Completing the Required Fields on the Offer Card and Routing for Offer Approval: Faculty Lecturer

- Be sure to unlock your pop-up blocker
- Please do not submit bulk offers. Must be routed one at a time.

From the Job Card, click on View Applicants

Click on the current status of the applicant to open the list of applicant statuses.
This will open a pop-up for you to select “Request for Dean Offer Approval and Prepare Offer” and then click Next.
This will open the Confirm Status page.

By default, the Email applicant and additional users should be set to No. No Emails should be sent at this step, therefore ensure the settings are No and click on Move now.

This will open the applicant’s Offer Card.
Please make sure to choose the correct Position Number Range. Click on the drop down to read additional details about the position number.

If you are hiring at a range that’s already been taken by another hire, please contact Faculty Affairs so that a position can be added.
Required Selections will have an asterisk *

Required Fields that do not pull from the job card include:

**Start Date**

The start date is the start of the semester per the [Academic Calendar](#). Librarians and Counselors (12 month appointments) may vary.
**Base Pay Rate** (monthly amount) **Do not enter $ sign.**

**Ex: 5046 or 5,046**

(Not: $5046)

**Unit Basis** (monthly)

>> **Salary Notes** are not required; however, this is where the Chair can add their Justification to hire for the position. For the Dean to review.

**Required:** Please include total WTU (workload). Also please include the salary range you are hiring at.

Optional: You may also include course sections if assigned courses are final.
Next will be the required Onboarding fields:

**Offer Type**

*Select: Hire or Rehire*

**Pay Group**

*Select: Academic Calendar (ACD)*

**NOTE:**
For 12-Month Librarians / Counselors use Master Payroll (MST)
Offer Approval Type
Select “CI” for Channel Islands

The “Reports to” field will auto-populate from the “Reports to Supervisor Name” field on the Job Card. For Lecturer positions, should always be the Dean of the school.

The “Hiring Manager” fields will default to the user completing the Offer Card. For Lecturer positions, should always be the chair of the program.
Important – Approval process in not required but MUST be selected to route the Offer for approval.

For the First Approver fields, click on the magnifying glass icon to open the search feature.
Type in the first and last name, then click Search.

Once you see the user listed, click on their name to highlight your selection, then click on Okay to save your selection and close the pop-up window.
Next repeat the same process as before to select the Dean and add them to the approval process.

**NOTE:** Faculty Affairs and AISC should auto-populate with the correct users. If you happen to make the wrong selection, use the “eraser” icon to clear the field and search again.

*Dean Approver for Lecturer hires in Arts & Sciences is Philip Hampton.*

Finally click **Submit** to initiate the Offer Approval process.
The system will provide one last confirmation request. Click OK to trigger the first approval request.

If any of the required fields were not completed, the system will display an alert.

Scrolling down, any required field that is missing a value or selection, will have a red asterisk displayed. Do not enter $. Ex: 5,046.00 or 5046

Completed the required fields to move forward.
Click on **Submit** to save the updated job card.

If all required fields are completed, the system will display a confirmation in green.

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### Offer details

<table>
<thead>
<tr>
<th>Personal details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>248 Tester Dr.</td>
</tr>
<tr>
<td></td>
<td>Roseville, California</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>(916)-555-3255</td>
</tr>
</tbody>
</table>