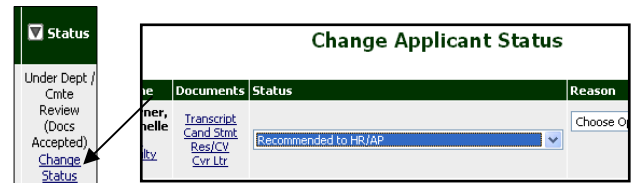


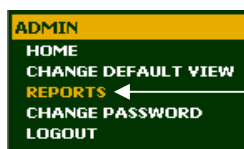
Cal Poly Jobs – Part-Time Pool Approval Process

HM = Hiring Mgr = Dept Head/Chair or designee
AA = Appointing Authority = Dean or designee
AP = Academic Personnel

- HM completes and emails the **Request to Copy Applicants to New Pool** to AP analyst after the review or closing date of the new pool (available at <http://academic-personnel.calpoly.edu/BPGuides.html>). Applicants eligible to be copied over must have been approved for the current pool and received an appointment for the current academic year. Only those applicants who have had no changes to their materials since the previous year may be copied over to the new pool.
 - Note: 12.12 three-year entitled lecturers do not need to apply to the part-time pool**
- After review or closing date of pool:
 - HM/department search committee conducts interviews of new applicants who meet MQs by phone or in person (at department discretion)
 - HM conducts reference checks of new applicants (minimum of 3 phone references documented by department chair or designee) or requests minimum of three professional reference letters if not already provided
 - HM changes online status to *Not Hired – Did Not Meet Min Quals* for those who do not meet the **minimum qualifications (MQs) as stated in the job requisition**. The status of other valid selections for *Not Hired* include:
 - Not Hired – Incomplete Application Materials*
 - References*
 - Unsatisfactory References*
 - Poor Interview*
 - Withdrawn from Consideration*
 - Other (please specify)*
 - HM changes online status for applicants accepted for the pool to *Recommended to HR/AP* ONLY when they are ready to hire the applicant; applicants should remain at *Under Dept/Cmte Review* until time of hire
- Chair and search committee members MUST review PAF/sign PAF log of any previously employed lecturers in your college.**
- After all returning applicants have been applied to new pool by AP:
 - HM prints and signs the **AP102** report (“Part-Time Pool Certification-Faculty”) from the reports link in CALPOLYJOBS.ORG/HR.



Name	Documents	Status	Reason
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ADMIN
HOME
CHANGE DEFAULT VIEW
REPORTS
CHANGE PASSWORD
LOGOUT



Report Choices

- 101 Worksheet
- Mailing List (Faculty)
- Faculty Position Available (Faculty)
- AP102 Part-Time Pool Certification (Faculty)

- Highlight the names** of those who taught all 3 quarters of AY and are therefore **eligible for 12.3 entitlement**
- Note rationale for disqualification for any applicants at the status of *Not Hired-Did Not Meet Min Quals* (or any at status of *Not Hired – Less Qualified Candidate*) on AP102
- HM signs AP102 form and forwards to the AA, along with updated applications and documents for ongoing lecturers and copy of Tribune ad
- HM notifies unqualified applicants that they are no longer under consideration. Mail merge report from the reports link in CALPOLYJOBS.ORG/HR may be used for creating letters, if desired (copy and paste into excel to use for mail merge). Notifications may also be emailed.

5. **AA review:**

- AA reviews AP102 and files updated application materials for ongoing lecturers in PAF
- PAFs and applications of any on-campus applicants must be signed by Dean
- AA may require departments to forward updated AP102 for open-ended pools as additional applicants are considered, or once per quarter at AA's discretion
- AA retains AP102; not necessary to forward to AP

6. **HM makes HIRES from Part Time Pool**

NOTE: Before offers can be extended, files of new applicants¹ must contain the following required materials:

- Completed faculty application; if unsigned, forward two copies of application - signature will be obtained by sending one copy of application along with offer letter
- Current CV or resume (this is a required supplement to the faculty application)
- **Minimum** of 3 professional letters of reference or written evidence of minimum of 3 professional phone references² (unless already filed in PAF, in accordance with college policy)
- Official certified transcripts of highest degree sent directly from degree-granting institution (unless already in PAF)

The following materials should also be included if applicable:

- List of courses previously taught in the CSU (for any applicants who have previously taught at any CSU campus)
- List of courses applicant requests consideration to teach (if provided)
- Any other supplementary materials required by the job requisition

HM forwards hire package to AA

¹*New applicants are generally those who have never applied for this department's part-time pool before, or any who were not in the same department's part-time pool during the immediately previous academic year.*

²*Professional references would be those who can speak to the applicant's qualifications and experience from a professional perspective, including colleagues/former colleagues, current or former employers/supervisors, department chairs, deans; former professors/thesis or dissertation committee members or advisors, etc. This group would NOT include students/former students. If evaluation of prior teaching experience is important, this information should be obtained by requesting student evaluations in the job requisition.*

7. **AA reviews application materials of new hires:**

- Review AP102 and ad/job requisition for requirements
- Screen new applicants for minimum qualifications, particularly degree requirements, and verify file is complete.
- Prepare AP101 (if applicable) and offer letter
- **Dean must review and sign the PAF log of all lecturers hired**

8. **AP review of applicant file for a requested hire:**

- verify minimum qualifications of recommended new hire against printed job requisition
- change hired applicant status of *Recommended to HR/AP* to *Approved for Pool*

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