

TALEO Faculty Request for Offer Guide

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TALEO Faculty Request for Offer Guide

Opening the Requisition

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS

Welcome I. Karina K Duran! Refresh All

Welcome to the Recruiting Center.

Candidates

	Total
Active submissions	395
ACE	78
New	309
Manually Matched	2

Offers

No data to display.

Job Requisitions

	Total
Pending	0
Open	12
Canceled (Since May 1, 2020)	0

Tasks

	Total
Recruiting	0
Assigned to me	0
Onboarding	0
	3
	3

Click on the number under Total to view Open Requisitions

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS

You are here > Dashboard > Requisition List Back to Center Stage Create Requisition

Filters

Show requisitions: I own or collaborate on

Include inactive requisitions

Requisitions

Apply Filters Clear All

Requisitions (12)

FILTERS Show requisitions: I own or collaborate on Status: Open Hire Type All Clear All

More Actions List Format Standard View

	Title	ID	Status	Status Detail
4	Professor - Test	FAC001401	Open	Expired (6/29/20)
5	Assistant Professor -Music Test	FAC001408	Open	Expired (6/2/20)
34	Assistant or Associate Professor - Cello	FAC001506	Open	Expired (5/5/20)

Click on arrow to expand filter options.

Click on Applicant Number to see list of applications.

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You are here > [Dashboard](#) > [Requisition List](#)

[Back to Center Stage](#) [Create Requisition](#)

Filters

Show requisitions:
I own or collaborate on

Include inactive requisitions

Requisitions

Status

Draft

Pending

Open

On Hold

Primary Location

Job Field

Organization

Department Contact

Recruiter

Hire Type

All

[Apply Filters](#) [Clear All](#)

Requisitions (12)

FILTERS Show requisitions: I own or collaborate on Status: Open Hire Type All Clear All

[More Actions](#) List Format: Standard View

		Title	ID	Status	Status Detail	
<input type="checkbox"/>		3 Music Adjunct Test	ADJ000381	Open	Posted (Ongoing)	★
<input type="checkbox"/>		3 Assistant or Associate Professor - Test	FAC001416	Open	Posted (Ongoing)	★
<input type="checkbox"/>		4 Professor - Test	FAC001401	Open	Expired (6/29/20)	★
<input type="checkbox"/>		5 Assistant Professor -Music Test	FAC001408	Open	Expired (6/2/20)	★
<input type="checkbox"/>		30 Assistant or Associate Professor - Clarinet	FAC001309	Open	Expired (5/31/20)	
<input type="checkbox"/>		34 Assistant or Associate Professor - Cello	FAC001308	Open	Expired (5/31/20)	
<input type="checkbox"/>		38 Assistant Professor in Music Theory	FAC001367	Open	Posted (Ongoing)	
		Office Assistant 1	STA005788	Open	Expired (2/8/20)	

Click here to apply selected filters.

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Updating the Applicant Pool Step & Status

On the Submissions list, click on the applicant's name to open the submission or select the applicant to move the candidate through workflow. Multiple candidates can be selected to move candidates as a group.

Requisition List > Submission List Back to Requisition List

Submissions for: Assistant or Associate Professor - Test (Requisition ID: FAC001416) [?](#)

FILTERS No filters are applied

More Actions List Format Standard View

<input type="checkbox"/>	<input type="checkbox"/>	Candidate		Step	Step, Status, Icon	Elig Vet Pt
<input type="checkbox"/>	<input type="checkbox"/>	Elizabeth, Maxine (94629)		Initial Screening	Initial Screening - To Be Reviewed	Yes
<input type="checkbox"/>	<input type="checkbox"/>	Short, Andrea M (307286)		Initial Screening	Initial Screening - To Be Reviewed	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Russell, Jack (307474)		Initial Screening	Initial Screening - To Be Reviewed	No

1 item(s) selected. Page 1 of 1 (1-3 of 3 items) < < 1 > >

Click on name to view application

On the More Actions Tab, select Change Step/status to update the applicant.

KS REQUISITIONS SUBMISSIONS OFFERS

> Requisition List > Submission List Back to Requisition List

Submissions for: Assistant or Associate Professor - Test (Requisition ID: FAC001416) [?](#)

FILTERS No filters are applied

More Actions List Format Standard View

- Selection Process
 - Revert Latest Change of Step/Status
 - Change Step/Status**
- Sourcing Activities
 - Share Candidate
- Other Actions
 - Send Correspondence
 - Download As Excel

<input type="checkbox"/>	<input type="checkbox"/>	Candidate		Step	Step, Status, Icon	Elig Vet Pt
<input type="checkbox"/>	<input type="checkbox"/>	Elizabeth, Maxine (94629)		Initial Screening	Initial Screening - To Be Reviewed	Yes
<input type="checkbox"/>	<input type="checkbox"/>	Short, Andrea M (307286)		Initial Screening	Initial Screening - To Be Reviewed	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Russell, Jack (307474)		Initial Screening	Initial Screening - To Be Reviewed	No

1 item(s) selected Page 1 of 1 (1-3 of 3 items) < < 1 > >

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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.

Change Step and Status

Candidate Name: Russell, Jack(307474) Requisition Title: Assistant or Associate Professor - Test (FAC001416)

Currently in		Change to
Step Initial Screening	Status To Be Reviewed	Step Initial Screening
		Status Under Consideration Under Consideration Passed Screening* Rejected* Applicant Withdrew*

Comments
Please enter comments here

Select Other Action

- Start Onboarding process
- Send Correspondence

Buttons: Cancel, **Apply and Continue**, Apply and Close

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Rejected Applicants

Change Step and Status

Candidate Name: Marie, Brutus M(307286) Requisition Title: Assistant or Associate Professor - Test (FAC001416)

Currently in **Change to**

Step: Initial Screening Status: To Be Reviewed → Step: Initial Screening Status: Rejected*

** = completes the step*

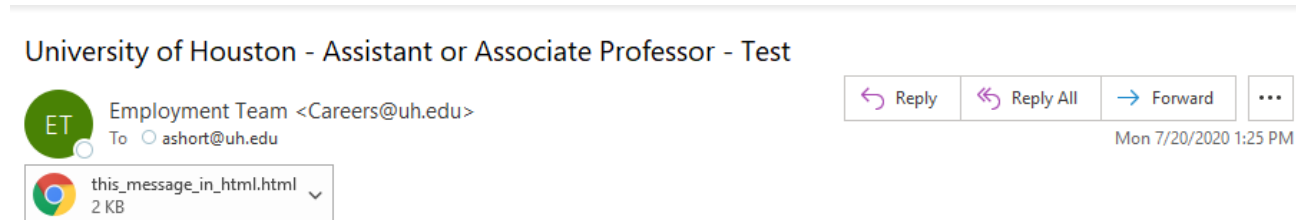
Comments: *Please enter comments here*

Select Other Action

- Start Onboarding process
- Send Correspondence

Buttons: Cancel, Apply and Continue, **Apply and Close**

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



Dear Brutus M Marie:

We have received your application for the position Assistant or Associate Professor - Test - FAC001416. 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.

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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

Candidate Name: Elizabeth, Maxine Requisition Title: Assistant or Associate Professor - Test (FAC001416)

Currently in **Change to**

Step: Initial Screening	Status: To Be Reviewed	→	Step: Initial Screening	Status: Under Consideration
-------------------------	------------------------	---	-------------------------	-----------------------------

** = completes the step*

Comments: *Please enter comments here*

Select Other Action

- Start Onboarding process
 - Pre-Hire Select a process: EEO Review
- Send Correspondence

Buttons: Cancel Apply and Continue **Apply and Close**

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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.

Change Step and Status

Candidate Name: Russell, Jack
Requisition Title: Assistant or Associate Professor - Test (FAC001416)
Pre-Hire process started: EEO Review

Currently in: Step: Initial Screening, Status: Passed Screening

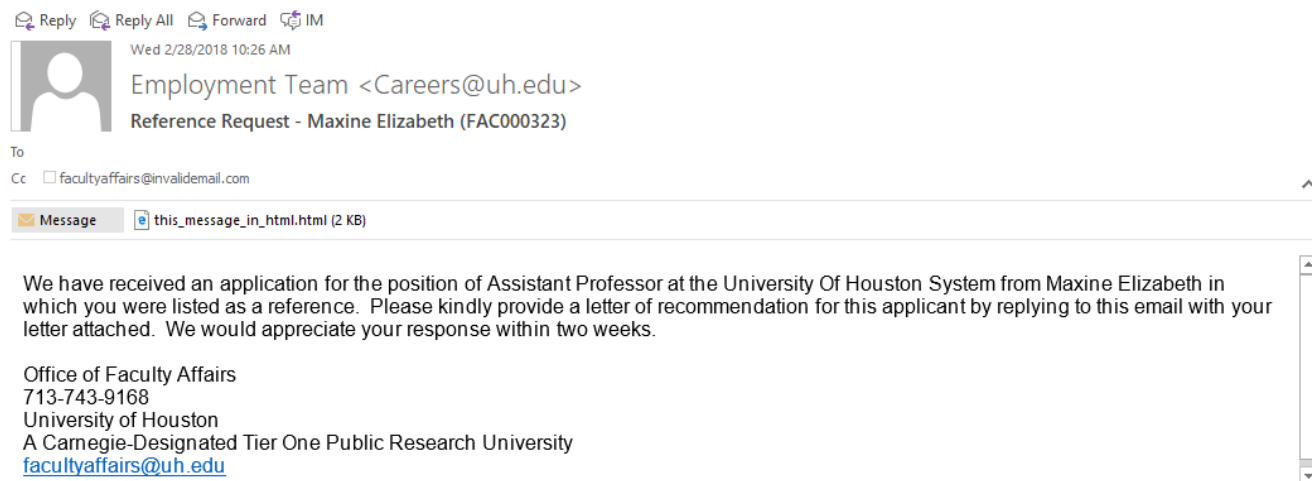
Change to: Step: Reference Letters, Status: Select Reference Method

Comments: Please enter comments here

Select Other Action: Send Correspondence

Buttons: Cancel, Apply and Continue, Apply and Close

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



TALEO Faculty Request for Offer Guide

Change Step and Status

Candidate Name: Russell, Jack Requisition Title: Assistant or Associate Professor - Test (FAC001416) Pre-Hire process started: EEO Review

Currently in

Step: Reference Letters
Status: All Letters Received

Change to

Step: Screening Interview
Status: Passed Interview Screening*

Comments: *Please enter comments here*

Select Other Action: Send Correspondence

Buttons: Cancel, **Apply and Continue**, Apply and Close

Select Passed Interview Screening for all candidates who will be invited to campus for interview.

Change Step and Status

Candidate Name: Russell, Jack Requisition Title: Assistant or Associate Professor - Test (FAC001416) Pre-Hire process started: EEO Review

Currently in

Step: Screening Interview
Status: Passed Interview Screening

Change to

Step: Campus Visit
Status: Finalist*

Comments: *Please enter comments here*

Select Other Action: Send Correspondence

Buttons: Cancel, **Apply and Continue**, Apply and Close

Mark as Finalist for candidates who pass the campus interview.

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

Change Step and Status

Candidate Name: Russell, Jack Requisition Title: Assistant or Associate Professor - Test (FAC001416) Pre-Hire process started: EEO Review

Currently in **Change to**

Step: Campus Visit Status: Finalist Step: Offer Status: Offer to be Made

Comments: *Please enter comments here*

Select Other Action

Send Correspondence

Buttons: Cancel, Apply and Continue, **Apply and Close**

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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.

The screenshot displays the Oracle TALEO interface for a candidate submission. The top navigation bar includes 'ORACLE' and the user 'I. Karina K Duran'. The main navigation tabs are 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', and 'OFFERS'. The breadcrumb trail shows 'You are here > ... > Requisition List > Submission List > Candidate View'. The submission title is 'Submission: Russell, Jack for Assistant or Associate Professor - Test (ID: FAC001416)'. The 'More Actions' dropdown menu is open, with 'Create Offer' highlighted in blue and circled in red. Other options include 'Revert Latest Change of Step/Status', 'Candidate has declined', 'Change Step/Status', 'Reject Submission', 'Offer Process', 'Sourcing Activities', 'Share Candidate', and 'Send Correspondence'. The candidate's profile shows 'Step: Offer' and 'Status: Offer to be Made'. The 'HIGHLIGHTS (CURRENT SUBMISSION)' section shows 'Required met: 0/0' and 'Assets met: 0/0'. The 'MOST RELEVANT EDUCATION' section lists 'Doctorate Degree' in 'Music'.

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The screenshot shows the 'Create New Offer' form in TALEO. The form is divided into sections: 'Offer (New)' and 'Requisition'. The 'Top Section' contains the following fields:

- Job Title *: Assistant Professor
- Administrative Title : max 50 chars
- Status : Draft
- Start Date : Sep 1, 2020, 8:00 AM (with a calendar icon) and a checkbox for 'Tentative'
- Expiration Date : Jul 23, 2020, 2:08 PM (with a calendar icon)
- Created on : -
- Position Number *: 00011378 - Assistant Professor - Music H0090 -J (with a search icon)
- Department Name : Moores School of Music
- Full College Name : Katherine G. McGovern College of t
- Hiring Manager : Dept Chair or Supervisor
- Department Contact : Admin or Coordinator
- Does Debt Exist? *: No
- Citizenship Status *: Not Specified
- Visa Type : Not Specified

Callouts from red boxes point to the following fields:

- 'ePAR effective Date' points to the Start Date field.
- 'Date offer will expire.' points to the Expiration Date field.
- 'Verify Position information in PS.' points to the Position Number field.
- 'Verify with candidate if they will need support.' points to the Citizenship Status field.

- 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 granted Tenure.

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The screenshot shows the 'General Terms' section of a TALEO form. It includes the following fields and callouts:

- Currency**: US Dollar (USD)
- Total Term Salary**: 80,000.00 (with up/down arrows)
- Pay Basis**: Total (with a callout box stating: "Pay Basis & Total Term salary depend on Faculty Contract Term.")
- Faculty Contract Term ***: 9 Month
- FTE**: 1.00 (with up/down arrows)
- Salary Exception**: Radio buttons for Not Specified, Yes, and No (with a callout box stating: "Salary exceptions if hiring outside of the requested salary range on job posting.")
- Justification for Exception**: max 250 chars
- Assignment End Date**: mmm d, yyyy (with a callout box stating: "Leave blank for Tenured and Tenure track offers. For NTT should be PS Term date")

- 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 for NTT faculty

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COBRA Amount	:	<input type="text" value="1,234.00"/>	<input type="button" value="v"/>	<input type="button" value="^"/>	Fields on grid must match totals from costing sheets
Relocation Amount \$:	<input type="text" value="1,000.00"/>	<input type="button" value="v"/>	<input type="button" value="^"/>	
Total University Start Up	:	<input type="text" value="10,000.00"/>	<input type="button" value="v"/>	<input type="button" value="^"/>	
Univ Start Up Expiration Date	:	<input type="text" value="Aug 31, 2022"/>	<input type="button" value="calendar"/>	Typically 2 yrs from start date	
Total College Start Up	:	<input type="text" value="5,000.00"/>	<input type="button" value="v"/>	<input type="button" value="^"/>	
Total Dept Start Up	:	<input type="text" value="10,000.00"/>	<input type="button" value="v"/>	<input type="button" value="^"/>	
Start Up Paragraph 1	:	<input type="text" value="To establish your research program"/>			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	:	<input type="text" value="The department will provide \$5,000"/>			
Additional Terms	:	<input type="text" value="max 1500 chars"/>			
Total Summer Support Amount	:	<input type="text" value="9,000.00"/>	<input type="button" value="v"/>	<input type="button" value="^"/>	Maximum 1000 char.
Summer Support Paragraph	:	<input type="text" value="In August 2020, the university will"/>			

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Details

Internal or Rehire? * : No

PeopleSoft ID (if Rehire, Student, or Internal): max 7 chars

PeopleSoft Record Number : 0

PeopleSoft Action * : New Hire

Other Terms

Building and Room Location * : MSM_100AA_UHM - UHM Reb.& John Moores Sc

Tenure Classification * : Tenured or Tenure Track

3rd Year Review Fall Date (TT) : 2022

Sixth Year Review (May 31, YR)(TT) : 2025

Will candidate be offered a summer assignment? : Yes

Endowed Professor Chair Name : max 50 chars

Responsibilities * : teaching research and service to th

Notes : Characters remaining : 765

Callout Boxes:

- Verify in PS using search match procedure.
- Select Job Action for PS entry.
- Select yes if a summer assignment preceding official start date will be offered.
- Letter includes standard sentence about teaching, research and service. Additional responsibilities should be listed here.

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. Currently inactive on primary job
Rehire Over a Year	Returning employees, initiates new employee forms and I-9
Transfer	Use for current faculty member with new faculty assignment on same employment record.
Transfer between business units	Hire from one campus to another without a break in service.

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Promotion, demotion & Lateral Transfer are not used for Faculty.

Prior to creating the offer letter from the provided templates, **Save the Offer.**

Submission: Russell, Jack for Assistant or Associate Professor - Test (ID: FAC001416)

More Actions

Offers Cancel Save and close

Offer details

Edit Offer Highlight Differences [Full Screen](#) [Collapse All](#)

Offer 1 (Current) Requisition

Top Section

Job Title * : Assistant Professor

Administrative Title : max 50 chars

Select **Create letter from template** at the bottom of the grid to generate the offer letter.

Offer Letter

Letter : Create letter from template

Comments : - More

TALEO Faculty Request for Offer Guide

Offer Letter

Select the template based on tenure status and benefits eligibility. There are four templates based on tenure status and benefits eligibility.

Each template has unique paragraphs associated with the template. Select all that apply to the offer by clicking the checkbox. Select all can be clicked to include all paragraphs in the offer letter.

The screenshot shows the 'Select Offer Letter Template' dialog box. On the left, there is a list of templates with the following details:

Template Name	Code	Paragraphs	Intended for
NTT Ben-Eligible Faculty	UHMf_Offer_NTT_Fac_Be n	14 paragraphs	All candidates
NTT Non-Benefits Elig Faculty	UHMf_Offer_NTT_NBE	6 paragraphs	All candidates
Tenured Faculty	UHMf_Offer_Tenured	15 paragraphs	All candidates
Tenure Track Faculty	UHMf_Offer_Tenure_Trac k	17 paragraphs	All candidates

The right side of the dialog shows the preview for the 'Tenure Track Faculty' template. It includes a 'Select All' checkbox (circled in red) and a 'UHMf OPT Faculty Criminal History Contingency' checkbox (also circled in red). The preview text includes the University of Houston logo and a sample offer letter body.

These paragraphs are based on the information on the offer grid. Uncheck if the fields are not completed on the grid or not needed in the offer letter. Please see the [Offer Letter Paragraphs](#) in the References Section for additional information.

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Select Offer Letter Template

Hide Template List

Filters ▼ Tenure Track Faculty Language: English Paragraphs Preview

Showing Templates (5)

- UHMF Tenure Track Intro
- UHMF OPT Faculty Criminal History Contingency
- UHMF Assistant Professor
- UHMF Associate Professor
- UHMF OPT Foreign National
- UHMF Ten/Track Responsibilities
- UHMF OPT Degree Contingency
- UHMF Startup

Click Select Template

Cancel Select Template

Select Offer Letter Template

Hide Template List

Filters ▼ Tenure Track Faculty Language: English Paragraphs Preview

Showing Templates (4)

- UHMF OPT Faculty Criminal History Contingency Set Sequence 2
- UHMF Assistant Professor Set Sequence 3
- UHMF Associate Professor Set Sequence 4

Dear (Candidate.FullName),

Upon the recommendation of the search committee and with the approval of the Senior Vice President for Academic Affairs and Provost, I am pleased to offer you a position as (Offer.UDF_UHS_Fac_Title) in the (Offer.UDF_UHS_Department) at the University of Houston. The salary will be \$(Offer.UDF_UHS_Flat_Rate) for the (Offer.UDF_UHS_Faculty_Pay_Basis) academic year, effective (Offer.ActualStartDate). Your salary will be direct-deposited into your designated account on a monthly basis, with the first deposit occurring on (First_Check_Date).

This offer is contingent upon the results of your completed criminal history investigation.

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).

This is a tenure-track position with a maximum probationary period of four years to run consecutively. You will receive feedback from an annual review with a decision regarding promotion and tenure made no later than the end of the third year of your probationary period, May 31, (Offer.UDF_UHS_Mandatory_Review).

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

Once Select Template is selected, click **Edit Letter** and complete any unresolved tokens.

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Edit Offer Letter

Tenure Track Faculty Language: English [View Letter](#) [Edit Letter](#)

Warning: 10 unresolved tokens were found. You can make the necessary revisions now or save and revise later.

- {First_Check_Date}
- {Doctoral_Completion_Year}
- {10% Reduced Term Salary}

Message created from Tenure Track Faculty

UNIVERSITY of HOUSTON
Katherine G. McGovern College of the Arts

July 20, 2020

[Cancel](#) [Change Template](#) [Print](#) [Finish](#)

Characters remaining : 765

TALEO Faculty Request for Offer Guide

Missing Information

First_Check_Date

Doctoral_Completion_Year

10%_Reduced_Term_Salary

Termination_Year

Department_Relocation_Contact

Department_Benefits_Contact

Offer_Expiration_Date

Letter_Signer_Name

Letter_Signer_Title

Apply

Tenure Track Faculty Language: English **View Letter** **Edit Letter**

Browse Upload

10 unresolved tokens were found. You can make the necessary revisions now or save and revise later.

- {First_Check_Date}
- {Doctoral_Completion_Year}
- {10% Reduced Term Salary}

Message created from Tenure Track Faculty *

Source | X | Copy | Paste | Undo | Redo | Find | Bold | Italic | Underline | Text Color | Background Color | Styles | Format | Size | Font Color | Font Size

UNIVERSITY of
HOUSTON

{Offer.UDF_UHS_College}

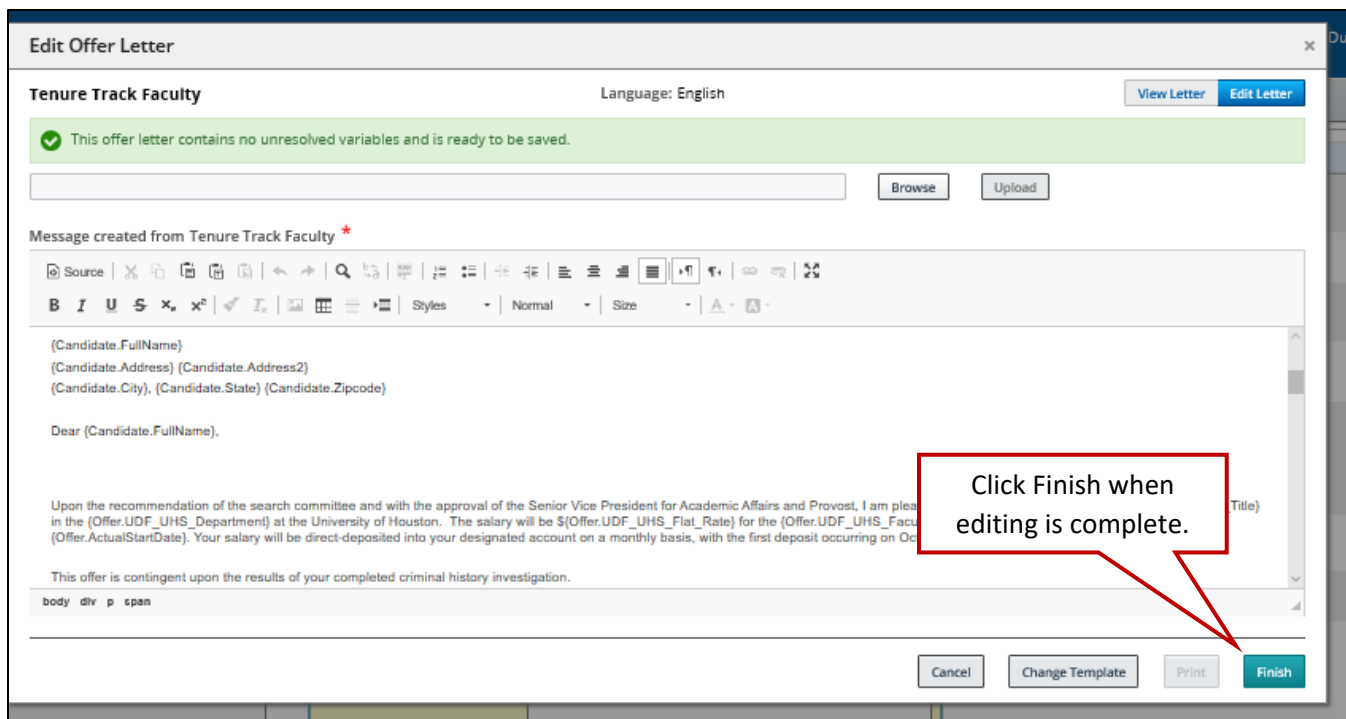
{Other.CurrentDate}

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

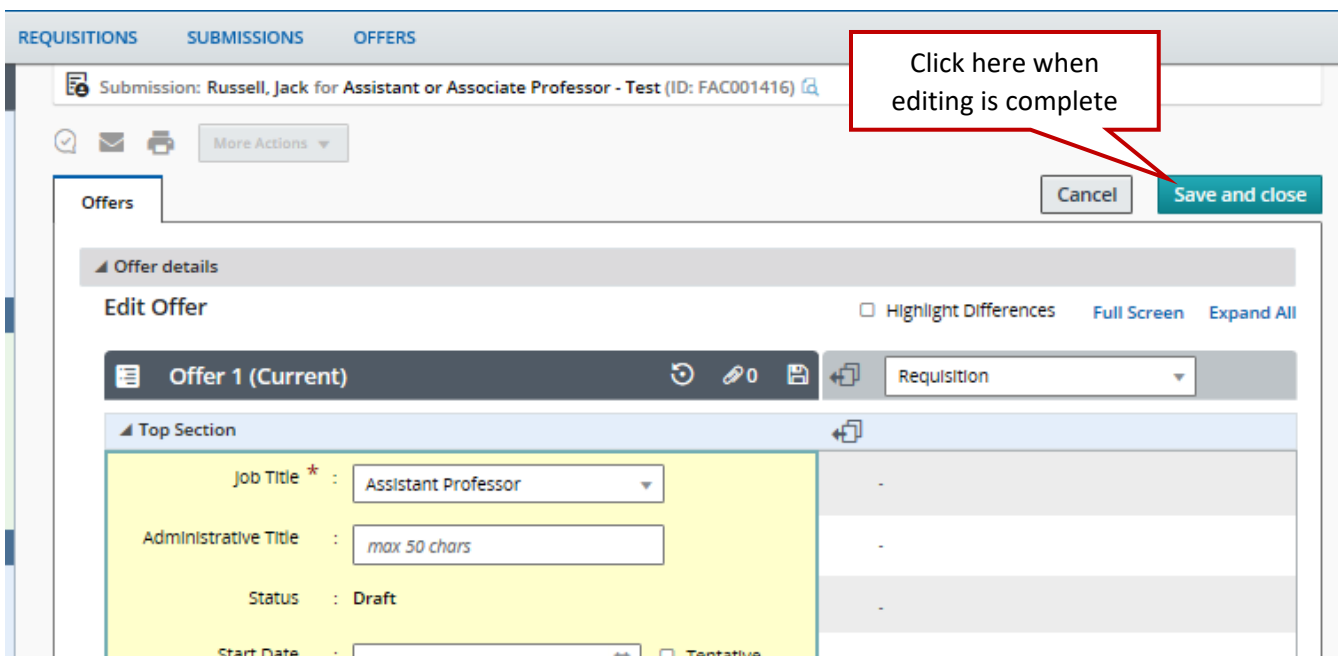
Cancel Change Template Print Done

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

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Click **Save and Close** at the top of the offer grid to exit editing mode



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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>

To upload attachments, click on the **Attachments tab**

The screenshot displays the TALEO system interface for managing offers. At the top, there is a navigation bar with tabs for 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', and 'OFFERS'. The 'OFFERS' tab is selected. Below the navigation bar, there is a header for the submission: 'Submission: Russell, Jack for Assistant or Associate Professor - Test (ID: FAC001416)'. A 'More Actions' dropdown menu is visible. The main content area is divided into several sections. On the left, there is a 'Summary' sidebar for 'Russell, Jack' with a 'Resume' button and '3 other active submission(s)'. The main area shows 'Offer details' for 'Offer 1 (Current)'. A red box highlights the 'Attachments(1)' tab, with a red arrow pointing to it and a text box that says 'Click here to open attachment tab.' Below the tabs, there is a 'View Offer' button and a 'Requisition' dropdown menu. A green notification bar at the bottom says 'Offer Saved Successfully'. The interface also includes a 'Top Section' and a 'Job Title' field set to 'Assistant Professor'.

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REQUISITIONS SUBMISSIONS OFFERS

Job Submission Attachments(1) Offers History

Attached Resume(s) relevant to this Submission | Upload Resume Attachment

File Name	Attached by	Visible to candidate	Size	Date	Description
upload test file.docx	Candidate	Yes	11 KB	Jun 12, 2020	

Other Attachments relevant to this Submission | Upload Other Attachment

There are no file attachments for this section

Related to Offer | Upload Offer Attachment

There are no file attachments for this section

Upload Offer documents here

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 the offer letter. 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.

REQUISITIONS SUBMISSIONS OFFERS

Submission: Russell, Jack for Assistant or Associate Professor - Test (ID: FAC001416)

More Actions

- Offer Process
- Submit Offer for Approval
- Cancel Offer
- Sourcing Activities
- Share Candidate
- Other Actions
- Send Correspondence

Select Request approval when ready to submit.

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Submission: Russell, Jack for Assistant or Associate Professor - Test (ID: FAC001416)

Offers

Offer details

Offer 1 - approval process

Offer 1 - Submitting for approval

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	Courtney Crappell	Pending	
2	Ornela K Santee	Pending	
3	Andrew C Davis	Pending	
4	Sabrina Hassumani	Pending	
5	Sarah E Castillo	Pending	
6	Mark S Clarke	Pending	
7	Paula M Short	Pending	

Add the approvers to the list of collaborators defined for this submission's requisition

Add the approvers to the list of my frequent collaborators

Comment to Approvers *

Please approve

Characters remaining : 986

After the approval process, assign to * I. Karina K Duran

Cancel Submit for Approval

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

Click to submit into workflow.

Comments to the Approvers is a required field.

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

TALEO Faculty Request for Offer Guide

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

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

TALEO Faculty Request for Offer Guide

Extending the Offer

The screenshot shows the TALEO Recruiting Center dashboard with the following data:

Candidates			
		Count	Total
Active submissions		393	407
ACE		78	86
New		306	307
Manually Matched		2	2

Job Requisitions			
		Count	Total
Pending		0	1
Open		0	12
Canceled (Since May 1, 2020)		0	1

Offers			
		Count	Total
Draft (Since May 1, 2020)		1	1

Tasks			
		Count	Total
Recruiting	Assigned to me	1	1
Offers	Extend Offer	1	1
Onboarding	Due Today		0
	Overdue		3
	My Opened Tasks		3

On the More Actions Tab, Select Extend Offer.

The screenshot shows the 'More Actions' menu for an offer. The 'Extend Offer...' option is highlighted with a red circle. A red callout box points to the 'Extend Offer...' option with the following text:

To extend the offer, the Step/Status should be Offer/Approved.

TALEO Faculty Request for Offer Guide

Click on the **Extend Offer** link.

You are here > [Dashboard](#) > [Tasks List](#) [Back to Center Stage](#)

Filters ^

Show tasks:

Show only new or recently active

Task type:

Include completed tasks

[Apply Filters](#) [Clear All](#)

Tasks (1)

FILTERS Show tasks: Assigned to me Task type: Extend offer [Clear All](#)

Task	Relates to	Priority	Task Status	Assignee	Latest Comments
Extend offer	Russell, Jack	Normal	In progress	Duran I. Karina	

Page 1 of 1 (1 of 1 items) [K](#) [<](#) [1](#) [>](#) [X](#)

Click Here

You are here > [Dashboard](#) > [Tasks List](#) > [Candidate View](#) [Back to Task List](#)

Summary ^

Russell, Jack (i)

United States > Texas > Houston

[Resume](#)

3 other active submission(s)

Submission General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met **0/0** Assets met **0/0**

Step: Offer
Status: Approved
Source: Career Section
Date of Application: Jul 17, 2020

MOST RELEVANT EDUCATION

Doctorate Degree

Submission: Russell, Jack for Assistant or Associate Professor - Test (ID: FAC001416) [Q](#)

To **Extend Offer**, navigate to 'More actions' dropdown and select 'Extend Offer' to take appropriate action. x

More Actions v

- Offer Process
- Update Start Date
- Extend Offer**
- Update Expiration Date
- Cancel Offer
- Sourcing Activities
- Share Candidate
- Other Actions
- Send Correspondence

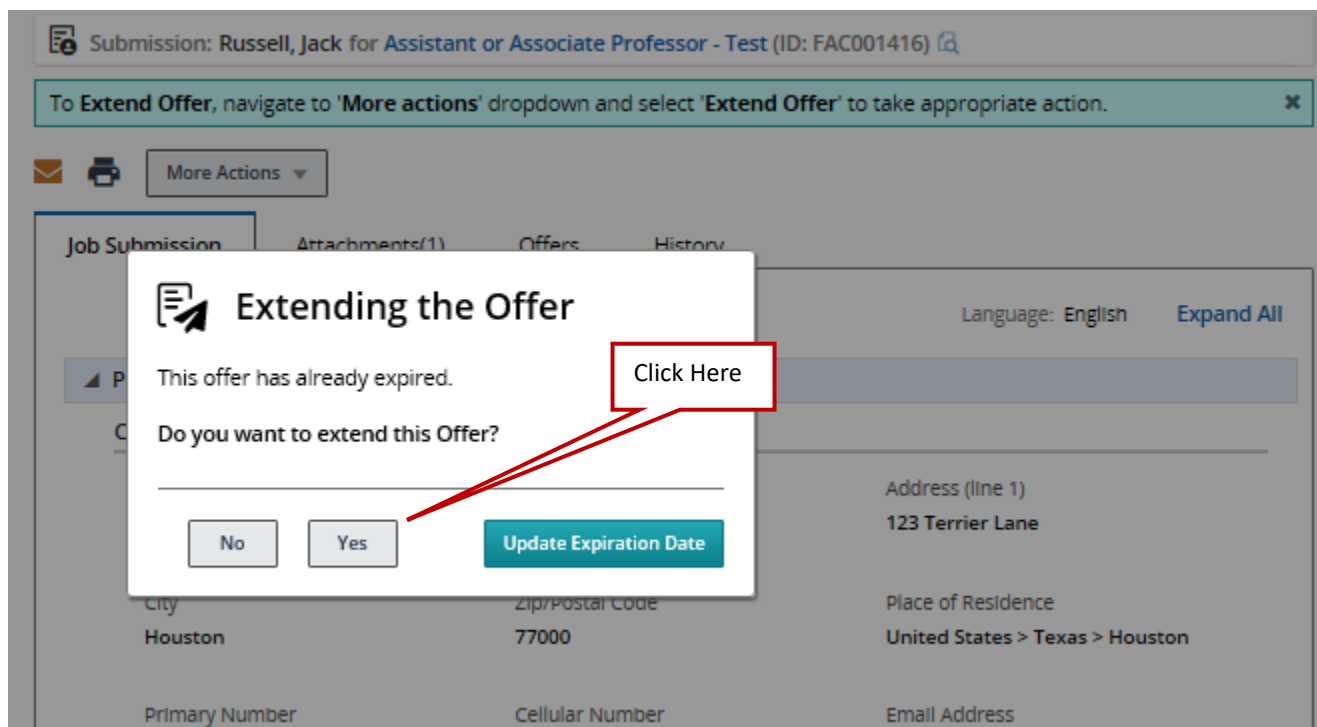
Job Sub	Offers	History
Per		
Car		

Language: English [Expand All](#)

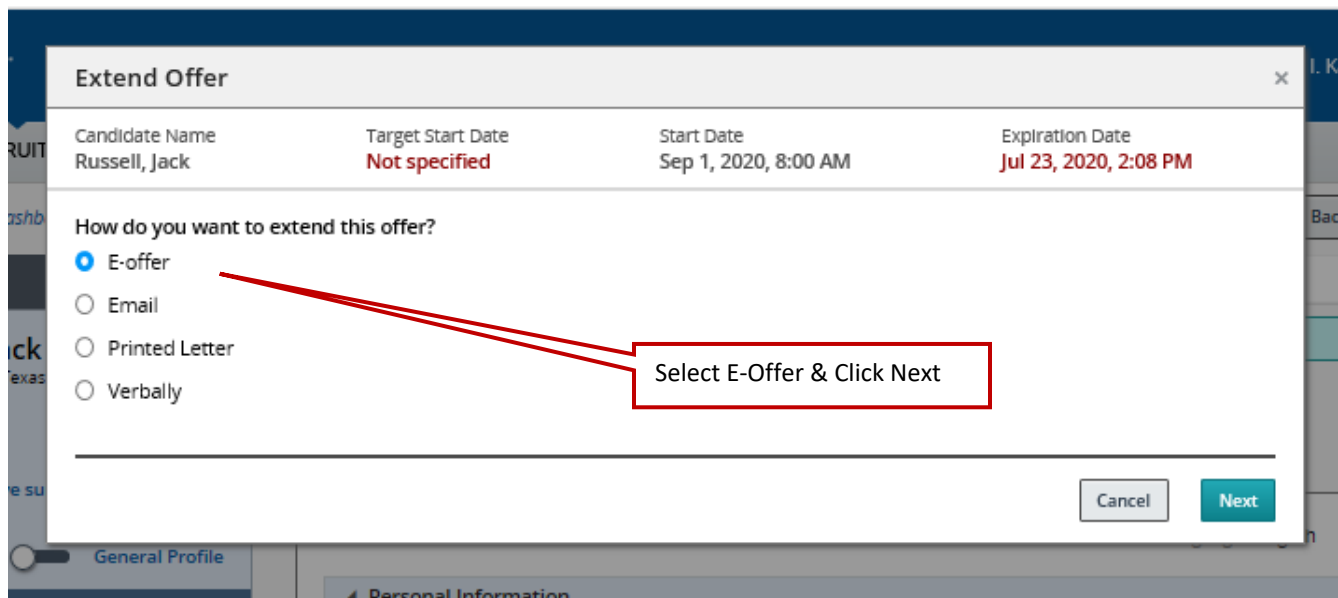
Last Name	Address (line 1)
Russell	123 Terrier Lane
Zip/Postal Code	Place of Residence
77000	United States > Texas > Houston
Primary Number	Cellular Number
	Email Address

TALEO Faculty Request for Offer Guide

If the offer expiration date on the offer grid has expired, you have the option to Update it. Click **Yes** to continue.



The offer should be extended as an **e-Offer**. Click **Next** to continue.



TALEO Faculty Request for Offer Guide

This screenshot shows the 'Extend offer by E-offer - Edit Message' window. At the top, it displays candidate information: Candidate Name (Russell, Jack), Target Start Date (Not specified), Start Date (Sep 1, 2020, 8:00 AM), and Expiration Date (Jul 23, 2020, 2:08 PM). Below this is a 'Message Preview' section with a green success message: 'Execute action "This offer letter contains no unresolved variables and is ready to be extended." using method "E-offer"'. The message content area shows the University of Houston logo and the text 'Kathrine G. McGovern College of the Arts'. At the bottom right, the 'Extend Offer' button is circled in red.

Candidate Name	Target Start Date	Start Date	Expiration Date
Russell, Jack	Not specified	Sep 1, 2020, 8:00 AM	Jul 23, 2020, 2:08 PM

Message Preview Language: English [Preview] [Edit Message]

Execute action "This offer letter contains no unresolved variables and is ready to be extended." using method "E-offer"

Message: Tenure Track Faculty

UNIVERSITY of HOUSTON

Kathrine G. McGovern College of the Arts

July 24, 2020

Comments

[Previous] [Cancel] [Print] [Extend Offer]

This screenshot shows the TALEO job submission page for 'Submission: Russell, Jack for Assistant or Associate Professor - Test (ID: FAC001416)'. A notification banner at the top states: 'To Extend Offer, navigate to 'More actions' dropdown and select 'Extend Offer' to take appropriate action.' Below this, the 'More Actions' dropdown is visible. A confirmation dialog box titled 'Extending the Offer' is open, displaying the message: 'Offer 1 is extended to Russell, Jack by E-offer'. The dialog has a 'Close' button. The background page shows the job submission details, including the address: '123 Terrier Lane, Houston, 77000, United States > Texas > Houston'.

Submission: Russell, Jack for Assistant or Associate Professor - Test (ID: FAC001416)

To Extend Offer, navigate to 'More actions' dropdown and select 'Extend Offer' to take appropriate action.

More Actions

Job Submission Attachments(1) Offers History

Extending the Offer

Offer 1 is extended to Russell, Jack by E-offer

Close

Address (line 1)
123 Terrier Lane

City: Houston Zip/Postal Code: 77000 Place of Residence: United States > Texas > Houston

TALEO Faculty Request for Offer Guide

Offer letter Status can be verified on the application.

The screenshot shows the TALEO application interface for candidate Jack Russell. The left sidebar contains a 'Summary' section with a 'Resume' button and a 'HIGHLIGHTS (CURRENT SUBMISSION)' section. The highlights section shows 'Required met' and 'Assets met' both at 0/0, and 'Step: Offer' with 'Status: Extended'. The main content area shows 'Candidate Personal Information' with fields for First Name (Jack), Last Name (Russell), Address (123 Terrier Lane), City (Houston), Zip/Postal Code (77000), and Email Address (andreamshort@gmail.com). A red box highlights the 'Status: Extended' field, and a callout box points to it with the text '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

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

Subject: Job Offer Invitation



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.

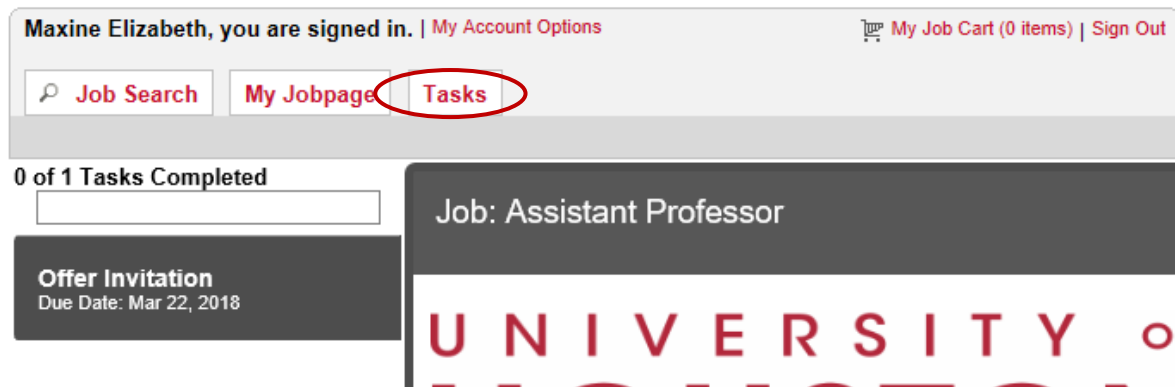
Responses to this email will not be received as this is an automated message. If you have additional questions or need assistance, please contact us directly using the below contact information.

Office of Faculty Affairs
University of Houston
713-743-9168
facultyaffairs@uh.edu

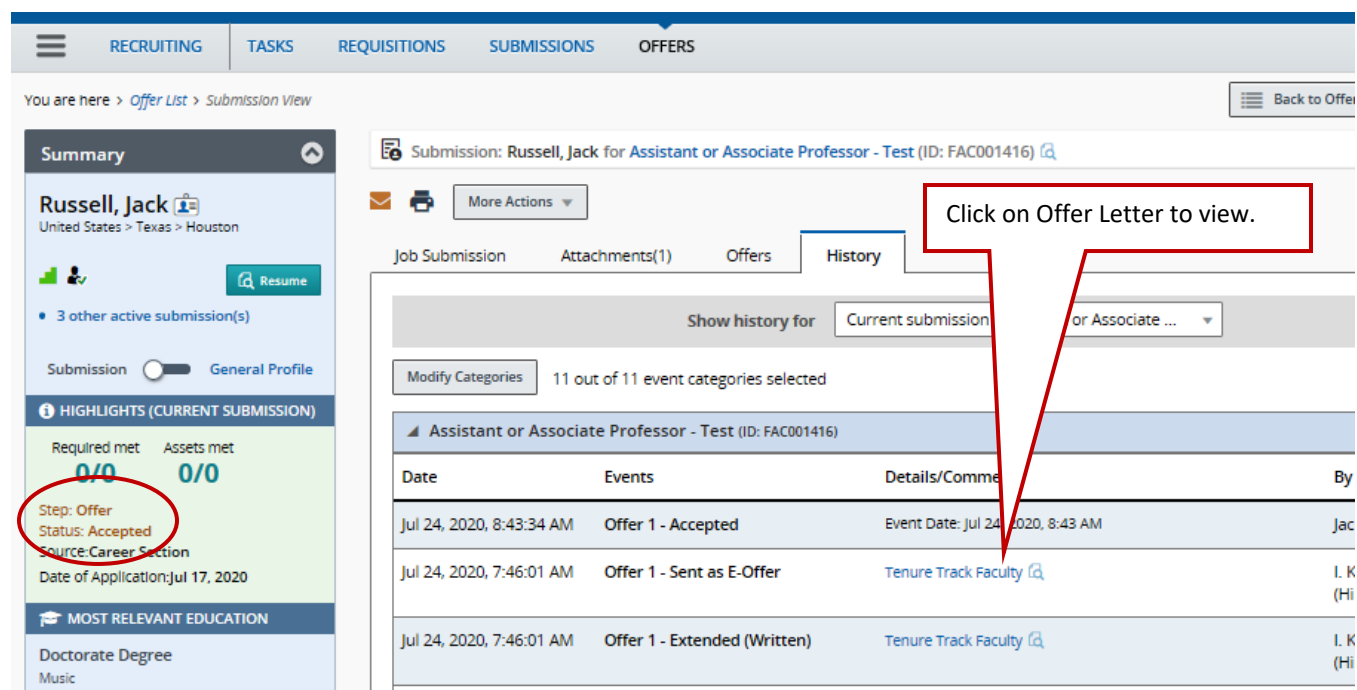
TALEO Faculty Request for Offer Guide

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 Grid details, the candidate will have several 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 Completed	Job: Assistant Professor 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 <input type="text" value="Maxine"/> Middle Name <input type="text"/> *Last Name <input type="text" value="Elizabeth"/> *Address (line 1) <input type="text" value="365 Terrier Lane"/> Address (line 2) <input type="text"/> *City <input type="text" value="Houston"/> State <input type="text" value="Texas"/> *Zip/Postal Code <input type="text" value="70000"/> *Personal Email Address <input type="text" value="ams5@me.com"/> Home Phone Number <input type="text" value="713-743-2988"/> Cellular Number <input type="text"/> <small>Format: 999-999-9999</small> <small>Format: 999-999-9999</small> *Social Security Number <input type="text" value="999-99-9999"/> *Date of Birth <input type="text" value="Nov 7 2001"/> <small>Format: 999-99-9999</small> *Eligible to Work in US? <input type="text" value="Yes"/> *Citizenship Status <input type="text" value="U.S. Citizen"/> Visa Type <input type="text" value="Not Specified"/> <small>Please complete if your Citizenship Status is not U.S. Citizen</small> *Highest Level of Education <input type="text" value="Doctorate (Professional)"/> *Marital Status <input type="text" value="Unknown"/> *Have you ever worked for a State of Texas Agency (includes State of Texas Institution of Higher Education/University)? <input type="text" value="Not Specified"/> If yes, did you participate in ORP? <input type="text" value="Not Specified"/> Prior State Agency of State of Texas Higher Education Name <input type="text"/> <small>If you have worked for another state agency, please list the names here.</small> *Have you retired from ERS or TRS? <input type="text" value="Not Specified"/> Is this a direct transfer from a State of Texas agency? <input type="text" value="Not Specified"/> <small>Additional information may be required to verify prior state service. Credit for past service may effect your accumulation of vacation and longevity pay (if applicable). Requests are verified v verification may take several weeks for research.</small>
EEO Self Identification Form Due Date: May 7, 2018	
W-4 Tax Form Due Date: May 7, 2018	
UH Faculty Direct Deposit Due Date: May 7, 2018	
Workers' Compensation Information Due Date: May 7, 2018	
ERS Notice of Privacy Practices Due Date: May 7, 2018	
Drug and Alcohol Policy Due Date: May 7, 2018	
English Proficiency Due Date: May 7, 2018	
Faculty Policy Acceptance Due Date: May 7, 2018	
Faculty Pay Option Form Due Date: May 7, 2018	

All tasks except the I-9 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.
- [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. 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
- Office of Faculty Recruitment and Retention
 - Search Committee Training
 - 713-743-6268 or 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

Start Date	3rd Year Review (Fall Semester)	6th Year Review	Terminal Year
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

<https://uh.edu/provost/faculty/administrators/administrators-documents/academic-year-fte-chart.pdf>

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

		Fall or Spring Semester		
	<u>Semester Credit Hour Value of Courses Taught</u>	<u>Standard Work Hours Per week</u>	<u>Term FTE*</u>	<u>Annualized FTE**</u>
Lecturer (Category I)	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
Lecturer (Category II)	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	Empl Class	Reg/Temp	Comp Freq	FLSA Stat	Notes
1320	Active Faculty Retiree	F	T	M	Exempt	
1271	Adjunct Assoc Professor	F	T	M	Exempt	Courtesy Appointments Only
1272	Adjunct Asst Professor	F	T	M	Exempt	Courtesy Appointments Only
1250	Adjunct Faculty	F	T	M	Exempt	
1260	Adjunct Faculty	F	T	H	Nonexempt	
1261	Adjunct Faculty	F	R	M	Exempt	
1270	Adjunct Professor	F	T	M	Exempt	Courtesy Appointments Only
1001	Administrative Stipend	O	T	M	Exempt	
1160	Affiliate Artist	F	T	M	Exempt	
1170	Affiliate Artist	F	R	M	Exempt	
1030	Assistant Professor	F	R	M	Exempt	
1080	Assistant Professor, Instruct	F	R	M	Exempt	
1455	Assistant Professor/Librarian	F	R	M	Exempt	
1049	Assistant Professor/ROTC	F	T	M	Exempt	Courtesy Appointments Only
1002	Assoc Dean Stipend	O	T	M	Exempt	
1048	Assoc Professor/ROTC	F	T	M	Exempt	Courtesy Appointments Only
1020	Associate Professor	F	R	M	Exempt	
1077	Associate Professor, Instruct	F	R	M	Exempt	
1450	Associate Professor/Librarian	F	R	M	Exempt	
1000	Chair Stipend	O	T	M	Exempt	
1520	Clinical Assoc Prof	F	R	M	Exempt	PE
1525	Clinical Assoc Prof	F	T	M	Exempt	Courtesy Appointments Only
1526	Clinical Assoc Prof, Voluntary	F	T	M	Exempt	Courtesy Appointments Only
1530	Clinical Asst Prof	F	R	M	Exempt	PE
1535	Clinical Asst Prof	F	T	M	Exempt	Courtesy Appointments Only
1536	Clinical Asst Prof , Voluntary	F	T	M	Exempt	Courtesy Appointments Only
1540	Clinical Instructor	F	R	M	Exempt	PE
1545	Clinical Instructor	F	T	M	Exempt	PE
1410	Clinical Professor	F	R	M	Exempt	PE
1415	Clinical Professor	F	T	M	Exempt	PE
1546	Clinical Professor, Voluntary	F	T	M	Exempt	Courtesy Appointments Only
1041	Endowed Chair Stipend	O	T	M	Exempt	
1005	Endowed Fellow Stipend	O	T	M	Exempt	
1074	Endowed Professor Stipend	O	T	M	Exempt	
1330	Faculty Director	F	R	M	Exempt	
1072	Instruct Assoc Professor	F	T	M	Exempt	Courtesy Appointments Only
1073	Instruct Asst Professor	F	T	M	Exempt	Courtesy Appointments Only
1075	Instructional Professor	F	R	M	Exempt	
1079	Instructional Professor	F	T	M	Exempt	Courtesy Appointments Only
1040	Instructor	F	R	M	Exempt	
1050	Lecturer	F	R	M	Exempt	
1070	Lecturer	F	T	M	Exempt	
1052	Lecturer - Part-Time	F	T	H	Nonexempt	
1920	New Summer Appointment	F	R	M	Exempt	New Ten/TT
1921	New Summer Appointment	F	R	M	Exempt	New NTT

TALEO Faculty Request for Offer Guide

Job Code	Job Title	Empl Class	Reg/Temp	Comp Freq	FLSA Stat	Notes
1010	Professor	F	R	M	Exempt	
1560	Professor of Practice	F	R	M	Exempt	
1565	Professor of Practice - NBE	F	T	M	Exempt	
1047	Professor/ROTC	F	T	M	Exempt	Courtesy Appointments Only
1630	Research Assistant Professor	F	R	M	Exempt	
1291	Research Assoc Professor	F	T	M	Exempt	
1293	Research Assoc Professor - NE	F	R	H	Nonexempt	
1620	Research Associate Professor	F	R	M	Exempt	
1292	Research Asst Professor	F	T	M	Exempt	
1632	Research Asst Professor - NE	F	R	H	Nonexempt	
1900	Research Fellow	F	R	M	Exempt	
1290	Research Professor	F	T	M	Exempt	
1610	Research Professor	F	R	M	Exempt	
1612	Research Professor - Part-Time	F	R	H	Nonexempt	
1294	Research Professor - PT	F	T	H	Nonexempt	
1042	Research Scientist	F	T	M	Exempt	
1974	Research Scientist	F	R	M	Exempt	
1976	Research Scientist - Part-Time	F	R	H	Nonexempt	
1255	Scholar-in-Residence	F	R	M	Exempt	
1259	Scholar-in-Residence	F	T	M	Exempt	
1470	Sr Associate Librarian	F	R	M	Exempt	
1054	Sr Lecturer	F	R	M	Exempt	
1071	Sr Lecturer	F	T	M	Nonexempt	
1045	Sr Research Professor	F	T	M	Exempt	
1640	Sr Research Professor	F	R	M	Exempt	
1046	Sr Research Scientist	F	T	M	Exempt	
1975	Sr Research Scientist	F	R	M	Exempt	
1977	Sr. Research Scientist - PT	F	R	H	Nonexempt	
1911	Summer Instr Non Tenure Track	F	T	M	Exempt	
1912	Summer Instruction Adjunct	F	T	M	Exempt	
1910	Summer Instructn Tenure Track	F	T	M	Exempt	
2090	Summer Research	F	T	M	Exempt	
1938	Summer Teaching Overload	O	T	M	Exempt	
1937	Summer Teaching Overload - NE	O	T	H	Nonexempt	
1949	Teaching Overload	F	T	M	Exempt	
1948	Teaching Overload - NE	O	T	H	Nonexempt	
1140	Temporary Faculty	O	T	M	Exempt	
1730	Visiting Assistant Professor	F	R	M	Exempt	
1281	Visiting Assoc Professor	F	T	M	Exempt	
1720	Visiting Associate Professor	F	R	M	Exempt	
1282	Visiting Asst Professor	F	T	M	Exempt	
1740	Visiting Instructor	F	R	M	Exempt	
1280	Visiting Professor	F	T	M	Exempt	
1710	Visiting Professor	F	R	M	Exempt	
1060	Visiting Scholar	F	R	M	Exempt	
1078	Visiting Scholar	F	T	M	Exempt	

TALEO Faculty Request for Offer Guide

Offer Letter Paragraphs for Tenure Track

Notes	Standard Offer letter Paragraphs
<p>Address & Name is from application.</p> <p>Other fields are from the offer grid.</p>	<div style="text-align: right;">Set Sequence <input type="text" value="1"/></div> <p>UHMF Tenure Track Intro</p> <p style="text-align: center;">UNIVERSITY of HOUSTON</p> <p>{Offer.UDF_UHS_College}</p> <p>{Other.CurrentDate}</p> <p>{Candidate.FullName} {Candidate.Address} {Candidate.Address2} {Candidate.City}, {Candidate.State} {Candidate.Zipcode}</p> <p>Dear {Candidate.FullName},</p> <p>Upon the recommendation of the search committee and with the approval of the Senior Vice President for Academic Affairs and Provost, I am pleased to offer you a position as {Offer.UDF_UHS_Fac_Title} in the {Offer.UDF_UHS_Department} at the University of Houston. The salary will be \${Offer.UDF_UHS_Flat_Rate} for the {Offer.UDF_UHS_Faculty_Pay_Basis} academic year, effective {Offer.ActualStartDate}. Your salary will be direct-deposited into your designated account on a monthly basis, with the first deposit occurring on {First_Check_Date}.</p>
<p>Only one should be selected for tenure track.</p> <p>Review Dates are from offer grid</p>	<div style="text-align: right;">Set Sequence <input type="text" value="1"/></div> <p>UHMF Assistant Professor</p> <p>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}.</p> <hr/> <div style="text-align: right;">Set Sequence <input type="text" value="2"/></div> <p>UHMF Associate Professor</p> <p>This is a tenure-track position with a maximum probationary period of four years to run consecutively. You will receive feedback from an annual review with a decision regarding promotion and tenure made no later than the end of the third year of your probationary period, May 31, {Offer.UDF_UHS_Mandatory_Review}.</p>
<p>Optional</p>	<div style="text-align: right;">Set Sequence <input type="text" value="2"/></div> <p>UHMF OPT Faculty Criminal History Contingency</p> <p>This offer is contingent upon the results of your completed criminal history investigation.</p>
<p>Required for all tenure/tenure track hires that require employment sponsorship</p>	<div style="text-align: right;">Set Sequence <input type="text" value="2"/></div> <p>UHMF OPT Foreign National</p> <p>Appointment to a tenure-track position at the University of Houston is contingent upon the procurement of an appropriate immigration and/or visa status prior to the effective date of the appointment and maintenance of an appropriate status for the duration of the appointment. Your department may assist you in securing an appropriate visa status prior to your arrival. Should there be a delay in obtaining your visa, your start date may be delayed until you obtain an appropriate visa status.</p> <p>In order to be granted tenure a faculty candidate must either be a citizen of the U.S. or have permanent residence. In order to be considered for tenure, non-tenured tenure-track faculty who are not U.S. citizens must have permanent residence by the end of the spring semester prior to the year in which the tenure review will take place. Alternatively, a candidate must have a USCIS approved labor certification/Form I-140 Immigrant Petition on file with USCIS and the University listing the University of Houston as the sponsoring institution if immigrating via sponsored employment. Additionally, candidates may not be considered for tenure review if they are currently subject to the two-year home country residence requirement unless the candidate has (1) received a waiver of the 212e requirement or (2) fulfilled the two-year home country residence requirement by the end of the spring semester prior to the year in which the tenure review will take place. The probationary period will not be extended in the event that a faculty member does not have permanent residence by that time.</p> <p>If the PERM labor certification/I-140 immigrant petition has been approved and the I-485 adjustment of status (green card) application is pending and is simply awaiting approval or availability of immigrant status, the faculty member may be considered for tenure. If tenure is then recommended and approved, it will not be granted until such time that permanent residence has been granted by the USCIS.</p>

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<p>Required. Responsibilities can be modified on offer grid.</p>	<p><input checked="" type="checkbox"/> UHMF Ten/Track Responsibilities Set Sequence 6</p> <p>Your responsibilities will include teaching and research, as well as service to the department, college, and university. {Offer.UDF_UHS_Responsibilities}</p>
<p>Required if degree has not been completed. Dates will be entered on offer letter template prompts</p>	<p><input checked="" type="checkbox"/> UHMF OPT Degree Contingency Set Sequence 7</p> <p>This offer is also contingent upon receiving evidence of your completion of all requirements for the doctoral degree by August 1. {Doctoral_Completion_Year}. As soon as possible thereafter, you are expected to provide an official transcript with the doctoral degree posted. In the event that you do not successfully complete your doctoral degree by August 1, you will be placed in a tenure track position at the rank of Instructor at a salary of {10%_Reduced_Term_Salary} with time spent as an Instructor counted in the probationary period. If you successfully complete the doctoral degree during your first academic year, your salary will be adjusted to {Offer.UDF_UHS_Flat_Rate} beginning the next Fall semester and you will be given the title of Assistant Professor and your probationary period will continue as outlined above. If you have not completed the doctoral degree by May 1 of your first year, your appointment will terminate at the end of the spring semester (Termination_Year).</p>
<p>Optional -Information is based on the offer grid.</p>	<p><input checked="" type="checkbox"/> UHMF Startup Set Sequence 8</p> <p>{Offer.UDF_UHS_Startup_PP} {Offer.UDF_UHS_Startup_PP2}</p> <hr/> <p><input checked="" type="checkbox"/> UHMF Summer Support Set Sequence 9</p> <p>{Offer.UDF_UHS_Summer_PP} Please note, you must be in residence in the academic year following payment of summer funds to be eligible for summer funding.</p> <hr/> <p><input checked="" type="checkbox"/> UHMF Additional Terms Set Sequence 10</p> <p>{Offer.UDF_UHS_Additional_Terms}</p>
<p>Optional- Use only if providing Moving Expenses</p>	<p><input checked="" type="checkbox"/> UHMF OPT Moving Expenses</p> <p>The College/Department will provide reasonable moving expenses, up to \${Offer.UDF_UHS_Relocation} to move your household belongings and personal possessions. These expenses may include one trip for you and members of your household to select new housing (house-hunting). The length of the trip should not exceed one week. House-hunting expenditures such as airfare, airport parking, hotel, rental car and meals incurred during that week will be reimbursed to you. These expenses may also include other moving and relocation expenses incurred while in transit from your previous home residence to your new job location. Moving and relocation expenses are taxable and will be reported as additional wages. Prior to your move, please contact {Department_Relocation_Contact}, who will explain College and University guidelines on moving expenses. If you leave the University's employment within 12 months of your start date for reasons within your control, you will be required to reimburse the University for relocation expenses within 90 days of termination. If reimbursement is not submitted within 90 days of termination, you will authorize the University to deduct the expense from your paycheck.</p>
	<p><input checked="" type="checkbox"/> UHMF OPT Consulting Set Sequence 12</p> <p>The University Consulting Policy allows one day per calendar week for external consulting during the academic year with prior written approval; however, these activities must not interfere with your primary responsibility and duties as a faculty member.</p>

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<p>Required Language</p>	<p><input checked="" type="checkbox"/> UHM Faculty Compliance Set Sequence 13</p> <p>This offer is contingent upon receiving original transcripts showing your terminal academic degree before you begin employment at the University of Houston. As the University of Houston complies with the Immigration Control and Reform Act, all appointments are contingent upon proof of eligibility to accept employment in the United States. Documentation of eligibility must be provided within 72 hours of employment.</p> <p>To comply with U.S. Department of Education guidelines, this offer is void if you affirm on your application that you have ever been convicted of or pled n contendere or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or if you have ever been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds.</p> <p>To comply with Texas Education Code, section 51.917, the University of Houston requires that all persons who are employed as faculty/teaching person self-declare that they are proficient in the English language prior to the beginning of their instructional assignments.</p> <p>University of Houston System employees are required to complete Mandatory Training each fiscal year either through New Hire Mandatory Training or A Mandatory Training depending on your dates of service. Failure to complete this training within the required timeframe will make you ineligible for any available merit increases and could result in disciplinary action, as per SAM 02.A.11 and SAM 02.A.26.</p> <p>Any intellectual property conceived or further developed by you under your research capacity at the University of Houston will be governed by University policy, currently Section 21.08 of the UH System Board of Regents Policy on Intellectual Property.</p> <p>Please note that this written offer is the only official offer made by the University of Houston. No other offer, whether verbal or in writing is authorized or validity.</p>
<p>Benefits eligible information.</p> <p>Cobra language is optional</p>	<p><input checked="" type="checkbox"/> UHM Faculty Benefits Set Sequence 14</p> <p>The State of Texas offers comprehensive health and prescription drug benefits, along with \$5,000 of basic term life insurance and \$5,000 of accidental de and dismemberment (AD&D) coverage beginning the 1st of the month following a 60-day waiting period, not to exceed 90 days. You may also decl health coverage; however, if you wish to enroll in the medical plan after your initial period of eligibility, proof of insurability is required and your acceptance not guaranteed. Your options are:</p> <ul style="list-style-type: none"> • Enroll within your first week of employment to start the 60-day waiting period • You may decline coverage, (Note: Under the Affordable Care Act, you are required to have or to obtain health insurance. For more information, g https://www.healthcare.gov/.) • Elect COBRA, to cover the waiting period (if available from previous employer), • Choose a short-term medical insurance to cover waiting period. HR Benefits can provide a short list. <p>Please consult (Department_Benefits_Contact), to coordinate attendance of HR's new employee orientation program, including benefits sign-up, or conta the HR Benefits Coordinator for further assistance.</p> <hr/> <p><input checked="" type="checkbox"/> UHMF OPT COBRA Set Sequence 15</p> <p>As part of your hiring incentive, the college will reimburse you up to \${Offer.UDF_UHS_Cobra} to offset the cost of COBRA or short-term medical Insurance.</p>
<p>New Faculty Orientation is required for full time faculty hires.</p>	<p><input checked="" type="checkbox"/> UHMF New Faculty Orientation Set Sequence 16</p> <p>The Office of the Provost will host the annual New Faculty Orientation in August of 2020. All new full-time faculty are required to attend to assist in the transition to the University of Houston. Further details will be sent separately and will be made available online at http://www.uh.edu/provost/faculty/new</p> <hr/> <p><input checked="" type="checkbox"/> UHM Faculty Closing Set Sequence 17</p> <p>I share the enthusiasm of my colleagues in the department and college at the prospect of you joining us. Your participation in the academic and scholarly activities of the department will contribute to the growth and development of the college. I look forward to receiving your acceptance {Offer_Expiration_Date}.</p> <p>Sincerely,</p> <p>{Letter_Signer_Name} {Letter_Signer_Title} {Letter_Signer_College}</p>