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.

🔂 Subm	ission: Owl, Karly Temple for Adjunct Faculty-	Fluid Manual
•	More Actions 🔻	
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► Offe	Offer Process	
	(Start Pre-Hire Onboarding Process	
⊿ Off	🛃 Extend Offer	
Ord	Update Start Date	Date
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After	 Sourcing Activities 	
	🚓 Share Candidate	
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comr	Other Actions	
	Send Correspondence	

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.



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**.

Organization	
Location	
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External Candidates	*
eyword	
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.

xtend offer by E-offer - Select Offer Letter Template									
Hide Template List									
	✓ Filters ∨	Boyer College of Music and Dance - Internal Language: English Paragraphs	Preview						
Showing Templates (46)		Select the paragraphs to include in the message	Expand All						
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College of Engineering - Int Code: ADI APPT ENGINEERING	5 paraeraphs.	v							
		Previous Cancel	Select Template						

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

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

9. 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.

ktend offer by E-offer - Ed	dit Message		
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Missing Information	Edit Message	Language: English	Preview Edit Message
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10. Select the **Edit Message** button in the top right-hand corner.

Extend offer by E-offer - Edit Message ×											
Candidate Name Target Start Date Start Date Expiration Date Owl, Karly Temple Not specified Jan 13, 2025, 8:00 AM Mar 27, 2025, 11:16 AM											
Message Preview	Language: English		Preview Edit Message								
S Execute action "This offer letter contains no unresolved variables and is ready to be extended." using method "E-offer"											
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11. Scroll to the bottom of the message, then enter the information for the second semester of the multi-semester contract.

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Please note: this information is not the final contract for the second semester of the multisemester 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.

<u>Taleo Tip</u>: 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."

12. 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.

Extend offer by E-offer - Edit M	essage		×						
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Message Preview		Language: English	Preview Edit Message						
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Comments			•						
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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.

13. The Adjunct's step/status will update to Offer: Extended.



14. 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.

Job Submission	Attachments(1)	Offers	History								
	Show	history for	Current submis	sion - Adjunct	Faculty trainii						
Modify Categories	Modify Categories 10 out of 12 event categories selected										
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Date	Events		Details/	Comments							
Dec 21, 2020, 3:31:4	12 PM Offer 1 - Sen	Fox Scho	ol of Business -	External 🗔							