



**San Francisco
State University**

Human Resources, Safety &
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August 8, 2006

To: College Deans, Department Chairs/Directors

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

Re: New Tenured/Tenure-Track Appointments, Fall 2006

Unless otherwise arranged, new tenured/tenure-track appointments will be effective August 21, 2006, rather than the first day of the academic year. This begin date will accommodate department and college meetings and the New Faculty Orientation, hosted by the Center for Teaching and Faculty Development (CTFD). Faculty who accepted their employment offers have received acknowledgement letters that inform them that they are expected to begin their appointment on campus Thursday, August 17, 2006. The appointment dates from August 17 to August 25 will provide 5 days of compensation for faculty at the 12-month faculty pay rate to reflect participation in the New Faculty Orientation/College meetings (August 17, 18, 21, 22, and 23) and, allow enrollment into Health Benefit program(s) that will be effective September 1, 2006.

ABD Hires: Please carefully review the offer letter of new tenure-track ABD hires. The candidate must provide documentation of the completion of all doctoral degree requirements by the due date indicated on the offer letter in order to be hired into a tenure-track position. If the prospective employee does not have the appropriate documentation, then he/she shall be hired as a lecturer pursuant to the language in the offer letter. Please send all documentation that demonstrates the completion of all doctoral degree requirements to Marilyn Verhey, Dean Faculty Affairs.

Appointment processing for new faculty will be performed on E-TRAC. Attached, is a step-by-step E-TRAC instruction guide on how to appoint new tenured/tenure-track faculty into an equivalent 12-month faculty classification (2361 in most cases), effective August 21, 2006 and process a reassignment into the Academic-Year classification (2360 or 2399), effective August 28, 2006. Please note that only Tenured/Tenure-Track (not lecturer) faculty who report for assignment on August 17, 2006 and participate in the New Faculty Orientation will be appointed and receive pay for that week; all other faculty will be appointed using E-TRAC effective August 28, 2006 in the academic-year classification.

In order for faculty to be paid on time for the 5 days in August and allow health benefit coverage to take effect September 1, 2006, transactions for new tenured/tenure-track faculty must be completed and approved by Thursday, August 17, 2006. Note that Benefit coverage will become effective October 1, 2006 for faculty not participating in the New Faculty Orientation and/or begin their appointment on August 28, 2006.

Please contact Benjamin Wong (5-4363), Bernie Marquis (5-3720), Steve Blecha (8-6863) or me (8-1506) for further assistance or information.

CC: John Gemello, Provost and Vice President for Academic Affairs
Denise Fox, Associate Vice President, Human Resources
Marilyn Verhey, Dean, Faculty Affairs & Professional Development
Wanda Humphrey, Manager, Payroll
Robin Bates, Benefits Coordinator

Appointing new TT faculty this fall who will begin on August 21, 2006 will require two (2) E-TRAC transactions: Step 1) Employee Hire - New Tenured/Tenure-track faculty appointment and, Step 2) Employee Change, Tenured/Tenure-track Reassignment.

Step 1: Hire New Tenured/Tenure-Track Faculty

(see Chapter 5, Requesting Faculty Hires in the E-TRAC manual)

- 1) Follow the instructions outlined in Chapter 5 of the E-TRAC manual to hire New Faculty, using the effective date of **08/21/2006**.
- 2) At the point you are required to select the position, click the magnifying glass next to the Position Number field.
- 3) Click Advanced Lookup
- 4) In the Business Unit field, enter **SFCMP**
- 5) In the Department Description field, type the name of the department
- 6) In the Job Code field, enter **2361**
- 7) Click the yellow Lookup button
- 8) In the list under Search Results, click on the 8-digit position number that indicates “Vacant”, “Instr Fac 12 Mo”, with the title of the department for which you indicated and job code of 2361.
- 9) Verify and adjust (as necessary) the Time Base (FTE) Empl Class, Salary Grade (range) as instructed in the E-TRAC manual.
- 10) At the point you are required to enter the Comp Rate, **enter the full-time monthly salary based on the following calculation:** Take the monthly academic year salary stated in the official offer letter and multiply this number by 1.15 and round to the nearest dollar. *For example, if the monthly salary in the offer letter is \$4,584, multiply this by 1.15 (4584 x 1.15 = 5,271.60) Round this number (5,272) and enter it into the Comp Rate field.*
- 11) Complete the transaction as instructed, and make a note of the E-TRAC number.
- 12) **Before completing Step 2, you must WAIT until you’ve received email confirmation with the E-TRAC number indicating that this transaction (new hire) “has been approved by HR and loaded into the HR system.”**

Step 2: Tenured/Tenure Track Reassignment

(see Chapter 12, under “General Tenured/Tenure-Track Faculty Reassignments” in the E-TRAC manual)

- 1) Verify that the new hire transaction (Step 1) is fully approved by HR. You would have received an email with the E-TRAC number that indicates the new hire transaction “has been approved by HR and loaded into the HR system.”
- 2) Follow the instructions outlined in Chapter 11 of the E-TRAC manual, “General Tenured/Tenure-Track Faculty Reassignments,” using the effective date of **08/28/2006**.
- 3) At the point you are required to select the position, click the magnifying glass next to the Position Number field.
- 4) Click Advanced Lookup
- 5) In the Business Unit field, enter **SFCMP**
- 6) In the Department Description field, type the name of the department
- 7) In the Job Code field, enter **2360** or **2399**
- 8) Click the yellow Lookup button
- 9) In the list under Search Results, click on the 8-digit position number that indicates “Vacant”, “Instr Fac AY”, with the title of the department for which you indicated, and job code of 2360 or 2399.
- 10) Verify and adjust (as necessary) the Time Base (FTE) Empl Class, Salary Grade (range) as instructed in the E-TRAC manual.
- 11) At the point you are required to enter the Comp Rate, **enter the full-time monthly academic year salary stated in the official offer letter** in the Comp Rate field.
- 12) In the E-TRAC **Notes** box for the E-TRAC transaction, indicate the appropriate Search Number (e.g. “Search # 42.05”) for the tenured/tenure-track hire.
- 13) Complete the transaction as instructed.

If you are having problems locating positions, please contact the Budget Office at 8-1404, 8-2581 or 8-6621.