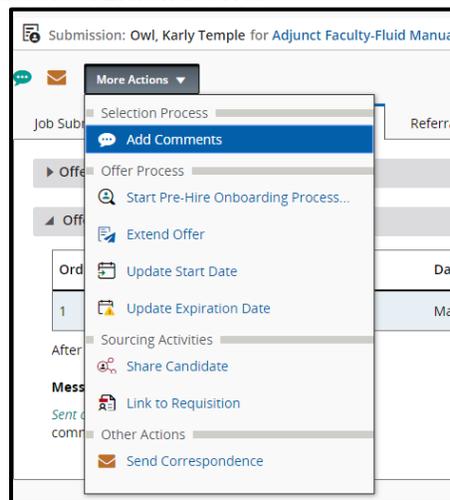


## Extend a Multi-Semester Contract Offer Letter

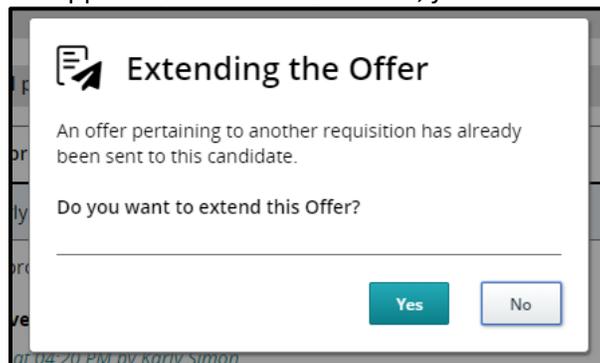
For schools/colleges with faculty represented by the Temple-TAUP Bargaining Unit, multi-semester appointments must be issued in accordance with Article 17.D and the University policy on Adjunct Faculty 02.72.11.

The following instructions are for extending multi-semester offers to Temple-TAUP Adjuncts. **It is important to note that the paragraph is automatically deselected.**

1. Navigate to the candidate's name in your requisition to open their submission.
2. Go to **More Actions** and select **Extend Offer**.



3. Recruiters will see the following pop-up warning box. If you have the proper authority, you may click **Yes** to self-approve the offer. Otherwise, you must route for approval.



4. An **Extend Offer** dialogue box will appear. Select **E-Offer** and select **Next**.

Extend Offer

Candidate Name	Target Start Date	Start Date	Expiration Date
Karly Temple Owl	Not specified	Mar 2, 2020, 8:00 AM	Mar 16, 2020, 5:00 PM

How do you want to extend this offer?

E-offer

Email

Printed Letter

Verbally

Cancel Next

5. To select the correct template, open **Filters**. From the “**Intended for**” dropdown, select **External** versus **Internal** candidate as appropriate. In the **Keyword** section, type your school/college name, then select **Apply Filters**.

Filters

Organization

Location

Job Field

Confidential

Read-only attachment

Intended for:

External Candidates

Keyword

School Name

Apply Filters Clear All

6. Select the appropriate template to view the template.
7. **Review the paragraphs to ensure the correct items are selected. Select the Multi-Semester Paragraph checkbox to include the paragraph in the offer letter.**

Extend offer by E-offer - Select Offer Letter Template

Hide Template List

Showing Templates (46)

Code	Intended for	Language
ADJ.APPT.LAW_INTERNAL	Internal candidates	English
ADJ.APPT.BOYER_AIR_INTERNAL	Internal candidates	English
ADJ.APPT.BOYER_INTER_NAL	Internal candidates	English
ADJ.APPT.EDUCATION_INTERNAL	Internal candidates	English
ADJ.APPT.ENGINEERING	Internal candidates	English

Boyer College of Music and Dance - Internal Language: English

Select the paragraphs to include in the message

Header - Boyer

Opening - Adjunct - Internal

Terms - Adjunct

Signature - Center Performing Arts

Multi-Semester-Eligibility-TAUP

Previous Cancel Select Template

**Taleo Tip:** If a candidate is not eligible for a Multi-Semester contract, leave the paragraph deselected.

8. Select the **Select Template** button to continue.

- Input a Prefix and the information regarding the **first semester course**, including the name of the course. Then select **Apply**. This will resolve the unresolved tokens.

- Select the **Edit Message** button in the top right-hand corner.

- Scroll to the bottom of the message, then enter the information for the second semester of the multi-semester contract.

**Please note:** this information is not the final contract for the second semester of the multi-semester contract. Using the Taleo hiring process, a new contract will need to be generated for the

second semester with second-semester start/end dates, rates, salary credit hours, and course(s) once known.

**Taleo Tip:** The information that needs to be completed for the multi-semester contract language is in blue. Enter as much information as possible at the time of the current offer extension. At the time of the current offer extension, you must enter the semester and year (this is a contractual stipulation). Please enter as much course detail as is known at this time. In the event that you do not yet know the exact second semester course information, please enter **“Will be determined and conveyed by the Dean/Chair via the next e-offer closer to the course start.”**

- Review the contents of the contract, then select **Extend Offer** when you are ready to extend your offer. The Adjunct will receive an email with a link to Taleo to accept the offer.

**Taleo Tip:** If the Internal Offer Letter template is selected, their TUID will appear on the E-offer appointment letter instead of their home address.

- The Adjunct’s step/status will update to **Offer: Extended**.

- To access a copy of the Adjunct’s offer letter, select the **History** tab in the candidate’s submission. You will see the title of the letter in the **History** tab. You can click on the title of the letter to view a copy of the offer.