifications differ from that of Academic Year classifications. The differential between the AY and 12-month classifications is set at 15%. Thus, when an Academic year faculty member becomes a 12-month department chair or 12 month faculty, the full time salary base in the current AY faculty position is multiplied by 1.15 to establish the full time rate for the 12-month chair or faculty position. An addition amount is added to the full time salary base for 12-month chair salary bases to reflect the department chair stipend.

Refer to the college copies of the letters that appoint department chairs, effective fall 2006 from the Provost/Vice President for Academic Affairs. These letters indicate the full time salary base for the AY faculty and 12-month chair assignments. See chapter 12, "Faculty to Chair/Chair to Faculty Processing" in the Requesting Faculty Transactions in E-TRAC manual for specific instructions regarding these reassignments.

### **New Tenured/Tenure-Track Appointments**

New tenured/tenure-track appointments beginning fall 2006 will be effective August 21, 2006, rather than the first day of the academic year. The begin date was changed to accommodate department and college meetings and, the New Faculty Orientation, hosted by the Center for Teaching and Faculty Development (CTFD). Please see my memo, "New Tenured/Tenure-Track Appointments, Fall 2006," dated August 8, 2006 for processing instructions.

### **PAYROLL DEADLINES**

12-Month Chair/Faculty classification transactions and New Tenure-Track appointments effective 28-AUG-2006, Dean's E-TRAC Approval and documents due in HR by:

**THURSDAY, AUGUST 17, 2006.**

AY classification transactions, effective 28-AUG-2006, Dean's E-TRAC Approval and documents due in HR by:

**FRIDAY, SEPTEMBER 15, 2006.**

Below are the dates for the **2005-2006** academic year:

<b>FALL</b>	28-AUG-2006	03-JAN-2007
<b>AY</b>	28-AUG-2006	01-JUN-2007
<b>SPRING</b>	22-JAN-2007	01-JUN-2007

cc: Denise Fox Needleman, AVP, Human Resources  
Marilyn Verhey, Dean, Faculty Affairs & Professional Development  
Michelle Gagnon, Office of Research and Sponsored Programs  
Wanda Humphrey, HR-Payroll

## E-TRAC SUPPLEMENT

# TEMPORARY FACULTY REAPPOINTMENTS

**August 8, 2006**

This notice is to clarify the process for reappointing Temporary Faculty & GTA (Lecturers, Coaches, SSP-AR's, etc) into the same department who had active appointments as of spring 2006 and still show as "Active" in PeopleSoft. If you are unsure of the status for this faculty group, the two most expedient methods to confirm status is to:

Use Express Reappointment:  
(see Chapter 7 of E-TRAC faculty user manual)

**Navigate:** Home > SFO Self Service > E-TRAC > Use > E-TRAC Home

1. In the Create a New E-TRAC box, click Express Reappointment
2. Click the Add button

Here, you can reappoint temporary faculty/GTA's who worked last fall '05 or spring '06 only if the position, job code (classification), Grade (range) and salary are not changing from last year's appointment.

\*\*\*\*\***OR**\*\*\*\*\*

Perform a single E-TRAC reappointment transaction for the employee using E-TRAC Employee Change. With this method, you may select a different position number effective with the reappointment, if necessary.

**Navigate:** Home > SFO Self Service > E-TRAC > Use > E-TRAC Home

1. In the Create a New E-TRAC box, click Employee Change
2. Click the Add button
3. Enter the Effective Date
4. Click Select Employee
5. Enter the last name of the faculty employee
6. Tab down to the last name field.
7. Click Search

Under "Search Results", find the name of the faculty member. If the corresponding column title Status indicates "**Active**", the Job Code reflects the appropriate temporary faculty/GTA classification of (2358, 2354, etc.), the column Dept Descr indicates your department (the same department from the previous year), and the date in the Appt End column is prior to the beginning of the fall semester (i.e. 06/02/2006), then click on the faculty name in that row to continue to reappoint the faculty member using Employee Change Request (See chapter 8 of the E-TRAC faculty user manual). **DO NOT use E-TRAC type "Employee Hire."** If the faculty name appears with a terminated row or does not appear at all, then you click the E-TRAC Home Page link and select E-TRAC type "Employee Hire". Otherwise, proceed and select:

**Action:** Data Change  
**Reason:** New Temporary Appointment

Review the data in the Current Values box on the left of the page and make appropriate changes as necessary in the Proposed Values box (Time base, Appt End date, position, etc), and submit the transaction.