

# San Jose State University Research Foundation

## Faculty Appointment Form Completion Process

This procedure goes over DocuSign template of the Faculty Appointment Form 2026.

Once Project Director (PI) determines that they would like to hire a faculty member on their project, this form is initiated by the PI. This form is also used to hire, change, add or any other change in faculty employee's employment with the Research Foundation. Please note that Research Foundation employment is separate from SJSU. PI will need following information before beginning to complete the form:

- Faculty employee's name and email address
- Faculty employee's home dept. chair name and email address
- Faculty employee's College Resource Analyst/Manager name and email address
- Faculty employee's Dean/Designee name and email address.
- Faculty employee's SJSU hourly rate, no. of total hours (estimate), begin and end date for assignment and the project account number. If PI does not know the hourly rate or account number, he/she can contact Post-Award OSP analyst to get this information.

Once you have all of the above information, you can proceed to complete the form.

1. To access the DocuSign form log into [DocuSign](#) by going to [One.sjsu.edu](#).
2. Click Templates and search for RF Faculty Appointment Form 2026 or click on this [link](#)



3. The PI will complete the names and email addresses for PI (self), Employee, Faculty member's Home department chair, College Resource Analyst/Manager, Faculty Member's College Dean/Designee.



PI/Designee

NEEDS TO SIGN CUSTOMIZE

Name \*

Email \*

Must be PI or account signer

Employee NEEDS TO SIGN CUSTOMIZE

Name \*

Email \*

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Faculty members Home Department Chair NEEDS TO SIGN CUSTOMIZE

Name \*

Email \*

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College Resource Analyst/Manager NEEDS TO SIGN CUSTOMIZE

Name \*

Email \*

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Faculty Members College Dean/Designee NEEDS TO SIGN CUSTOMIZE

Name \*

Email \*

4. Once all the recipients are entered click on 'Send'.
5. PI/account signer will receive the appointment form and must complete all the required fields. You will not be able to move forward unless you complete the required fields.
6. Appointment period cannot exceed more than 12 months. The term's start and end dates should be within the SJSU semester dates. Start date needs to be in the future as the appointment form requires multiple approvals and it may take up to 15 business days.

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### San José State University Research Foundation Faculty Appointment Form

SJSU Research Foundation is an E-Verify employer. New Hires/Rehires must provide eligibility documents to HR within 3 days of hire date to complete the e-verify process. This form may take up to 10 business days to process. Employee cannot begin work until HR approves this appointment and employee completes onboarding in Workday. Start date will be adjusted accordingly. Start and End dates for each semester must be within semester dates.

Reason <b>Reappointment</b>		SJSU ID	
Faculty First Name	Test	Faculty Last Name	Test
SJSU Email		Sensitive Position <input type="checkbox"/>	
PI/Designee Name		PI/Designee Email	
Ranjit		ranjit.kaur@sjsu.edu	
U.S. Citizen/Permanent Resident		Work Location	Type
		Campus	Hybrid
<b>ANTICIPATED APPOINTMENT PERIOD</b> (maximum one year appointment) <span style="float: right;">Not to exceed 12 months</span>			
Term	Spring	Year	2026
Dates	3/1/2026	-	5/21/2026
# of Hours	40.00	Hourly Rate	\$ 56.25
Total Payment	\$ 2,250.00		Total Payment \$ 0.00
Term	-- select --	Year	20 -- select --
Dates		-	
# of Hours		Hourly Rate	\$
Total Payment	\$ 0.00		Total Payment \$ 0.00
<b>EMPLOYMENT ALLOCATION</b> (must be completed by UPFA only)			
Account Number	Percentage	Type	Semester
GR111111111	25.00 %		
<b>Total</b>	<b>25.00 %</b>		
NSF or NIH Funded	<input type="checkbox"/>		
Job Duties			
		Total Allocation of Time	
		Authorization	Signature
		PI/Designee	Date
		Ranjit	2/19/2026

7. If the appointment is for a new hire, the Job Duties section must be completed.
8. Once PI completes the information, it will prompt you to sign the document. Once signed, document will be routed to the next person in routing process.
9. Sponsored Programs at Research Foundation will be able to review the document to make sure that project number and the begin and end dates fall within the project date range.
10. Employee will receive an email to complete their section and sign the document. Employee will complete the required information and sign.

NOTE-SJSU H1b Holder faculty cannot be paid by the Research Foundation. Please contact OSP analyst for 'Special Consultant' process.

11. Employee will also review the Terms and Conditions and initial them. Employee is required to abide by these terms and conditions.
12. Once employee is done, click on Finish button on top righthand corner.
13. The document will now go to Department Chair for signature.
14. Once Chair signs it, it is routed to Department Resource Analyst/Manager for review.
15. Once Resource Analyst reviews, it goes to the Department Dean for signatures.
16. Then it goes to UPFS for approval. Please note that it may take up to 10 business days for UPFS to approve the appointment form.
17. Once UPFS approves it, it goes to Sponsored Programs Manager for review and approval based on the budget of the grant or contract.
18. Once it is approved by the manager, it goes to RF HR for final approval.
19. Please be aware that all new hires and rehires must complete the onboarding process and the I-9 form in Workday before they can begin any work. Employees are not authorized to start working until these steps are completed. Additionally, reappointments must be scheduled at least 15 days in advance. Until the appointment is approved by RF HR, employees are not authorized to work.
20. Once HR approves the appointment form, all involved parties will receive a copy. If the start date indicated on the form is earlier than HR's approval date, HR will change it to the approval date. For new hires, the hire date will be adjusted based on the completion date of the I-9 form. Please be aware that no work is authorized before the hire date.