Creating an Offer Letter for FT Faculty/Lecturer

This guide details the steps to create an offer for a Full Time Faculty/Lecturer.

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<th>What you need to do</th>
<th>What you will see</th>
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<td><strong>STEP 1:</strong></td>
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<tr>
<td>You can initiate an offer in two ways.</td>
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<td><strong>Method 1 – Candidate Application Page</strong></td>
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<tr>
<td>Navigate to the candidate’s application page. Go to the Applications section and find the applicable requisition. Click the existing status underneath the Status link. In many cases, this will be <em>New</em>.</td>
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<td><strong>Method 2 – Manage applications page</strong></td>
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<tr>
<td>Navigate to the manage applications page on the requisition. On the candidate’s record, click <em>New</em> under Status</td>
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<td><strong>STEP 2: Change status to Create Offer Proposal</strong></td>
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<tr>
<td><em>A change application status box will appear.</em></td>
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<tr>
<td>Select <em>Create offer proposal</em> and click Next &gt;</td>
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</table>
STEP 3:

The Confirm status change popup window will appear. This will enable you to perform additional actions such as:

Email the applicant. By selecting “Yes”, an email template will show. You can communicate with the candidate at this stage if required. If you do not wish to communicate at this stage, click “No” and move to the next section.
STEP 3 (continued):

Additional actions:
Email Additional users from Job. By selecting “Yes”, an email template will show. You can communicate with users from the Requisition (Job) and the Offer at this stage if needed. If you do not wish to communicate at this stage, click “No” and move to the next section.

Update job status from Approved to Offer. Click Yes. This will indicate in the system that no other offers can be made on this requisition.

After performing additional actions, click Move now.

STEP 4: Complete the Offer Card

Fill in the applicable fields on the offer card. The information you enter will then be added to the offer letter and pay rate notice.

Fill in the Position Details section. All mandatory fields are marked by an *.
STEP 4.1: Complete the Salary Section of the Offer Card

For salaried faculty positions, enter:

Annual salary/Appointment amount: salary amount

Hourly Pay Rate: 00.00

Overtime Rate: 00.00

STEP 4.2: Complete the Academic Appointment Details

In this section, enter the information listed below. (They are not marked by an *, but they are all needed for FT Faculty offers.)

- Program Name
- Department Chair – Name
- Academic Department
- Length of Appointment
- Semester Year
- Semester Start & End Date
- Start & End Date of Appointment
- Date to Return Signed Letter

STEP 4.3: Complete the Onboarding Section

In this section, enter the following:

- Onboarding Form: Standard Post Offer
- Onboarding Workflow: Full Time Employee
- Primary Supervisor - Select the name of the primary supervisor
- Onboarding Task List Proxy - If needed, input the name of the person who will help administer onboarding tasks

**STEP 5: Merge the Offer Documents**

A Document merge box will pop up. Navigate to the folder of the applicable employee group and then select an Offer Letter and a Pay Rate Form based on the employee you are hiring.

Click Merge.

A Document merge box will appear. The system is configured to pull information directly from the Offer details card and populate it onto the Offer Letter and Pay Rate Form. An asterisk will indicate any missing mandatory fields. Click Back to fix the issue. If no changes are needed, click Ignore.

**STEP 6: Select Offer Approver**

Enter the name of your HR Representative in the box labeled HR Team:
STEP 7: Send the applicant the offer

After the offer letter and pay rate notice have been merged and the offer card has been through the appropriate workflow, the last step is to send out the offer.

Change the applicant status to:

*Send contingent online offer*

The system will automatically send the relevant documents to the applicant via email.