

# TALEO Faculty Request for Offer Guide

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# TALEO Faculty Request for Offer Guide

## Updating the Applicant Pool Step & Status

On the Requisition tab, select the applicant number to view the list of applicants.

Requisition

**Assistant Professor**  
FAC000323

Status Open  
Status Details Approved

Candidates for this requisition: **3**

Activated Languages  
English (Base)

**Assistant Professor (FAC000323)**

Requisition Alerts Attachments Approvals History

Number of Openings  
1

Position Title  
Assistant Professor

Justification  
New Position

ADVANCE Category  
SBS

Cost Center  
1026-H0125-A0485-NA

Hiring Plan Year  
2018

User Group

Select the applicant to move the candidate through workflow. Multiple candidates can be selected to move candidates as a group.

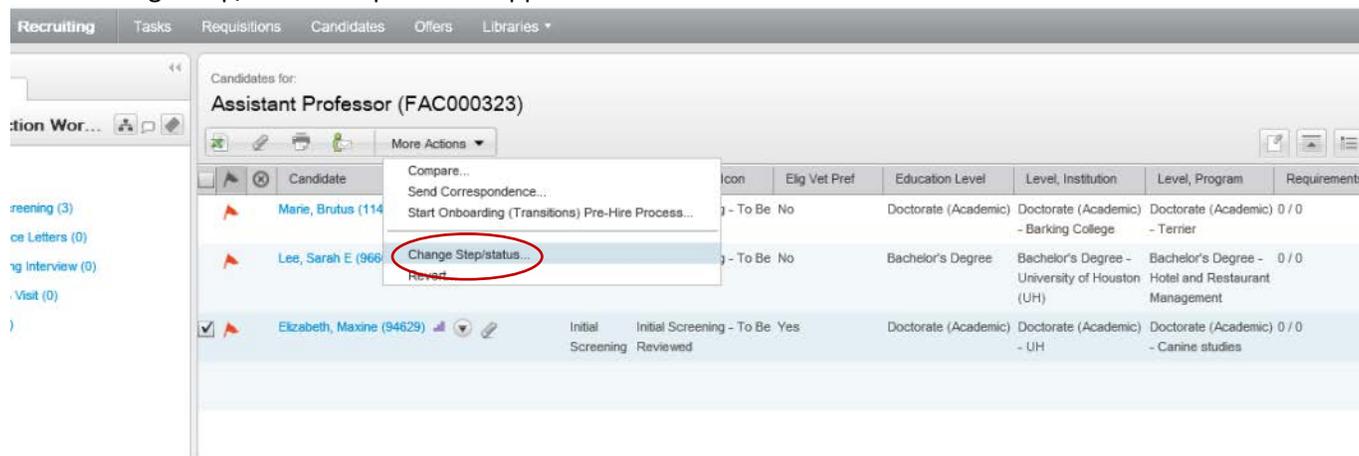
Candidates for:  
**Assistant Professor (FAC000323)**

More Actions

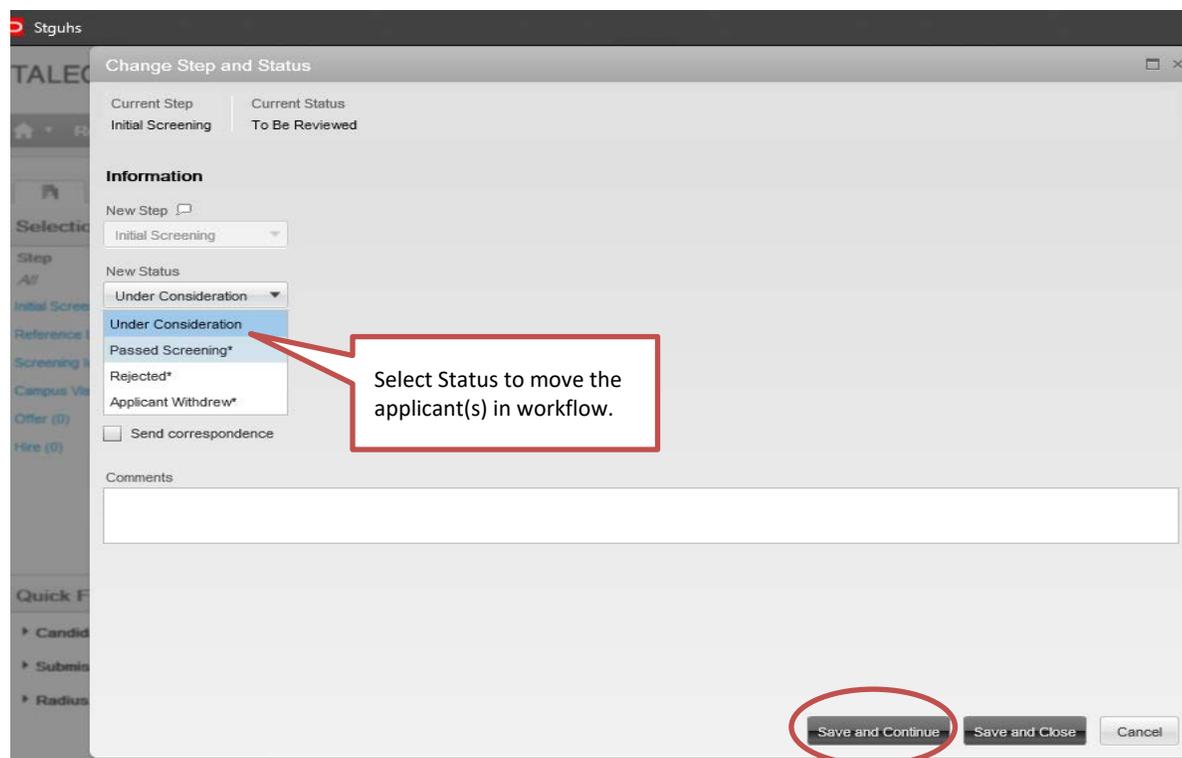
| Candidate   | Step              | Status, Icon                       | Elig Vet Pref | Education Level      | Level, Institution                             | Level, Program                                      |
|---|-------------------|------------------------------------|---------------|----------------------|--|---|
| Marie, Brutus (114546)  | Initial Screening | Initial Screening - To Be Reviewed | No            | Doctorate (Academic) | Doctorate (Academic) - Barking College         | Doctorate (Academic) - Terrier                      |
| Lee, Sarah E (96861)  | Initial Screening | Initial Screening - To Be Reviewed | No            | Bachelor's Degree    | Bachelor's Degree - University of Houston (UH) | Bachelor's Degree - Hotel and Restaurant Management |
| <input checked="" type="checkbox"/> Elizabeth, Maxine (94629) | Initial Screening | Initial Screening - To Be Reviewed | Yes           | Doctorate (Academic) | Doctorate (Academic) - UH                      | Doctorate (Academic) - Canine studies               |

# TALEO Faculty Request for Offer Guide

Select Change Step/status to update the applicant.



Update the New Status to Passed Screening for all applicants that are being considered. If a candidate does not meet the minimum requirements, change status to Rejected.



# TALEO Faculty Request for Offer Guide

## Rejected Applicants

Change Step and Status

Current Step: Initial Screening | Current Status: To Be Reviewed

**Information**

New Step: Initial Screening

New Status: Rejected\*

Reaching a status marked with an asterisk (\*) completes the step

Share candidate  
 Send correspondence

Comments

Buttons: Save and Continue, Save and Close (circled), Cancel

Below is the email notification that will be sent to rejected candidates.

**From:** Employment Team <[Careers@uh.edu](mailto:Careers@uh.edu)>  
**Date:** March 5, 2018 at 11:16:00 AM CST  
**To:**  
**Subject:** University of Houston - Assistant Professor

UNIVERSITY of  
**HOUSTON**

Dear Brutus Marie:

We have received your application for the position Assistant Professor - FAC000323. After careful consideration, we regret to inform you that you have not been selected for this position. We encourage you to continue visiting our website and applying to positions of interest for which you are qualified. We thank you for your interest in the University of Houston and wish you every possible success in your future professional career.

Best regards,

University of Houston

Replies to this message are undeliverable and will not reach the Human Resources department. Please do not reply.

# TALEO Faculty Request for Offer Guide

## EEO Review

EEO Review can also be completed using the Change Step/Status tab. **Only one candidate** needs to be submitted for review. Once EOS reviews, the department contact will receive an email with approval or requesting additional information. The department should attach a copy of the email to the Request for Offer.

Change Step and Status

Current Step: Initial Screening | Current Status: To Be Reviewed

**Information**

New Step: Initial Screening

New Status: Under Consideration

Reaching a status marked with an asterisk (\*) completes the step

Create a self-assigned task

Share candidate

Send correspondence

EEO Review

Select a process: EEO Review

Comments

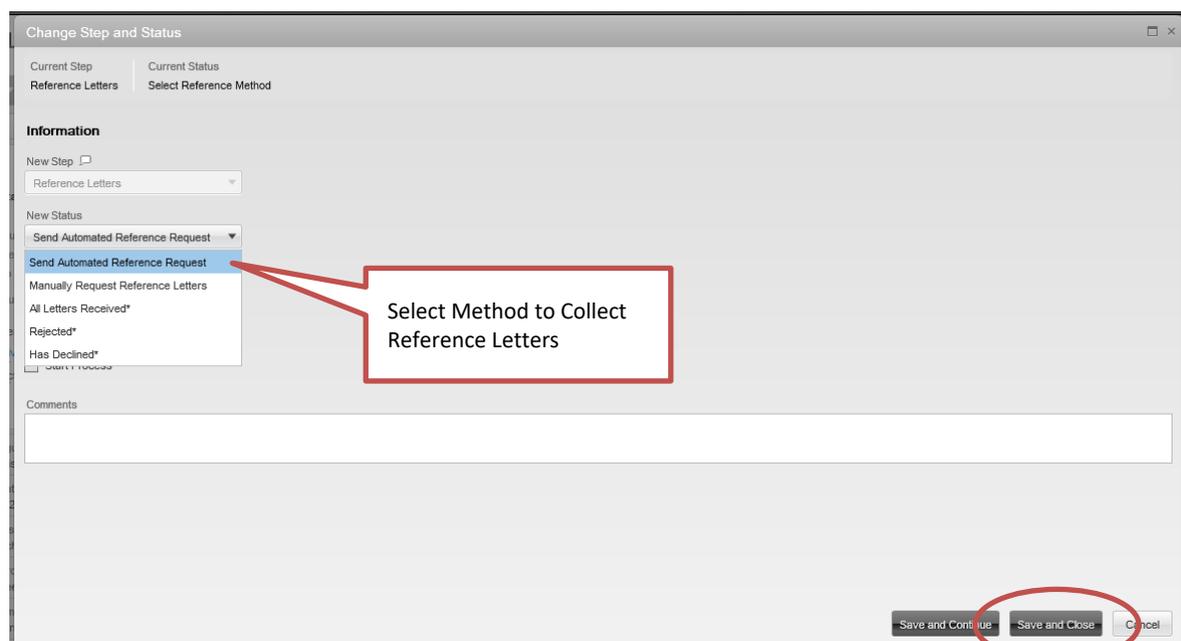
Save and Continue | Save and Close | Cancel

# TALEO Faculty Request for Offer Guide

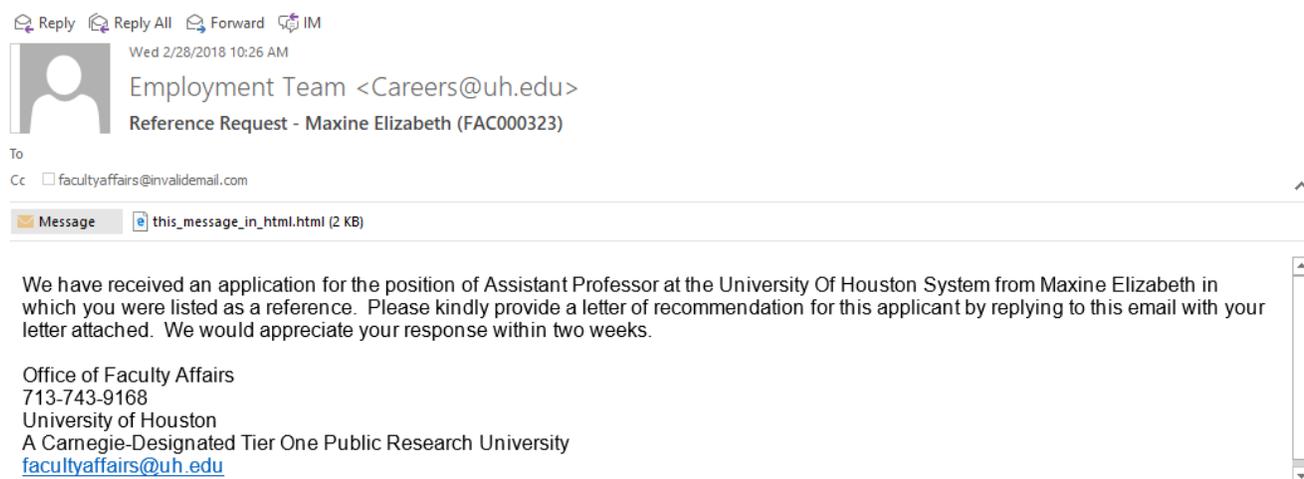
## Requesting References

References are requested using the Change Step/Status Tab. Reference letters should be collected for all applicants that are invited to interview.

- Send Automated Reference Request – System will send email to References listed in the application
- Manually Request Reference Letters – Department/committee collects letters.
- All Letters Received – Select when ready to move candidate forward in the hiring process.



When Automated Reference Request is selected, the following email is sent to Referrer.



# TALEO Faculty Request for Offer Guide

Change Step and Status

Current Step: Reference Letters | Current Status: All Letters Received

**Information**

New Step: Screening Interview

New Status: Passed Interview Screening\*

Pending Interview Screening  
Under Consideration  
Passed Interview Screening\*  
Rejected  
Has Declined

Comments

Save and Continue | Save and Close | Cancel

Change Step and Status

Current Step: Screening Interview | Current Status: Passed Interview Screening

**Information**

New Step: Campus Visit

New Status: Finalist\*

Selected for Campus Interview  
Completed Campus Interview  
Finalist\*  
Rejected  
Has Declined

Comments

Save and Continue | Save and Close | Cancel

# TALEO Faculty Request for Offer Guide

Background Check initiated at the Offer Step. Department contact will receive an email notification. Candidate will receive request from Hire Right to complete online form for background check.

Change Step and Status

Current Step: Campus Visit | Current Status: Finalist

Information

New Step: Offer

New Status: Offer to be Made

Rejected

Has Declined

Offer to be Made

Send correspondence

Start Process

Comments

Save and Continue | **Save and Close** | Cancel

## Creating Offer

Create offer using More Actions tab once step and status is offer to be made. Creating the offer triggers the CHRI request to be sent to Faculty Affairs.

The Offer Grid will open on screen for completion.

Amounts listed on the offer grid must match information on approved costing sheet.

Recruiting | Tasks | Requisitions | Candidates | Offers | Libraries

Elizabeth, Maxine applied for requisition:  
**Assistant Professor (FAC000323)**

More Actions

- Send Correspondence...
- Start Onboarding (Transitions) Pre-Hire Process...
- Create Offer...**
- Candidate has Declined...
- Change Step/status...
- Reject Candidate...
- Revert...

1. Person

Candidate Personal Information

First Name: Maxine | Last Name: Elizabeth

Address (line 1): 365 Tierrier Lane | City: Houston | Zip/Postal Code: 70000

Place of Residence: United States > Texas > Houston

Primary Number: [Redacted]

Language: English

Creation Date: Feb 28, 2018

Latest Submission Medium: Matched to Job

# TALEO Faculty Request for Offer Guide

Elizabeth, Maxine applied for requisition:  
**Assistant Professor (FAC000323)**

Job Submission Attachments Offers History

Save Save and Close Cancel

Offer (New) Requisition

Top Section

|                      |  |
|----------------------|--|
| Job Title            | Assistant Professor                    |
| Administrative Title |  |
| Status               | Draft                                  |
| Approved             |  |
| Extended             |  |
| Start Date           | Sep 1, 2018, 8:00 AM                   |
|                      | <input type="checkbox"/> Tentative     |
| Expiration Date      |  |
| Created on           | Feb 28, 2018                           |
| Position Number      | 00012560 - Assistant Profess           |
| Department Name      | Department of Psychology               |
| College Name         | College of Liberal Arts and Social Sci |
| Hiring Manager       | Jack Fletcher                          |
| Does Debt Exist?     | Undetermined                           |
| Citizenship Status   | Not Specified                          |
| Visa Type            | Not Specified                          |

Language English

Creation Date Feb 28, 2018

Latest Submission Medium Matched to Job

Source Career Section

Submission Type External

Recruiter Andrea Short

Hiring Manager Suzanne Kieffer

Candidate Facing Status Completed

Other Submissions

Active (1)

Inactive (0)

ePAR effective Date

Date offer will expire.

Verify Position information in PS.

Verify with candidate if they will need support.

- Select official Job Title from dropdown menu
- Expiration Date - This is the date that the offer expires online.
- Position Number set up
  - Title in PS should match offer
  - FTE
  - Vacant – position should not be occupied
  - Funding does not need to be set up
- Department and College name will populate on offer letter. Please use the full names.
- Citizenship status – Verify with employee if support will be needed.
  - This information is also listed on the application.
  - Faculty must have Citizenship or Permanent Residency to be created Tenure.

# TALEO Faculty Request for Offer Guide

The screenshot shows the 'General Terms' section of a TALEO form. The fields and their values are: Currency (US Dollar (USD)), Total Term Salary (80,000), Pay Basis (Total), Faculty Contract Term (9 Month), FTE (1), Salary Exception (No), Justification for Exception (blank), and Assignment End Date (calendar icon). Three callout boxes provide instructions: 1) 'Pay Basis & Total Term salary depend on Faculty Contract Term.' pointing to 'Total' and '80,000'. 2) 'Salary exceptions if hiring outside of the requested salary range on job posting.' pointing to the 'Justification for Exception' field. 3) 'Leave blank for Tenured and Tenure track offers.' pointing to the 'Assignment End Date' field.

- Pay Basis depends on Faculty Contract Term

| Faculty Contract Term       | Pay Basis | Total Term Salary         |
|-----------------------------|-----------|---------------------------|
| 9, 10, 11, 12 month faculty | Total     | Academic Rate/Annual Rate |
| Fall, Spring                | Total     | Semester Rate Total       |
| Summer, Mini, Non Standard  | Monthly   | Monthly Comp Rate         |

- FTE – if less than 1.0, must include a zero before the decimal. (0.50).
- Salary Exception is for hiring outside of the requested salary range on job posting
  - No salary exceptions allowed if salary is viewable to applicants on the job posting.
- Assignment End date is the PS termination date.

# TALEO Faculty Request for Offer Guide

|                               |   |
|-------------------------------|---|
| COBRA Amount                  | 1,234   |
| Relocation Amount \$          | 1,000   |
| Total University Start Up     | 150,000   |
| Univ Start Up Expiration Date | Feb 28, 2018  |
| Total College Start Up        | 10,000  |
| Total Dept Start Up           | 500   |
| Start Up Paragraph 1          | 7. To establish your research program, the University will provide \$30,000 in start-up funds to cover equipment purchases and related infrastructure needs on September 1, 2017; these funds must be expended within two years of your appointment (by August 31, 2019). In addition, the Department will provide \$10,000 |

Fields on grid must match totals from costing sheets

Typically 2 yrs from start date

These are free text fields to identify any additional commitments to the candidate. These fields are optional depending on the terms of the offer.

|                      |  |
|----------------------|--|
| Start Up Paragraph 2 | 7. To establish your research program, the University will provide \$30,000 in start-up funds to cover equipment purchases and related infrastructure needs on September 1, 2017; these funds must be expended within two years of your appointment (by August 31, 2019). In addition, the Department will provide \$10,000 (\$5,000/year for two years) in                            |
| Additional Terms     | 6. The College will provide up to \$60,000 for 3 graduate student years of support at the doctoral level. These funds would be available for three calendar years, or through August 31, 2020.6. The College will provide up to \$60,000 for 3 graduate student years of support at the doctoral level. These funds would be available for three calendar years, or through August 31, |

# TALEO Faculty Request for Offer Guide

Total Summer Support Amount: 28,333

Summer Support Paragraph: To assist you in developing your program, the College will provide three months of summer support (\$28,333 plus benefits), which may be distributed over one or two years (Summer 2017 or Summer 2018).

Details

Internal or Rehire? No

PeopleSoft ID (if Rehire, Student, or Internal): 1234567

PeopleSoft Record Number: 0

PeopleSoft Action: New Hire

Verify in PS using search match procedure.

Select Job Action for PS entry

## PeopleSoft Actions for Faculty RFOs

| PeopleSoft Action        | When to use   |
|--------------------------|---|
| New Hire                 | All new employees   |
| New Hire – Secondary Job | Faculty appointed to a new position or department. Also used for add comp. Bypasses new employee forms in Onboarding and creates new employment record. |
| Rehire Within a Year     | Employees who have been separated less than 1 year.   |
| Rehire Over a Year       | Returning employees, initiates new employee forms and I9  |
| Transfer                 | Use for current faculty member with new faculty assignment on same employment record.   |

# TALEO Faculty Request for Offer Guide

Other Terms

• Building and Room Location

Tenure Classification

Promotion Eligible NTT?  
 Not Specified  
 Yes  
 No

3rd Year Review Fall Date (TT)

Sixth Year Review (May 31, YR)(TT)

Will candidate be offered a summer assignment?  
 Not Specified  
 Yes  
 No

Endowed Professor Chair Name

• Responsibilities

Letter includes standard sentence about teaching, research and service. Additional responsibilities should be listed here.

Select yes if a summer assignment preceding official start date will be offered.

Select Create to Generate offer letter at the bottom of the grid.

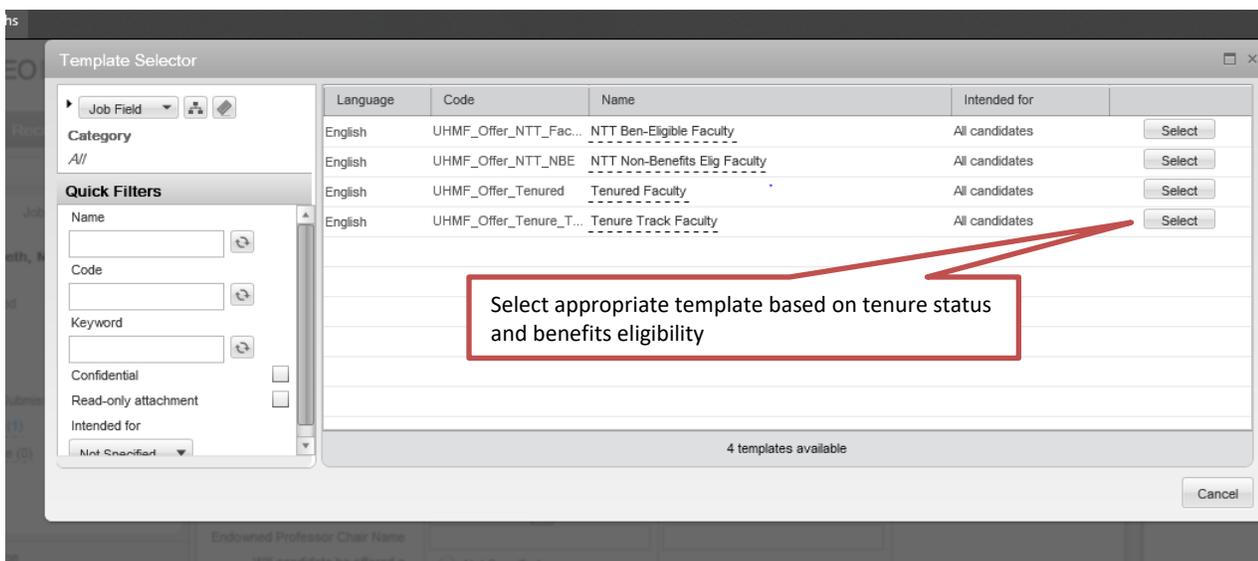
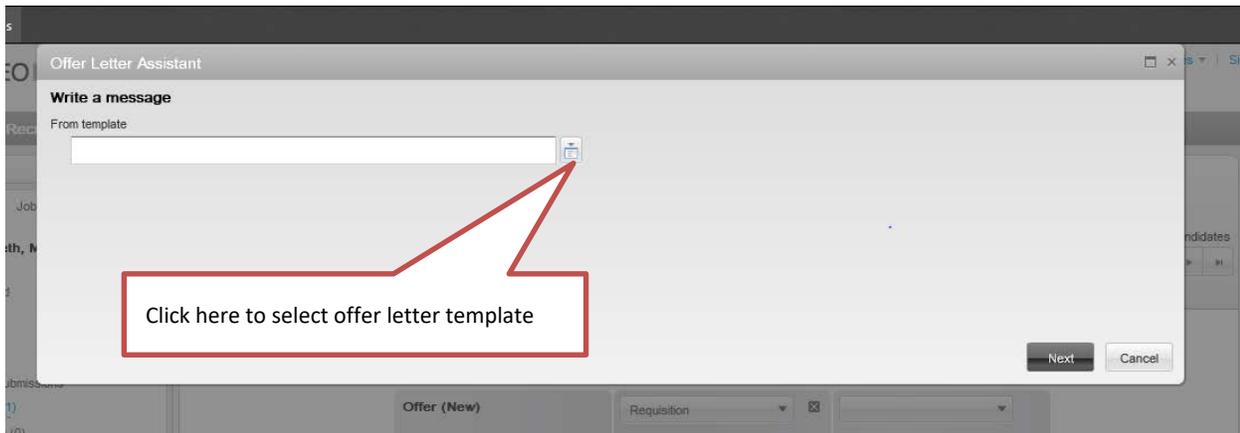
Notes

Letter Used

Comments

# TALEO Faculty Request for Offer Guide

## Offer Letter



# TALEO Faculty Request for Offer Guide

**Write a message**

From template  
Tenure Track Faculty

**Select the paragraphs to include in the message**

- UHMF Tenure Track Intro
- UHMF OPT Faculty Criminal History Contingency
- UHMF Assistant Professor
- UHMF Associate Professor

**UHMF Assistant Professor**  
Preview (English shown)

This is a tenure-track position with a maximum probationary period of seven years to run consecutively. You will receive feedback from an annual review and undergo an in-depth review during your third year, which will take place during the Fall {Offer.UDF\_UHS\_3rd\_Yr\_Review} semester. According to University policy, a decision regarding promotion and tenure must be made no later than the end of the sixth year of your probationary period, May 31. {Offer.UDF\_UHS\_Mandatory\_Review

Next Cancel

Select paragraph templates. Hover over the title to see the language for each paragraph. OPT means optional.

**Write a message**

From template  
Tenure Track Faculty

**Select the paragraphs to include in the message**

- UHMF Tenure Track Intro
- UHMF OPT Faculty Criminal History Contingency
- UHMF Assistant Professor
- UHMF Associate Professor

Next Cancel

On all tenure track letters BOTH Asst and Assoc tenure terms are selected automatically. Please unselect the one that does not apply.

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Offer Letter Assistant

**Some values are missing.**  
You must provide the information below English

First\_Check\_Date  
October 1, 2018

Doctoral\_Completion\_Year  
2018

10%\_Reduced\_Term\_Salary  
72,000

Termination\_Year  
2019

Summer\_Support\_Months  
3

Department\_Relocation\_Contact  
James Harden

Department\_Benefits\_Contact  
Chris Paul

Offer\_Expiration\_Date  
[Empty field]

Letter\_Signer\_Name  
Dr. Antonio Tillis

Letter\_Signer\_Title  
Professor and Dean

Letter\_Signer\_College  
College of Liberal Arts and Social Sciences

Previous Next Cancel

This is the deadline in the offer letter for the candidate to respond.

Offer Letter Assistant

**Message Preview**

Reviewing the message template in: English

Attachments

**Total errors: 2**  
Unresolved variables: 2  
[Message] 2

Message

UNIVERSITY of  
**HOUSTON**  
College of Liberal Arts and Social Sciences

March 2, 2018

Maxine Elizabeth  
265 Terrace

Edit

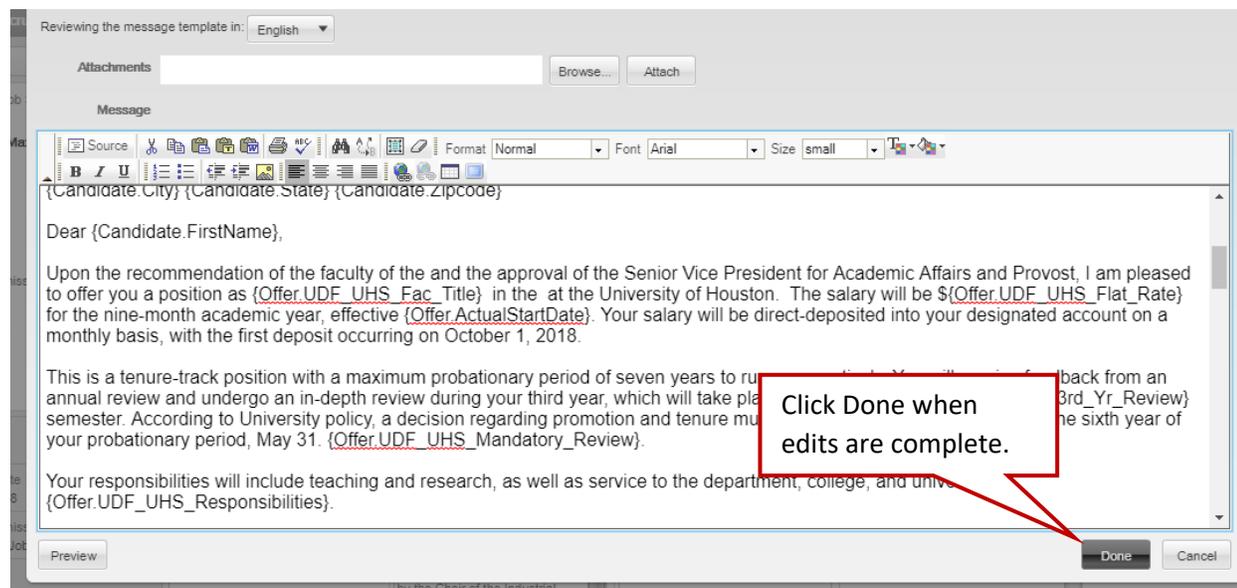
Previous Finish Cancel

Click Edit to directly edit the offer letter.

Click finish to save your changes after editing your letter.

# TALEO Faculty Request for Offer Guide

- Edits can be made directly into the letter.
- {} indicate a field from the Offer Grid.



## Required Attachments for Faculty Offers

### Attachments required for all offers

- CV
- Justification Form (if necessary) Please see guidelines here:  
<https://uh.edu/provost/faculty/administrators/instructor-credentials/>

### Attachments required for Tenure, Tenure Track, Instructional and Clinical Hires

- Costing Sheet
- 3 Letters of recommendation
- Completed Rubrics from Search Committee for candidates who completed on campus interviews.
- Email from EEO approving the candidate pool

### Attachments required for Promotion Eligible Research Faculty

- 3 Letters of recommendation
- Completed Rubrics from Search Committee for candidates who completed on campus interviews.
- Email from EEO approving the candidate pool

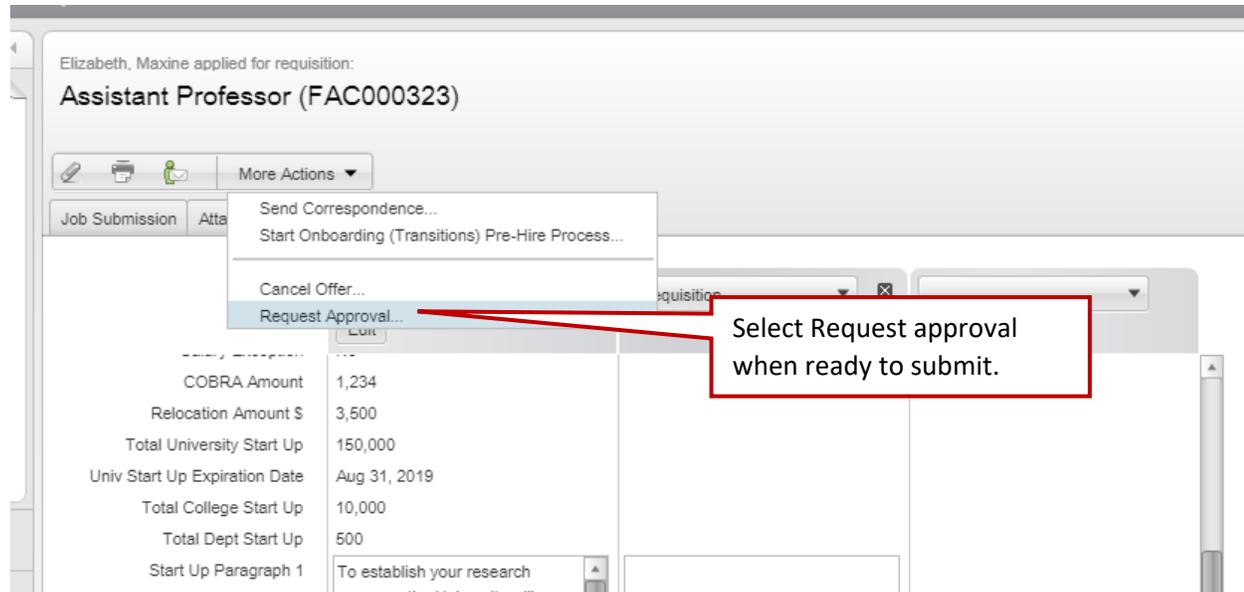
For hires to be made with tenure, please contact the Office of Faculty Affairs to initiate the tenure review process as soon as the candidate is identified.

<https://uh.edu/provost/faculty/administrators/administrators-documents/hiring-tenure-guidelines.pdf>

# TALEO Faculty Request for Offer Guide

## Requesting Approval

On the More Actions Tab, select Request Approval to submit into workflow.



- Once the offer is submitted for approval, additional editing cannot be done directly to offer. The offer can only be edited in Draft status. If formatting errors need correcting, Faculty Affairs will make the corrections. Faculty Affairs will work with you to address minor changes throughout the approval process.

# TALEO Faculty Request for Offer Guide

**Request Approval**

**Message Details**

From: Suzanne C Kieffer

Date: Mar 2, 2018, 2:35:10 PM

For Offer: Offer 1 (Current)

| Order | Approver         | Decision | Date and Time | Comments |
|-------|------------------|----------|---------------|----------|
| 3     | Antonio D Tillis | Pending  |               |          |
| 4     | Bradley T Eanes  | Pending  |               |          |
| 5     | Sarah E Castillo | Pending  |               |          |
| 6     | Mark S Clarke    | Pending  |               |          |

Add the approvers to the list of collaborators defined for this requisition

Add the approvers to the list of my frequent collaborators

**After Approval**

\* Assign the next task to:

\* Comments:

This person will be notified to Extend the Offer once it is approved by the Provost.

An email will be sent to the department contacts after each of approval.

Fri 3/2/2018 4:42 PM

Employment Team <Careers@uh.edu>

Offer Approval Decision (Maxine Elizabeth / FAC000323-Assistant Professor)

To: Suzanne C Kieffer

Message: this\_message\_in\_html.html (3 KB)

An offer approval decision has been made for Assistant Professor.

**Approval Path**

| Approver         | Decision                               | Date and Time           | Comments |
|------------------|--|-------------------------|----------|
| Andrea Short     | Approved on behalf of Jack M Fletcher  | Mar 2, 2018, 4:41:41 PM | Approved |
| Andrea Short     | Approved on behalf of Antonio D Tillis | Mar 2, 2018, 4:41:41 PM | Approved |
| Andrea Short     | Approved on behalf of Bradley T Eanes  | Mar 2, 2018, 4:41:41 PM | Approved |
| Sarah E Castillo | -                                      | -                       | -        |
| Mark S Clarke    | -                                      | -                       | -        |
| Paula M Short    | -                                      | -                       | -        |

**Next Steps:** If your next step is to extend the offer to the candidate, please remember that all offers should be extended in writing, and sent as an E-Offer.

This approval was requested on March 2, 2018.

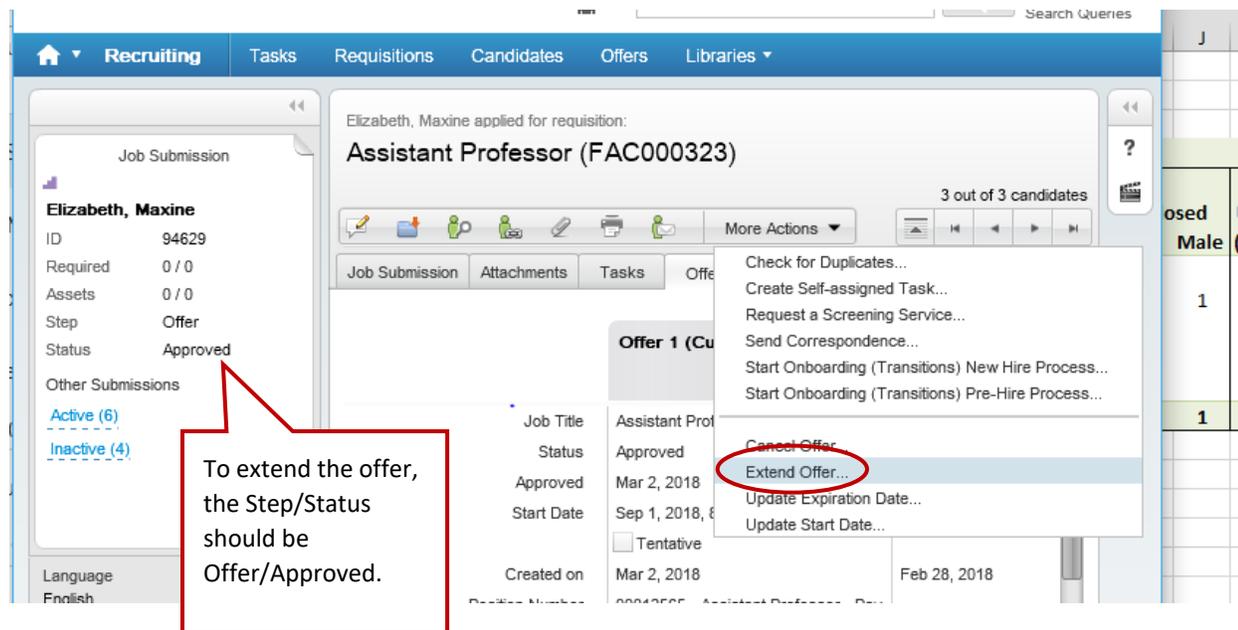
Best regards,  
Human Resources Department

# TALEO Faculty Request for Offer Guide

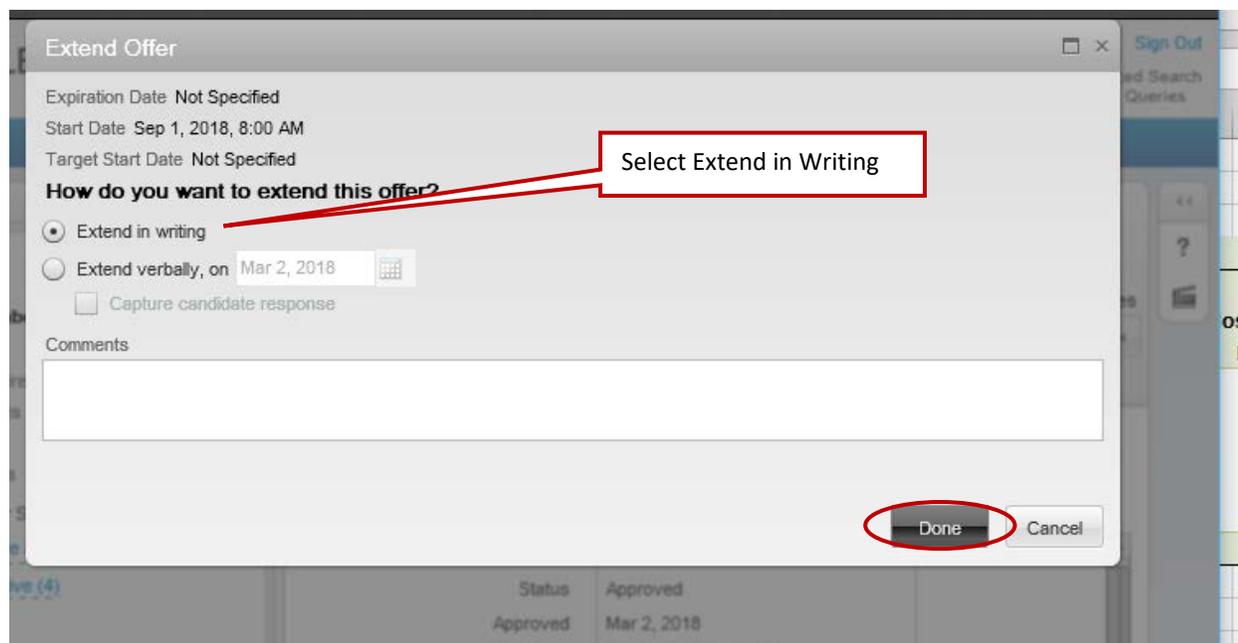
Once all approvals are received the Offer Status will be **Approved**. The offer can then be extended as an E-Offer to the candidate.

## Extending the Offer

On the More Actions Tab, Select Extend Offer.

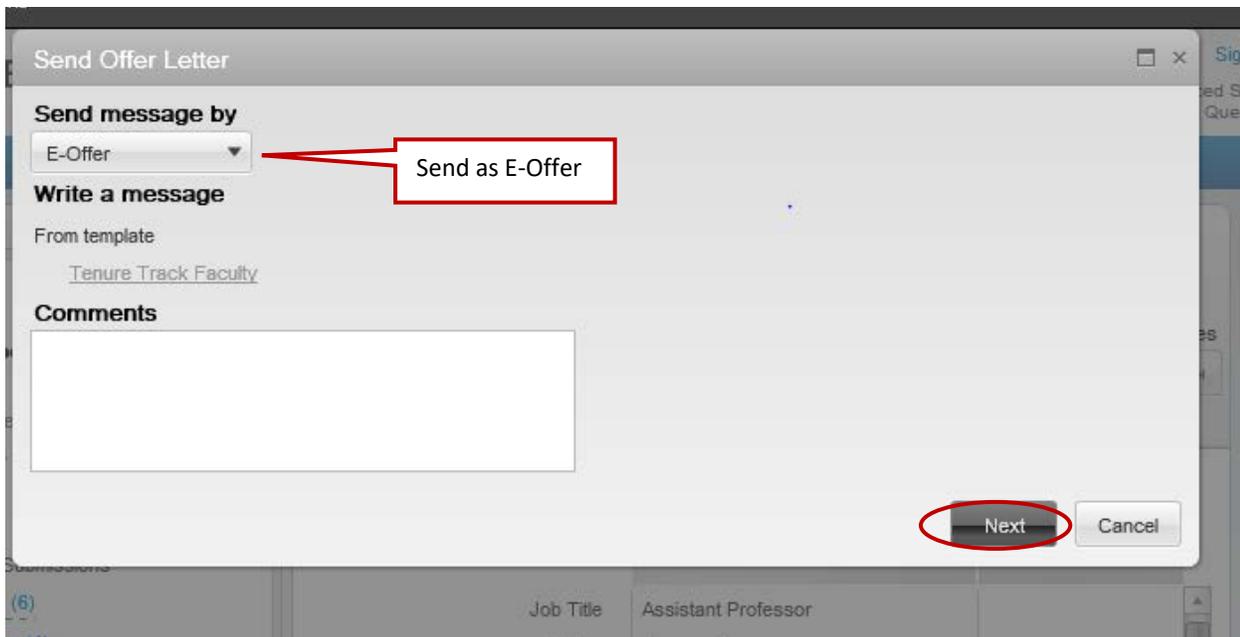


The screenshot shows the TALEO Recruiting interface. The main content area displays details for a job requisition: "Assistant Professor (FAC000323)". The candidate "Elizabeth, Maxine" is listed with ID 94629, and the offer status is "Approved". The "More Actions" dropdown menu is open, showing options such as "Check for Duplicates...", "Create Self-assigned Task...", "Request a Screening Service...", "Send Correspondence...", "Start Onboarding (Transitions) New Hire Process...", "Start Onboarding (Transitions) Pre-Hire Process...", "Cancel Offer", "Extend Offer...", "Update Expiration Date...", and "Update Start Date...". The "Extend Offer..." option is circled in red. A red callout box points to the "Offer" tab and the "Extend Offer..." option, containing the text: "To extend the offer, the Step/Status should be Offer/Approved."

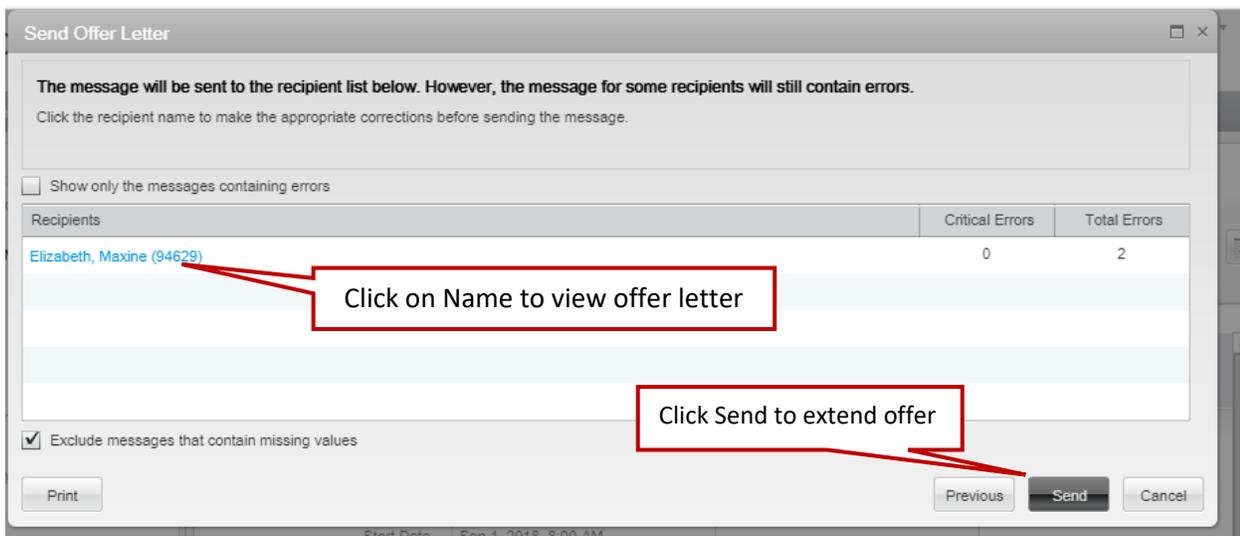


The screenshot shows the "Extend Offer" dialog box. The "Expiration Date" is "Not Specified", the "Start Date" is "Sep 1, 2018, 8:00 AM", and the "Target Start Date" is "Not Specified". The question "How do you want to extend this offer?" is displayed. The "Extend in writing" radio button is selected. A red callout box points to the "Extend in writing" option, containing the text: "Select Extend in Writing". The "Extend verbally, on" option is set to "Mar 2, 2018". The "Capture candidate response" checkbox is unchecked. The "Comments" field is empty. The "Done" button is circled in red.

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Click on Name to view offer letter, then click Send



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Offer letter Status can be verified on the application.

Elizabeth, Maxine applied for requisition:  
**Assistant Professor (FAC000323)**

Job Submission | Attachments | Offers | Offer Approvals | History

Offer 1 (Current)

|                               |              |
|-------------------------------|--------------|
| FTE                           | 1            |
| Salary Exception              | No           |
| COBRA Amount                  | 1,234        |
| Relocation Amount \$          | 3,500        |
| Total University Start Up     | 150,000      |
| Univ Start Up Expiration Date | Aug 31, 2019 |

Status will update to Extended on the application

Below is a copy of the offer invitation. The candidate will log into TALEO to accept.

[http://uhs.taleo.net/careersection/ex2\\_uhf/jobsearch.ftl](http://uhs.taleo.net/careersection/ex2_uhf/jobsearch.ftl)

Acceptances must be completed in TALEO to initiate the onboarding process.

**Subject: Job Offer Invitation**

## UNIVERSITY of HOUSTON

Dear Maxine Elizabeth,

The University of Houston is delighted to extend an offer of employment to you as Assistant Professor in the College of Liberal Arts and Social Sciences. To review your offer letter and terms of employment, please log in to the [UH Job Site portal](#) and click on the Tasks tab at the top left of the page.

Upon acceptance of our offer of employment, you will be guided through several onboarding tasks that we request you complete at your earliest convenience.

We are excited at the prospect of you joining the University of Houston Cougar Family and look forward to your response.

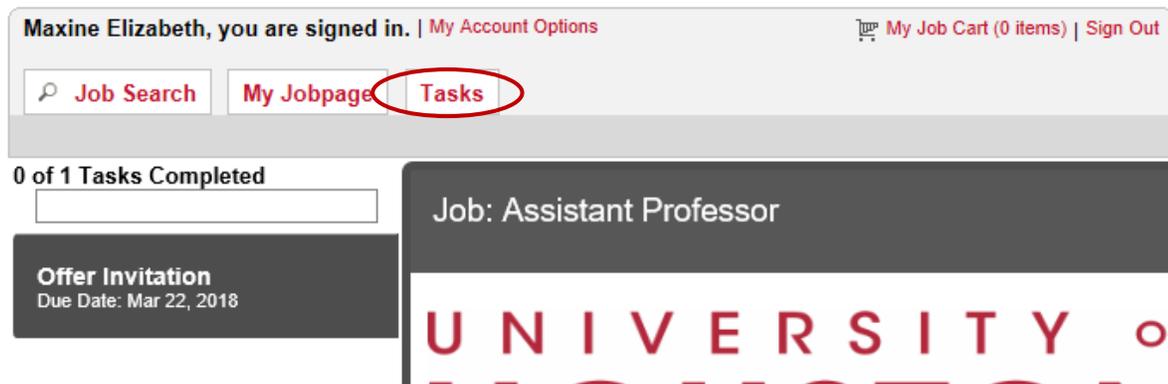
Responses to this email will not be received as this is an automated message. If you have additional questions or need assistance, please contact us directly using the below contact information.

Office of Faculty Affairs  
University of Houston  
713-743-9168  
[facultyaffairs@uh.edu](mailto:facultyaffairs@uh.edu)

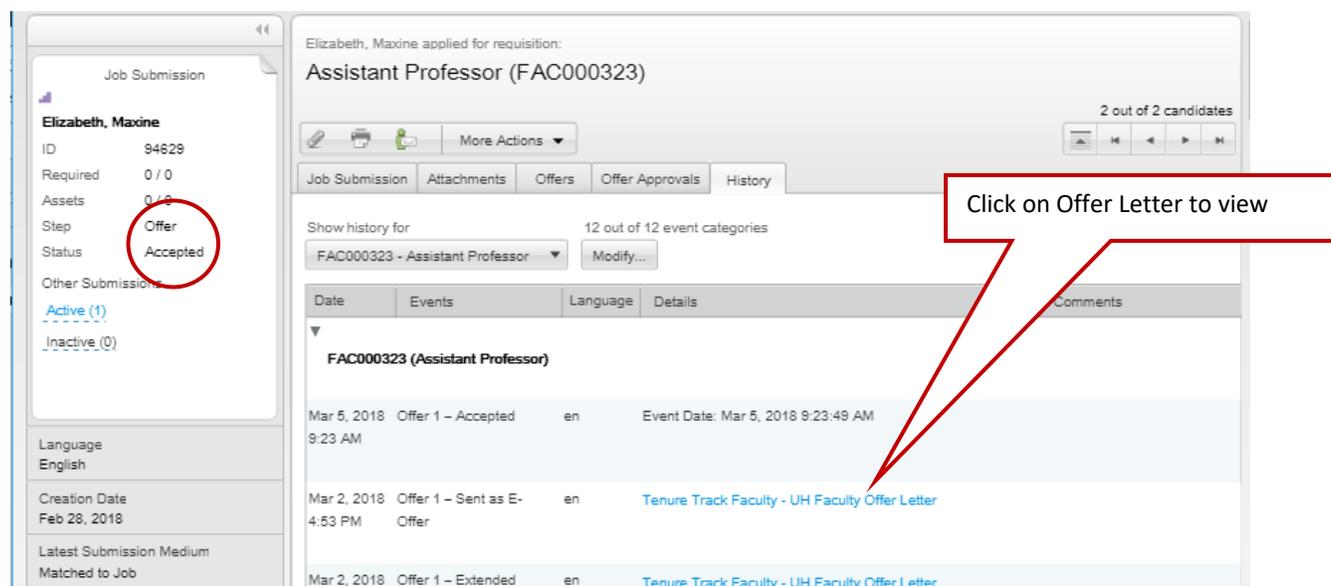
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## Offer Letter Acceptance

Once the candidate logs in to the Job Site, they will have a Task Tab to view and accept the offer.



Emails will be sent to notify the Department contact that the offer has been accepted.  
The offer letter can be viewed on the History tab.  
Once the offer is accepted, the status will change to Accepted



# TALEO Faculty Request for Offer Guide

## Onboarding

Based on the Offer, the candidate will have a number of items to complete electronically for Onboarding.

Maxine Elizabeth, you are signed in. | [My Account Options](#) My Job Cart (0 items) | [Sign Out](#)

[Job Search](#) [My Jobpage](#) [Tasks](#)

4 of 14 Tasks Completed

|  |   |
|--|---|
| Offer Invitation<br>Completed                              | <b>Job: Assistant Professor</b><br><br><b>Personal Data Form 1</b><br>Mandatory fields are marked with a red indicator.<br><b>Personal Data Form</b><br>This form must be completed to start your employment with the university. A social security number (SSN) <b>must</b> be provided. If you a SSN, you must provide a copy of your SSN application receipt. If approved, the University may issue a temporary SSN. |
| eSignature Consent<br>Completed                            |   |
| Offer Letter<br>Completed                                  |   |
| Welcome to UH<br>Completed                                 |   |
| <b>Personal Data Form</b><br>Due Date: May 7, 2018         |   |
| EEO Self Identification Form<br>Due Date: May 7, 2018      |   |
| W-4 Tax Form<br>Due Date: May 7, 2018                      |   |
| UH Faculty Direct Deposit<br>Due Date: May 7, 2018         |   |
| Workers' Compensation Information<br>Due Date: May 7, 2018 |   |
| ERS Notice of Privacy Practices<br>Due Date: May 7, 2018   |   |
| Drug and Alcohol Policy<br>Due Date: May 7, 2018           |   |
| English Proficiency<br>Due Date: May 7, 2018               |   |
| Faculty Policy Acceptance<br>Due Date: May 7, 2018         |   |
| Faculty Pay Option Form<br>Due Date: May 7, 2018           |   |

**Personal Data Form 1**  
Mandatory fields are marked with a red indicator.

**Personal Data Form**  
This form must be completed to start your employment with the university. A social security number (SSN) **must** be provided. If you a SSN, you must provide a copy of your SSN application receipt. If approved, the University may issue a temporary SSN.

\*First Name: Maxine Middle Name: Last Name: Elizabeth

\*Address (line 1): 365 Terrier Lane

Address (line 2):

\*City: Houston State: Texas \*Zip/Postal Code: 70000

\*Personal Email Address: ams5@me.com Home Phone Number: 713-743-2988 Cellular Number: (Format: 999-999-9999)

\*Social Security Number: 999-99-9999 (Format: 999-99-9999) \*Date of Birth: Nov 7 2001

\*Eligible to Work in US?: Yes \*Citizenship Status: U.S. Citizen Visa Type: Not Specified (Please complete if your Citizenship Status is not U.S. Citizen)

\*Highest Level of Education: Doctorate (Professional) \*Marital Status: Unknown

\*Have you ever worked for a State of Texas Agency (includes State of Texas Institution of Higher Education/University?): Not Specified If yes, did you participate in ORP?: Not Specified

Prior State Agency of State of Texas Higher Education Name:

If you have worked for another state agency, please list the names here.

\*Have you retired from ERS or TRS?: Not Specified Is this a direct transfer from a State of Texas agency?: Not Specified

Additional information may be required to verify prior state service. Credit for past service may affect your accumulation of vacation and longevity pay (if applicable). Requests are verified & verification may take several weeks for research.

All tasks except the I9 must be completed prior to the employee and job information loading into PS. Foreign nationals will need to confirm the employment eligibility with HR prior to job data loading into PS.

# TALEO Faculty Request for Offer Guide

## References and Forms

### Forms

- [Justification Form](#)
- [TALEO Access Request](#)

### Policies

- [Academic Workload MAPP](#)
- [Faculty Handbook](#)
- [Foreign National Employment](#)
- [Moving and Relocation Policies](#)
- [Non Tenure Track Faculty Policy](#)

### Reference Resources

- Faculty Affairs Website: <http://www.uh.edu/provost/faculty/administrators/>
- [Guidelines for Hiring Faculty with Tenure](#)
  - Please contact the Office of Faculty Affairs to initiate the tenure review process as soon as the candidate is identified.
- [Faculty Recruitment Toolkit](#)
- [Search Committee Training Sessions](#)
  - Search committee members are required to attend one training session every two years prior to their service on a search committee.
- Transcripts
  - Deliver candidate's original transcripts for terminal degrees in discipline posted (SACS Compliance) to Faculty Affairs.
  - Certified electronic transcripts can be sent directly from the institution to [facultyaffairs@uh.edu](mailto:facultyaffairs@uh.edu). Electronic transcripts cannot be accepted from the candidate or hiring department.
  - Transcripts attached by candidates to the application are not considered official transcripts.

### Contact Information

- Office of Faculty Affairs
  - 713-743-9168 or [facultyaffairs@uh.edu](mailto:facultyaffairs@uh.edu)
- Office of Faculty Recruitment, Retention, Equity and Diversity
  - Faculty Recruitment Toolkit
  - Search Committee Training
  - 713-743-6268 or [fac-rred@uh.edu](mailto:fac-rred@uh.edu)

# TALEO Faculty Request for Offer Guide

## Step and Status Appendix

### **Faculty Applicant Step and Status**

#### Initial Screening

To Be reviewed

Under Consideration

**Passed Screening**

#### Reference Letters

Select Reference Method

Send Automated Reference Request

Manually Request Reference Letters

**All Letters Received**

#### Screening Interview

Pending Interview Screening

Under Consideration

**Passed Interview Screening**

#### Campus Visit

Selected for Campus Interview

Completed Campus Interview

Finalist

#### Offer

Offer to be Made\*

### **Adjunct Applicant Step and Status**

#### Initial Screening

To Be reviewed

Under Consideration

**Passed Screening**

#### Finalist

Finalist

**Recommend for Hire**

#### Offer

Offer to be Made\*

\*An offer can only be created from "Offer to be Made" status

Background checks are automatically requested when an applicant moves to the Offer step.

# TALEO Faculty Request for Offer Guide

## Tenure Track Review Schedule for Assistant Professors

| <b>Start Date</b> | <b>3rd Year Review<br/>(Fall Semester)</b> | <b>6th Year Review</b> | <b>Terminal Year</b> |
|-------------------|--|------------------------|----------------------|
| 9/1/2013          | 2015                                       | 2018-2019              | 2019-2020            |
| 9/1/2014          | 2016                                       | 2019-2020              | 2020-2021            |
| 9/1/2015          | 2017                                       | 2020-2021              | 2021-2022            |
| 9/1/2016          | 2018                                       | 2021-2022              | 2022-2023            |
| 9/1/2017          | 2019                                       | 2022-2023              | 2023-2024            |
| 9/1/2018          | 2020                                       | 2023-2024              | 2024-2025            |
| 9/1/2019          | 2021                                       | 2024-2025              | 2025-2026            |
| 9/1/2020          | 2022                                       | 2025-2026              | 2026-2027            |
| 9/1/2021          | 2023                                       | 2026-2027              | 2027-2028            |
| 9/1/2022          | 2024                                       | 2027-2028              | 2028-2029            |
| 9/1/2023          | 2025                                       | 2028-2029              | 2029-2030            |
| 9/1/2024          | 2026                                       | 2029-2030              | 2030-2031            |
| 9/1/2025          | 2027                                       | 2030-2031              | 2031-2032            |
| 9/1/2026          | 2028                                       | 2031-2032              | 2032-2033            |

# TALEO Faculty Request for Offer Guide

## Standard Hours Table for Adjuncts and Lecturers

University of Houston  
Standard Work hours per Week for Part-time Faculty

|                               |   | <b>Fall or Spring Semester</b>          |                  |                         |
|-------------------------------|---|---|------------------|-------------------------|
|                               | <u>Semester Credit Hour<br/>Value of Courses Taught</u> | <u>Standard Work Hours<br/>Per week</u> | <u>Term FTE*</u> | <u>Annualized FTE**</u> |
| <u>Lecturer (Category I)</u>  | 1   | 2.7                                     | 0.07             | 0.03                    |
|                               | 2   | 5.3                                     | 0.13             | 0.05                    |
|                               | 3   | 8.0                                     | 0.20             | 0.08                    |
|                               | 4   | 10.7                                    | 0.27             | 0.10                    |
|                               | 5   | 13.3                                    | 0.33             | 0.13                    |
|                               | 6   | 16.0                                    | 0.40             | 0.15                    |
|                               | 7   | 18.7                                    | 0.47             | 0.18                    |
|                               | 8   | 21.3                                    | 0.53             | 0.20                    |
|                               | 9   | 24.0                                    | 0.60             | 0.23                    |
|                               | 10  | 26.7                                    | 0.67             | 0.25                    |
|                               | 11  | 29.3                                    | 0.73             | 0.28                    |
|                               | 12  | 32.0                                    | 0.80             | 0.30                    |
| <u>Lecturer (Category II)</u> | 1   | 3.3                                     | 0.08             | 0.03                    |
|                               | 2   | 6.7                                     | 0.17             | 0.06                    |
|                               | 3   | 10.0                                    | 0.25             | 0.09                    |
|                               | 4   | 13.3                                    | 0.33             | 0.13                    |
|                               | 5   | 16.7                                    | 0.42             | 0.16                    |
|                               | 6   | 20.0                                    | 0.50             | 0.19                    |
|                               | 7   | 23.3                                    | 0.58             | 0.22                    |
|                               | 8   | 26.7                                    | 0.67             | 0.25                    |
|                               | 9   | 30.0                                    | 0.75             | 0.28                    |
|                               | 10  | 33.3                                    | 0.83             | 0.31                    |
|                               | 11  | 39.7                                    | 0.92             | 0.34                    |
|                               | 12  | 40.0                                    | 1.00             | 0.38                    |

# TALEO Faculty Request for Offer Guide

## Faculty Job Codes Table

| Job Code | Job Title                         | Reg/Temp  | Empl Class | Comp Freq | FLSA Stat | Notes                      |
|----------|-----------------------------------|-----------|------------|-----------|-----------|----------------------------|
| 1320     | Active Faculty Retiree            | Temporary | F          | Monthly   | Exempt    |                            |
| 1271     | Adjunct Assoc Professor           | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1272     | Adjunct Asst Professor            | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1261     | Adjunct Faculty                   | Regular   | F          | Monthly   | Exempt    |                            |
| 1250     | Adjunct Faculty                   | Temporary | F          | Monthly   | Exempt    |                            |
| 1260     | Adjunct Faculty                   | Temporary | F          | Hourly    | Nonexempt |                            |
| 1270     | Adjunct Professor                 | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1001     | Administrative Stipend            | Temporary | O          | Monthly   | Exempt    |                            |
| 1170     | Affiliate Artist                  | Regular   | F          | Monthly   | Exempt    |                            |
| 1160     | Affiliate Artist                  | Temporary | F          | Monthly   | Exempt    |                            |
| 1030     | Assistant Professor               | Regular   | F          | Monthly   | Exempt    |                            |
| 1455     | Assistant Professor/Librarian     | Regular   | F          | Monthly   | Exempt    |                            |
| 1049     | Assistant Professor/ROTC          | Temporary | F          | Monthly   | Exempt    |                            |
| 1048     | Assoc Professor/ROTC              | Temporary | F          | Monthly   | Exempt    |                            |
| 1020     | Associate Professor               | Regular   | F          | Monthly   | Exempt    |                            |
| 1450     | Associate Professor/Librarian     | Regular   | F          | Monthly   | Exempt    |                            |
| 1000     | Chair Stipend                     | Temporary | F          | Monthly   | Exempt    |                            |
| 1520     | Clinical Assoc Prof               | Regular   | F          | Monthly   | Exempt    | PE                         |
| 1525     | Clinical Assoc Prof               | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1530     | Clinical Asst Prof                | Regular   | F          | Monthly   | Exempt    | PE                         |
| 1535     | Clinical Asst Prof                | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1410     | Clinical Professor                | Regular   | F          | Monthly   | Exempt    | PE                         |
| 1415     | Clinical Professor                | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1041     | Endowed Chair Stipend             | Temporary | O          | Monthly   | Exempt    |                            |
| 1005     | Endowed Fellow Stipend            | Temporary | O          | Monthly   | Exempt    |                            |
| 1074     | Endowed Professor Stipend         | Temporary | O          | Monthly   | Exempt    |                            |
| 1072     | Instruct Assoc Professor          | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1073     | Instruct Asst Professor           | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1080     | Instructional Assistant Professor | Regular   | F          | Monthly   | Exempt    | PE                         |
| 1077     | Instructional Associate Professor | Regular   | F          | Monthly   | Exempt    | PE                         |
| 1075     | Instructional Professor           | Regular   | F          | Monthly   | Exempt    | PE                         |
| 1079     | Instructional Professor           | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1040     | Instructor                        | Regular   | F          | Monthly   | Exempt    |                            |
| 1050     | Lecturer                          | Regular   | F          | Monthly   | Exempt    |                            |
| 1070     | Lecturer                          | Temporary | F          | Monthly   | Exempt    |                            |
| 1052     | Lecturer - Part-Time              | Temporary | F          | Hourly    | Nonexempt |                            |
| 1920     | New Summer Appointment            | Regular   | F          | Monthly   | Exempt    |                            |
| 1921     | New Summer Appointment            | Regular   | F          | Monthly   | Exempt    |                            |
| 1010     | Professor                         | Regular   | F          | Monthly   | Exempt    |                            |

# TALEO Faculty Request for Offer Guide

| Job Code | Job Title                     | Reg/Temp  | Empl Class | Comp Freq | FLSA Stat | Notes                      |
|----------|-------------------------------|-----------|------------|-----------|-----------|----------------------------|
| 1310     | Professor Emeritus            | Temporary | F          | Monthly   | Exempt    |                            |
| 1560     | Professor of Practice         | Regular   | F          | Monthly   | Exempt    |                            |
| 1565     | Professor of Practice - NBE   | Temporary | F          | Monthly   | Exempt    |                            |
| 1047     | Professor/ROTC                | Temporary | F          | Monthly   | Exempt    |                            |
| 1630     | Research Assistant Professor  | Regular   | F          | Monthly   | Exempt    | PE- Non REA                |
| 1291     | Research Assoc Professor      | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1620     | Research Associate Professor  | Regular   | F          | Monthly   | Exempt    | PE- Non REA                |
| 1292     | Research Asst Professor       | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1610     | Research Professor            | Regular   | F          | Monthly   | Exempt    | PE- Non REA                |
| 1290     | Research Professor            | Temporary | F          | Monthly   | Exempt    | Courtesy Appointments Only |
| 1294     | Research Professor - PT       | Temporary | F          | Hourly    | Nonexempt | Courtesy Appointments Only |
| 1974     | Research Scientist            | Regular   | F          | Monthly   | Exempt    |                            |
| 1042     | Research Scientist            | Temporary | F          | Monthly   | Exempt    |                            |
| 1255     | Scholar-in-Residence          | Regular   | F          | Monthly   | Exempt    |                            |
| 1259     | Scholar-in-Residence          | Temporary | F          | Monthly   | Exempt    |                            |
| 1054     | Sr Lecturer                   | Regular   | F          | Monthly   | Exempt    |                            |
| 1071     | Sr Lecturer                   | Temporary | F          | Monthly   | Nonexempt |                            |
| 1975     | Sr Research Scientist         | Regular   | F          | Monthly   | Exempt    |                            |
| 1046     | Sr Research Scientist         | Temporary | F          | Monthly   | Exempt    |                            |
| 1911     | Summer Instr Non Tenure Track | Temporary | F          | Monthly   | Exempt    |                            |
| 1912     | Summer Instruction Adjunct    | Temporary | F          | Monthly   | Exempt    |                            |
| 1910     | Summer Instructn Tenure Track | Temporary | F          | Monthly   | Exempt    |                            |
| 2090     | Summer Research               | Temporary | F          | Monthly   | Exempt    |                            |
| 1938     | Summer Teaching Overload      | Temporary | O          | Monthly   | Exempt    |                            |
| 1937     | Summer Teaching Overload - NE | Temporary | O          | Hourly    | Nonexempt |                            |
| 1949     | Teaching Overload             | Temporary | F          | Monthly   | Exempt    |                            |
| 1948     | Teaching Overload - NE        | Temporary | O          | Hourly    | Nonexempt |                            |
| 1140     | Temporary Faculty             | Temporary | O          | Monthly   | Exempt    |                            |
| 1730     | Visiting Assistant Professor  | Regular   | F          | Monthly   | Exempt    |                            |
| 1281     | Visiting Assoc Professor      | Temporary | F          | Monthly   | Exempt    |                            |
| 1720     | Visiting Associate Professor  | Regular   | F          | Monthly   | Exempt    |                            |
| 1282     | Visiting Asst Professor       | Temporary | F          | Monthly   | Exempt    |                            |
| 1710     | Visiting Professor            | Regular   | F          | Monthly   | Exempt    |                            |
| 1280     | Visiting Professor            | Temporary | F          | Monthly   | Exempt    |                            |
| 1060     | Visiting Scholar              | Regular   | F          | Monthly   | Exempt    |                            |
| 1078     | Visiting Scholar              | Temporary | F          | Monthly   | Exempt    |                            |