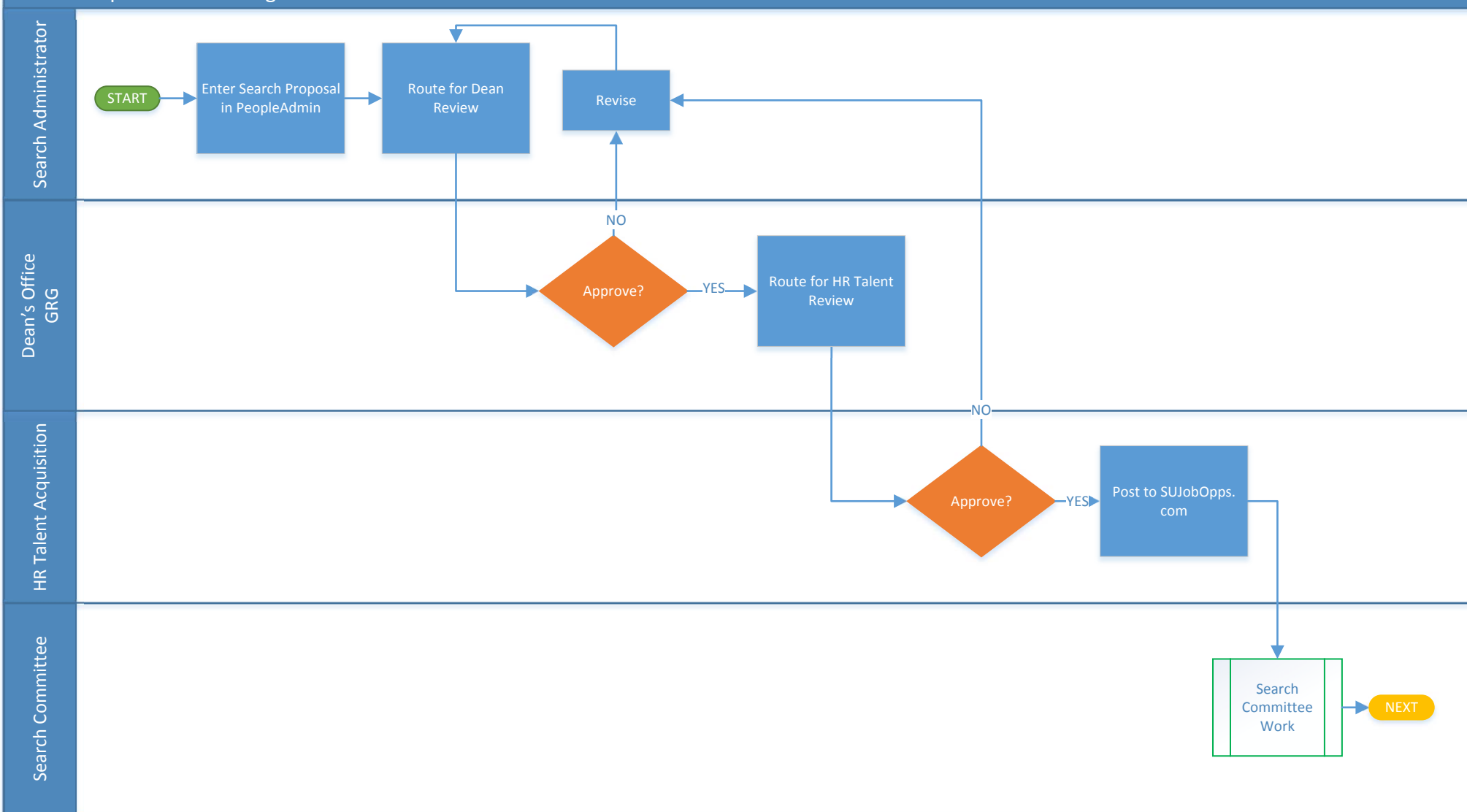


PTI Search and Hiring Process (part 1)

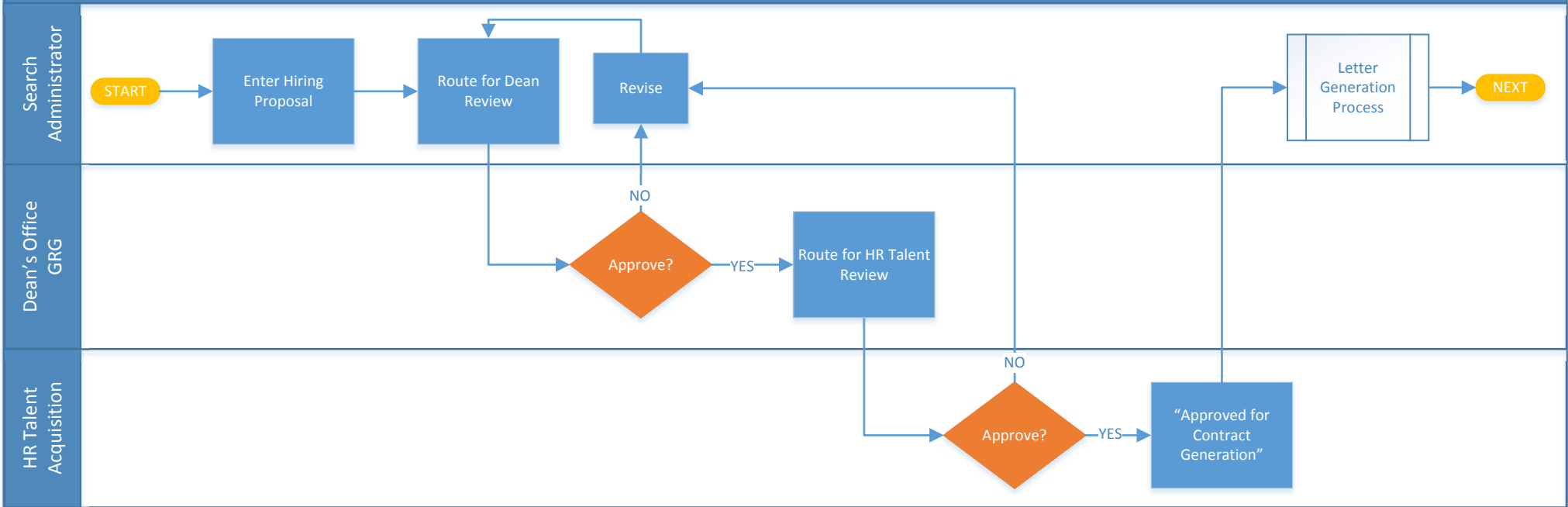
Search Proposal and Posting



PTI search proposals must include the funding source for the PTI section(s) being searched. This is to be stated in the field for “Criteria Used in Judging Candidates,” along with the statement that is already in that field regarding decisions being made in accordance with the union contract. Possible responses include: *This course is funded by the department’s PTI budget.* Or *This course is funded by an OTO request approved on (date).* Or *This is a UC course, funded by the College’s UC chartstring.* If this information isn’t included and a funding source is not established it will delay processing of your search proposal.

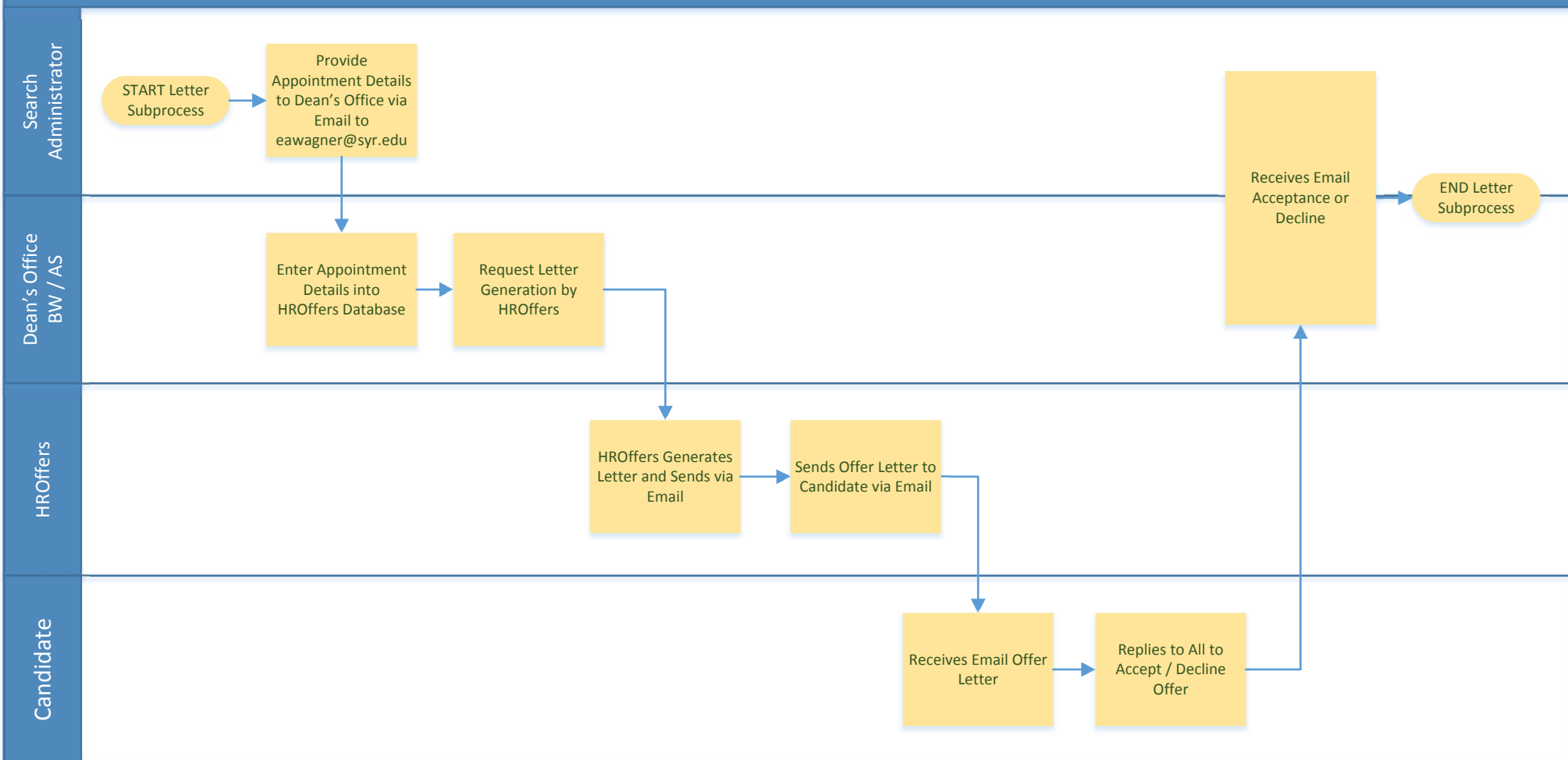
PTI Search and Hiring Process (part 2)

Hiring Proposal



PTI Search and Hiring Process (part 3)

PTI Letter Generation Sub Process



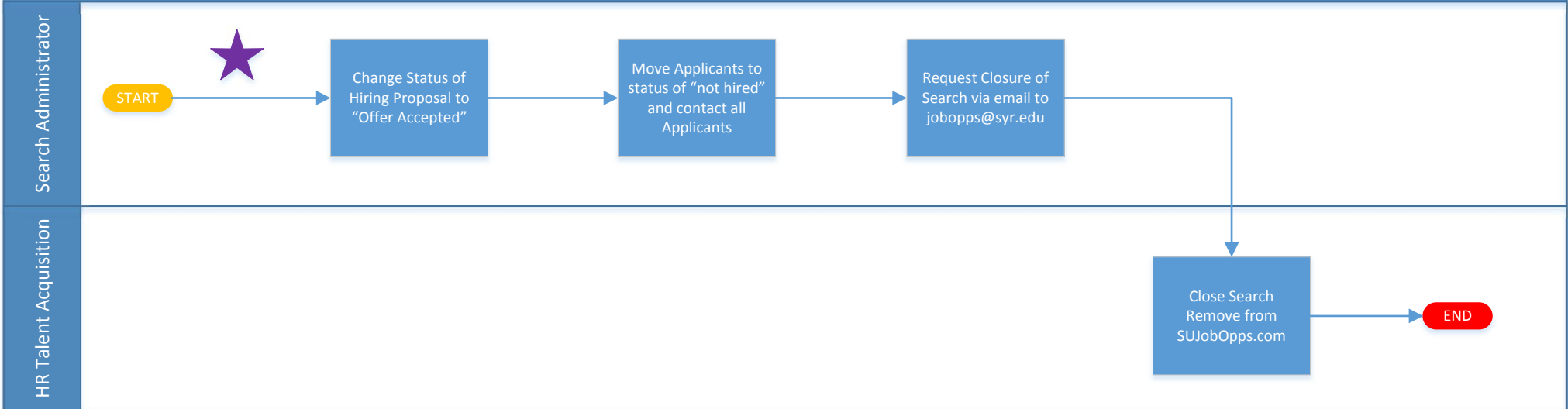
Appointment Letter Details:

- Name of PTI
- SU email address (if the person has one)
- Term class is offered (fall, spring, flex schedule – PROVIDE DATES, winterlude)
- Course prefix
- Course title
- Course credits
- Number of credits the PTI will be paid for
- Union or Exempt from Union
 - if Union, Probationary or Post-Probationary
 - if Exempt from Union, reason for exemption

- SUID (if the person has one)
- Non-SU email address (ONLY if the person does not have an SU email address)
- Per-credit rate
- Course number
- Course section (optional)
- SUJobOps number (if this hire is related to a hiring proposal)
- Duration of appointment (fall semester, spring semester, academic year, multi-year)
- Email address to be copied on letter

PTI Search and Hiring Process (part 4)

PTI Search Close Out



Do not skip Search Proposal Close Out
or the job will remain posted on SUJobOpps.com.

★ *Note that uploading the offer letter or accepted offer letter is no longer required.*