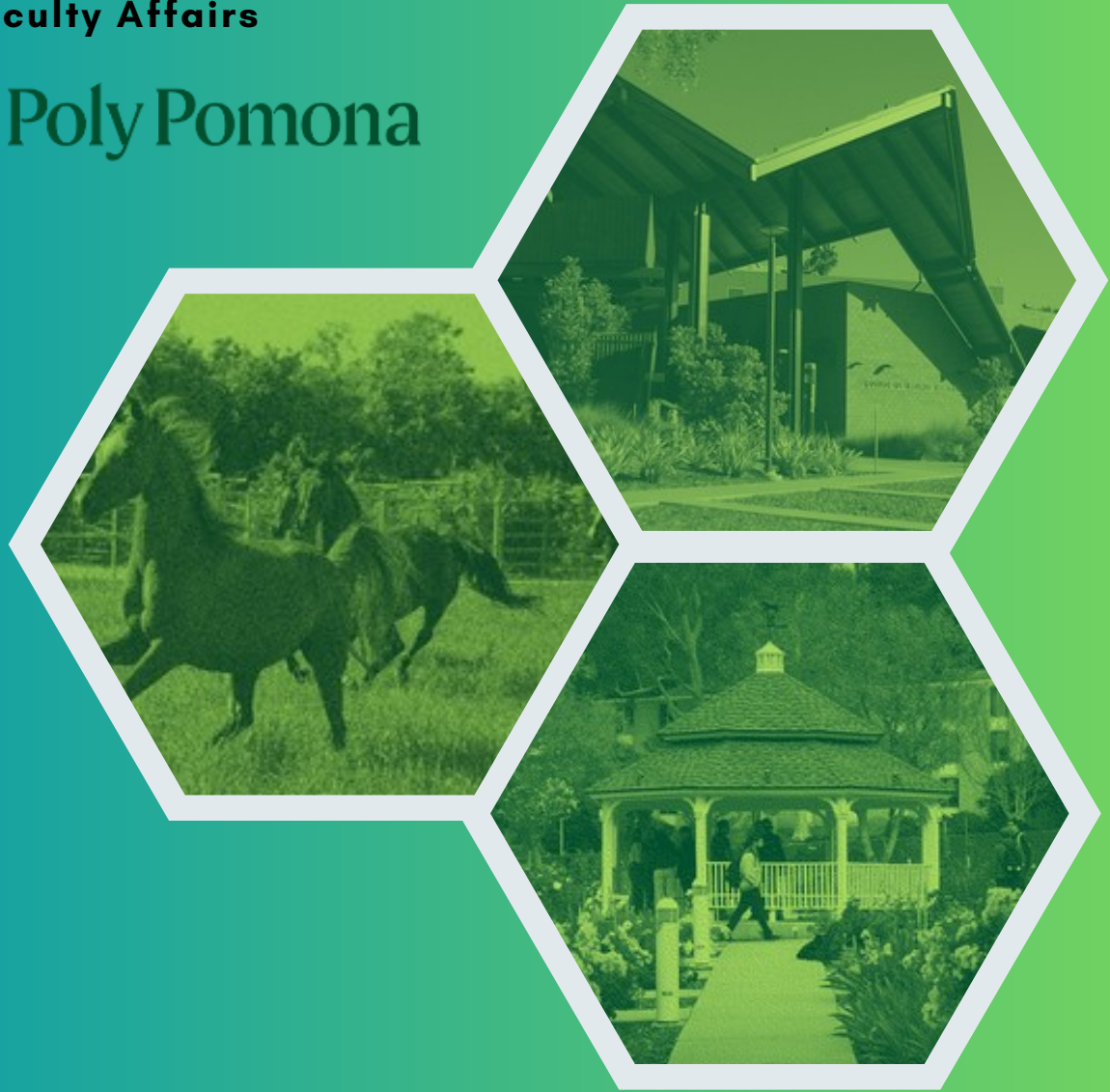


Faculty Affairs



Cal Poly Pomona



PageUp User Guide For Department Chairs

Updated 4/3/26

Table of Contents

Permissions and Roles	2
Process for New Hires (or rehires with 1 year break in service)	2
Process for Existing Lecturers	2
Process for Lecturers from a different department	3
PageUp Statuses for Search Chairs:	3
How to View Applicants	4
How to Review Applicants Individually	5
How to Review All Applicant Documents in Bulk (Bulk Compile)	6
How to View Responses	8
Unqualified Applicants	9
Refreshing the Pool and Finalizing Statuses	11
Invite Previous Applicants to Apply	14

Contact - Jazmine Willis – jswillis@cpp.edu

Per CSU systemwide practice, all current and new lecturers must submit their application materials to your department's lecturer pool through PageUp each year. This helps ensure that the most up-to-date application materials are maintained in one place and remain accessible to departments for future use, including any updates to qualifications or courses they are eligible to teach.

The application process may vary depending on the lecturer's status. This includes:

- Lecturers who are brand new to CPP
- Lecturers who have had a 12-month break in service
- Lecturers who are new to the department

NOTE: Once materials are submitted in PageUp, they will remain in the lecturer's PageUp account. Existing lecturers will not need to relocate their documents each year, but may update them as needed OR simply resubmit their documents on file.

Permissions and Roles

Your view of the applicants and current/previous pools will depend on your permissions and the position you are given on the job card.

- **Deans and Chairs** have access to all current and past recruitments for their department/college.
- **The Search Committee Chair** will only have access to the job cards they are assigned to. They oversee changing applicant statuses prior to the candidate being on boarded.
- **College Analysts** will have access to view job cards and applications across their entire college. Depending on your college's practice, they may be in charge of moving candidates through the background check process and creating the appointment notification in TAE.
- **ASCs** have access to view job cards and applications only for their department.

Process for New Hires (or rehires with 1 year break in service)

- The candidate applies in PageUp.
- Search Chair reviews applicants and triggers reference check in PageUp if needed.
- Search Chair offers courses and extends a verbal offer to desired candidate(s).
- ASC or Analyst triggers Welcome Letter, Official Transcript request and Background Check in PageUp.
- Faculty Affairs creates an employee ID (for lecturers brand new to CPP).
- The ASC or Analyst creates an appointment for them in the TAE Module.

Process for Existing Lecturers

- The existing lecturer is not "reapplying", they instead are updating their application materials in PageUp (ex. They may want to update their "Courses Eligible to Teach" document) and completes a shortened version of the application. If they have no changes to their documents, they simply resubmit last year's application materials which are already stored in PageUp.
- **No other review is required.** Lecturer does not receive welcome letter, official transcript request or background check. Chair offers courses to existing lecturers as they normally would.
- ASC or Analyst moves lecturers to "Hired – Existing Lecturer" status in PageUp.
- The ASC or Analyst creates an appointment for them in the TAE Module.

Process for Lecturers from a different department

- The candidate will apply in PageUp.
- Search Chair reviews applicants. Triggers reference check in PageUp if needed.
- Search Chair offers courses and extends a verbal offer to desired candidate(s).
- ASC and/or Analyst triggers Official Transcript request in PageUp.
- No other onboarding steps required. Does not receive welcome letter or background check.
- ASC or Analyst moves candidate to “Hired – Current Lecturer in Another Department” status in PageUp.
- The ASC or Analyst creates an appointment for them in the TAE Module.

Refreshing the Pool

By the end of February, departments must move any applicants who have not been hired and are remaining in the pool to the “Pool Closed – Not Hired” status. A notification will go out to the remaining candidates in the pool thanking them for their interest and advising them to reapply if they wish to be considered in the future. Thereafter, Faculty Affairs will close the pool and create a new one for the upcoming academic year. **For information on this step, jump to page 11.**

PageUp Statuses for Search Chairs:

The designated Search Chair (typically the department chair) of each Lecturer pool must move the applicant into statuses in PageUp. Some statuses are done automatically by PageUp. **Statuses highlighted in yellow are action items for the Search Chair.**

1. **In Pool – New Lecturer:** candidate will **automatically** be placed in this status if they’ve never worked for CPP. These applicants will need to be reviewed by the search/department chair.
2. **In Pool – Existing Lecturer:** candidate will **automatically** be placed in this status if they’ve indicated that they currently work for CPP. These people should be moved directly to the “Hired – Existing Lecturer” status. If you do not choose to rehire someone who is an existing lecturer, you must have justification as to why they were not rehired.
3. **Initial Review Successful:** used for candidates under consideration.
4. **Reference Letters Requested:** (optional – depending on your college process). This status will request letters directly from the applicants’ references.
5. **Does Not Meet Requirements:** place applicants in this status if they do not meet minimum requirements and will not be considered this academic year.
6. **Courses Accepted - Initiate Offer:** Move candidates into this status when they’ve accepted the verbal offer and you are ready for the analyst/ASC to initiate the onboarding process. This indicates to your Analyst and/or ASC that your candidate is ready for onboarding. Analysts and/or ASCs will receive a report that alerts them of applicants in this status.

How to View Applicants

Navigate to PageUp. On your dashboard you will see several tiles (your view may have more or fewer tiles than shown here). In the **Search committee review** tile, click the link that says **# Jobs requiring panel review**.

Locate the position you need to review and click **View Applicants**.





Applicants will be sorted into groups depending on whether the applicant notes themselves as currently working in the department or never having worked in the department. PageUp will automatically put them in either the “**In Pool – New Lecturer**” or “**In Pool – Existing Lecturer**” lecturer status based on their response.

Note that those in the “**In Pool – Existing Lecturer**” status should be evaluated prior to hiring any new lecturers. Departments should maintain documentation justifying why an existing lecturer was not offered work and/or hired for the academic year.

Total applications	Your role			
5	Search Committee Chair	View Applicants (2)	View responses	Edit job
20	Search Committee Chair	View Applicants (16)	View responses	Edit job

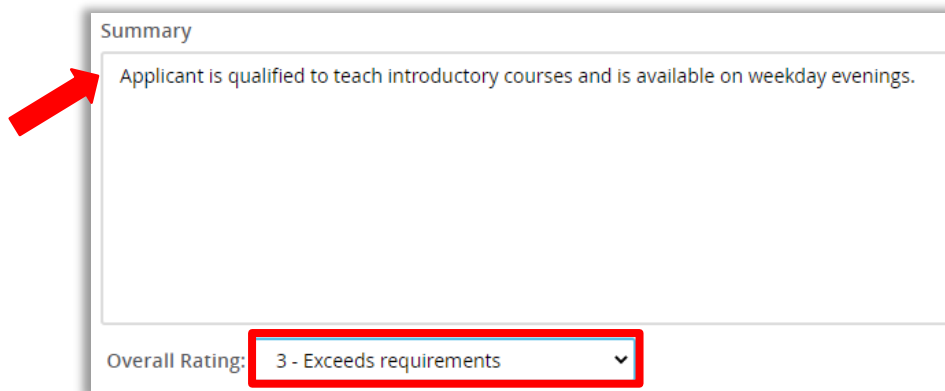
How to Review Applicants Individually

To review the applicant's full application, click the View Answers  button next to their name. To review the applicant's resume/CV only, click the View resume/CV  button next to their name.



In Pool - New Applicant	
<input type="checkbox"/> Chocolate Chip Jan 20, 2022	 
<input type="checkbox"/> Frog Froggie Jan 20, 2022	 
<input type="checkbox"/> Lemon Lime Jan 18, 2022	 
<input type="checkbox"/> Lucky Clover Jan 21, 2022	 

After reviewing their information, you can write notes in the Summary text field or enter an Overall Rating from the drop-down menu.

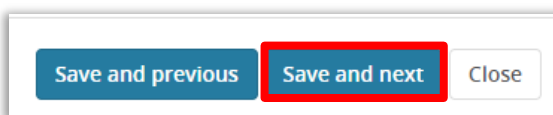


Summary

Applicant is qualified to teach introductory courses and is available on weekday evenings.

Overall Rating: 3 - Exceeds requirements ▼

When you are ready to review the next applicant, click Save and next.

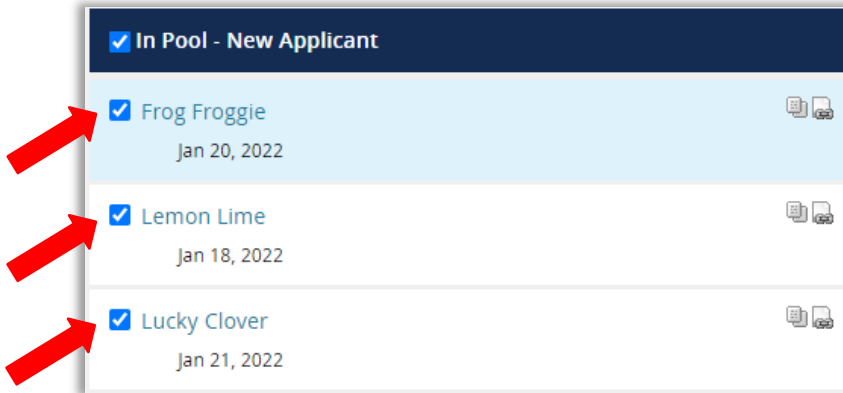


Save and previous Save and next Close

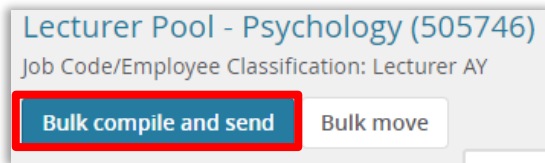
Continue to review all applicants. Click Close when finished.

How to Review All Applicant Documents in Bulk (Bulk Compile)

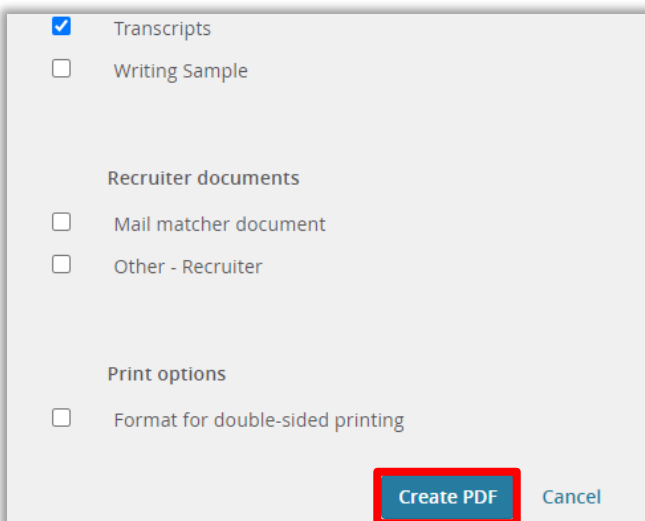
You can also review all applicant documents compiled into one PDF. Click the checkbox for each applicant whose documents you want included.



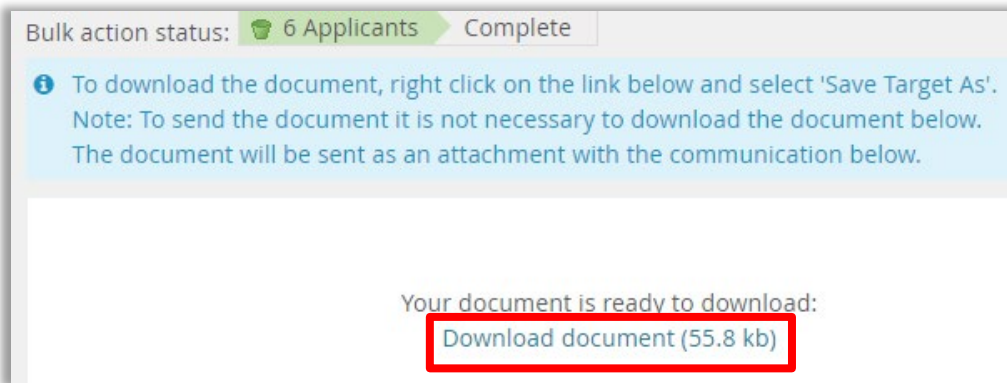
Click the **Bulk compile and send** button at the top of the page.



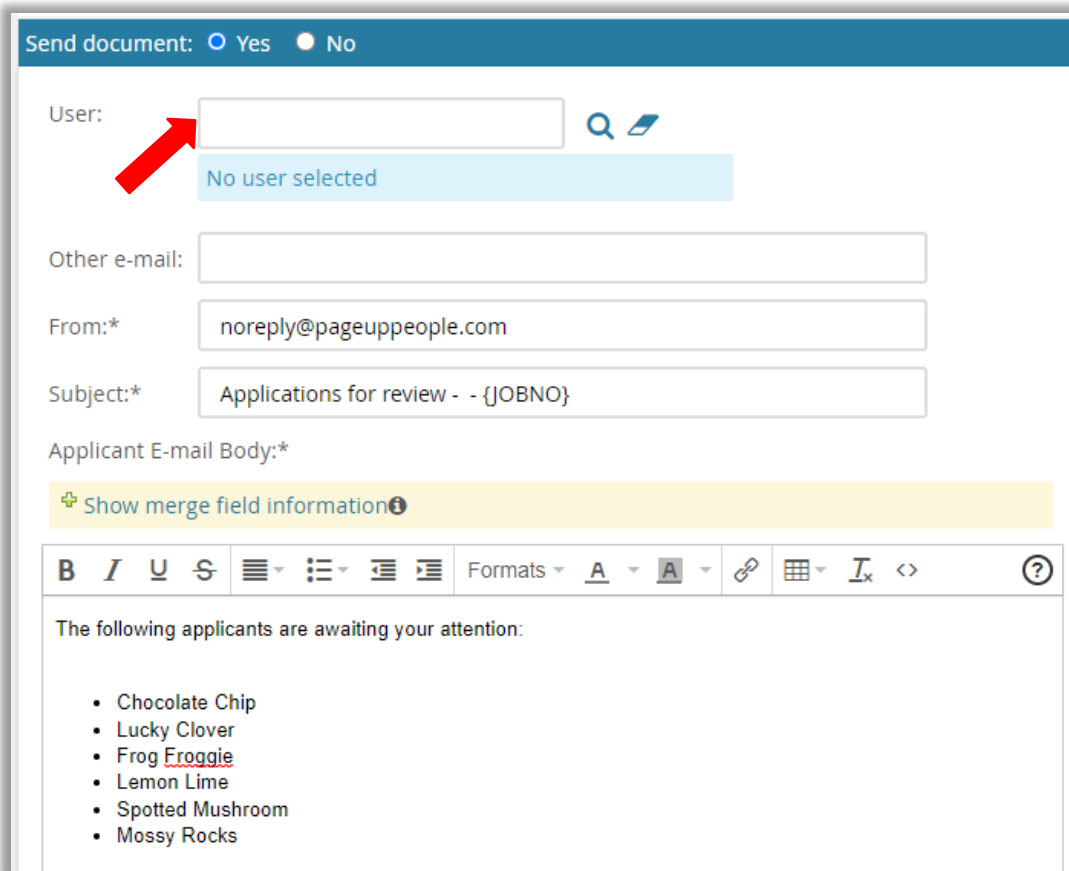
The Bulk compile window will open. Select the documents you want included in the compiled PDF. Options are Application Form, CV, Resume, Contact Reference (list of references), Cover letter, Transcripts, and Other Document (this captures any other documents you may have added for your recruitment in particular, such as diversity statement, syllabi sample, course preferences, etc.) Click **Create PDF**.



When the bulk compile completes you can download the document for review.



You can also email the document to other users who may want to review it. Enter the user who will be the recipient and click **Okay** at the bottom of the page.



Back in the View Applicants page, click Close.



How to View Responses

To view all of your notes in one place, click **View responses** on the My search committee jobs page. (Note: only the person listed as Search Committee Chair has access to **View Responses**).

Total applications	Your role			
5	Search Committee Chair	View Applicants (2)	View responses	Edit job
20	Search Committee Chair	View Applicants (16)	View responses	Edit job

Click through applicants to view the notes on the right-hand side.

Lecturer Pool - Psychology (505746)

Feedback from search committee members

All

Select all [Print](#)

^ In Pool - Existing Lecturer

- Bunnie Rabbit

^ In Pool - New Applicant

- Chocolate Chip
- Frog Froggie
- Lemon Lime

Application status: In Pool - New Applicant

Overall

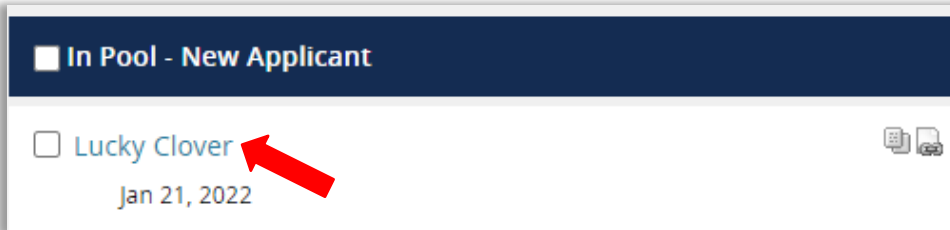
"3 - Exceeds requirements"

Applicant is qualified to teach in weekday evenings.

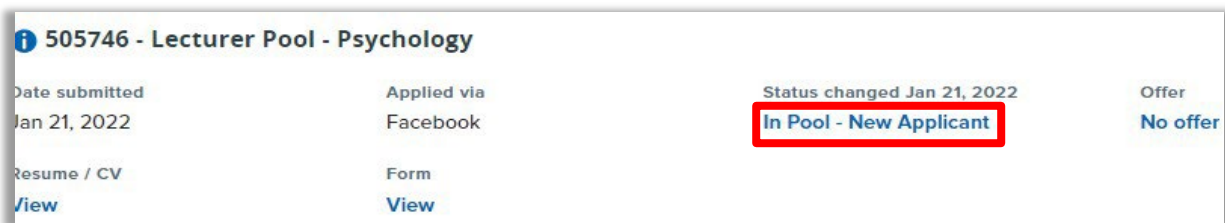
Unqualified Applicants

If there are applicants who do not meet the minimum requirements for the pool, you may change their status to **“Does not meet minimum requirements”**.

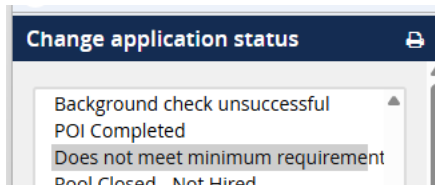
Click the name of the applicant to open the applicant card.



In the applicant card, click the status.



Select the status **“Does not meet requirements”** and click **Next**.



In the Confirm status change window, you can review the regrets notification that will be sent (see the example below). This will send an email to the applicant letting them know they have not been selected for the pool. Be sure to change the email address to the appropriate email address or to noreply@cpp.edu.

Scroll to the bottom and click **Move now**.

Email: Applicant: Yes No

From:*

Subject:*

Message:

[Merge fields](#)

B *I* U ~~S~~



Cal Poly Pomona

Dear Abigail,

Thank you for taking the time to submit your application for the AY Temp Faculty 3yr Ent 12.12 position with Cal Poly Pomona.

We were pleased with the number of qualified applicants who responded to the position announcement. After a careful review by the search committee, we regret to inform you that you were not selected for final consideration.

Again, thank you for investing your time in our application process. We wish you every success in your future career endeavors.

Sincerely,

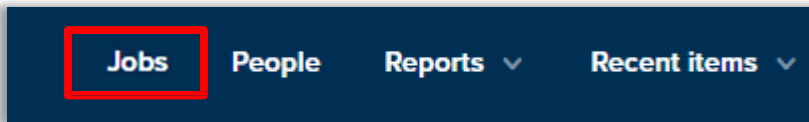
Faculty Lecturer Search Committee

It is recommended to only use this status for applicants who are truly not qualified and will not be considered at any time. If an applicant isn't being considered for courses in the fall semester but may be qualified for different courses offered in the spring, leave the status as is.

Refreshing the Pool and Finalizing Statuses

By the end of February, departments must move any applicants remaining in an “In Pool” status (**In Pool - New Lecturer/Existing Lecturer** or **Does Not Meet Requirements**) to the **Pool Closed – Not Hired** status. On or around March 1st, Faculty Affairs will close the current pool and remove it from the careers.cpp.edu page. (If there is a need to process a late hire after this time, please contact Jazmine Willis for assistance.)

Navigate to PageUp. On the PageUp home page, click Jobs from the blue banner at the top of the page.



To open the applicant list, click on the number of applications for the job you are reviewing.

Job No.	Title	Campus	Department	Status	Applications
504540	Tenure Track Faculty-Cultural Psychology	Sacramento	Psychology - 38600	Interviewing	5
505746	Lecturer Pool - Psychology	Sacramento	Psychology - 38600	Approved	20

You will see the list of applicants, along with their current status and other information.

Check the green boxes for any applicants in the “In Pool Existing/New Lecturer” or “Does Not Meet Requirements” status. Then, select **Bulk move** from the bulk action drop-down menu.

The screenshot shows a web application interface for managing applicants. At the top, there are navigation links: "New applicant", "Search by answers to questions", and "Merge applicants". Below this is a header for "TEST Lecturer Pool - Psychology (510910)". There are two tabs: "Search" and "Results". A filter dropdown is set to "Submitted" and "Status". A table lists applicants with checkboxes and status indicators. Two rows are highlighted with green boxes: "Feb 15, 2022 In Pool - Existing Lecturer" and "Feb 15, 2022 In Pool - New Applicant". A dropdown menu is open, showing various bulk actions. The "Bulk move" option is highlighted with a red box. A red arrow points to the dropdown menu.

Submitted	Status
<input type="checkbox"/>	Hired - Existing Lecturer
<input type="checkbox"/>	Hired - New Lecturer
<input checked="" type="checkbox"/>	In Pool - Existing Lecturer
<input checked="" type="checkbox"/>	In Pool - New Applicant

- Select a bulk action
- Bulk apply
- Bulk categorize
- Bulk assign
- Bulk communicate
- Bulk compile and send
- Bulk document merge
- Bulk export
- Bulk invite to apply
- Bulk move**
- Bulk move and send
- Bulk reference check
- Bulk send
- Bulk task/reminder

Select **Pool Closed – Not Hired** from the drop-down menu and click **Next**.

The screenshot shows a confirmation dialog for moving applicants. It displays "Bulk action status: 2 Applicants" and "Complete". The message reads: "You have requested to move 2 applicants." Below this, it says "Select a status to move these applicants to:". The "Application status" dropdown is set to "Pool Closed - Not Hired". A "Next >" button is highlighted with a red box, and a "Cancel" button is also visible.

Bulk action status: 2 Applicants Complete

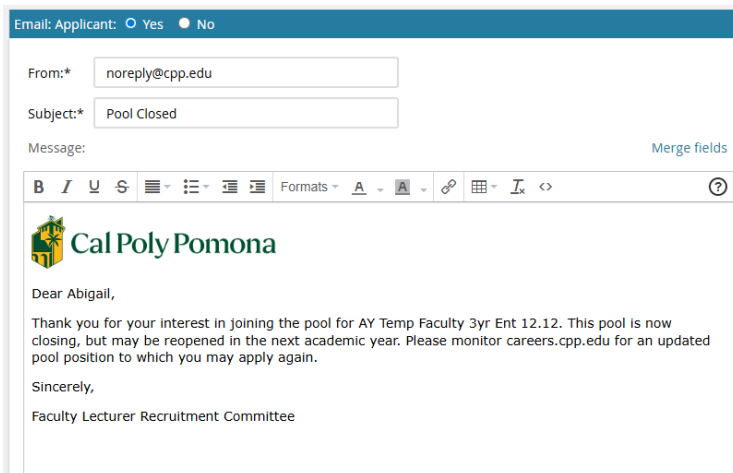
You have requested to move 2 applicants.

Select a status to move these applicants to:

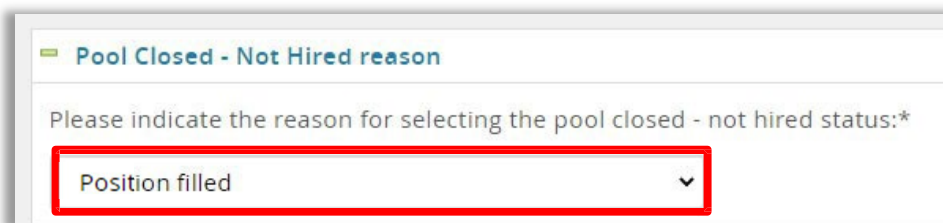
Application status: Pool Closed - Not Hired

Next > Cancel

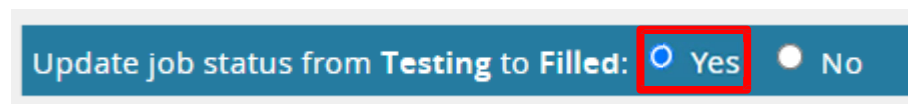
You will see a preview of the email that will be sent to the applicants:



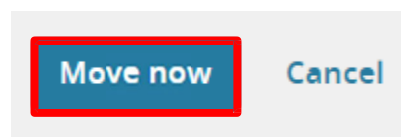
For Pool Closed – Not Hired reason, choose **Position Filled** from the drop-down menu.



Select **Yes** on the “Update job status to Filled” option.



Click **Move now**.



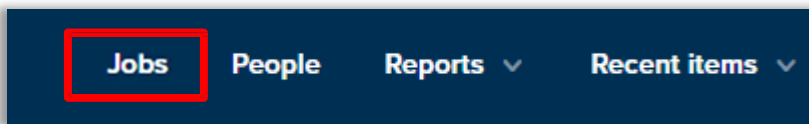
Applicants in the following statuses **do not** need to be changed:

- Hired – New Lecturer
- Hired – Existing Lecturer
- Hired – Current Lecturer in Another Department

Invite Previous Applicants to Apply

In addition to external advertising, departments may contact the applicants from the previous pool to invite them to apply to new pools. One way to do this is by using the Bulk Communicate feature in PageUp.

On the PageUp home page, click **Jobs** from the blue banner at the top of the page.



To open the applicant list, click on the number of applications for the job you are reviewing.

Job No.	Title	Campus	Department	Status	Applications
504540	Tenure Track Faculty-Cultural Psychology	Sacramento	Psychology - 38600	Interviewing	5
505746	Lecturer Pool - Psychology	Sacramento	Psychology - 38600	Approved	20

Check the green box for applicants you wish to communicate with. You can also use the All

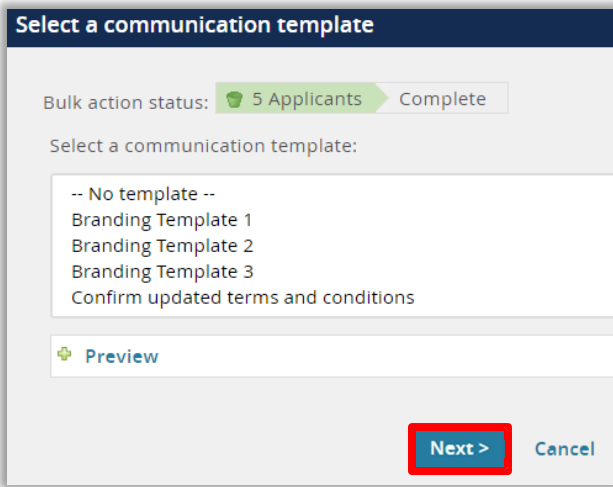


check box in the column headers to select all of the applicants in the pool. From the bulk action drop down menu, select **Bulk communicate**.

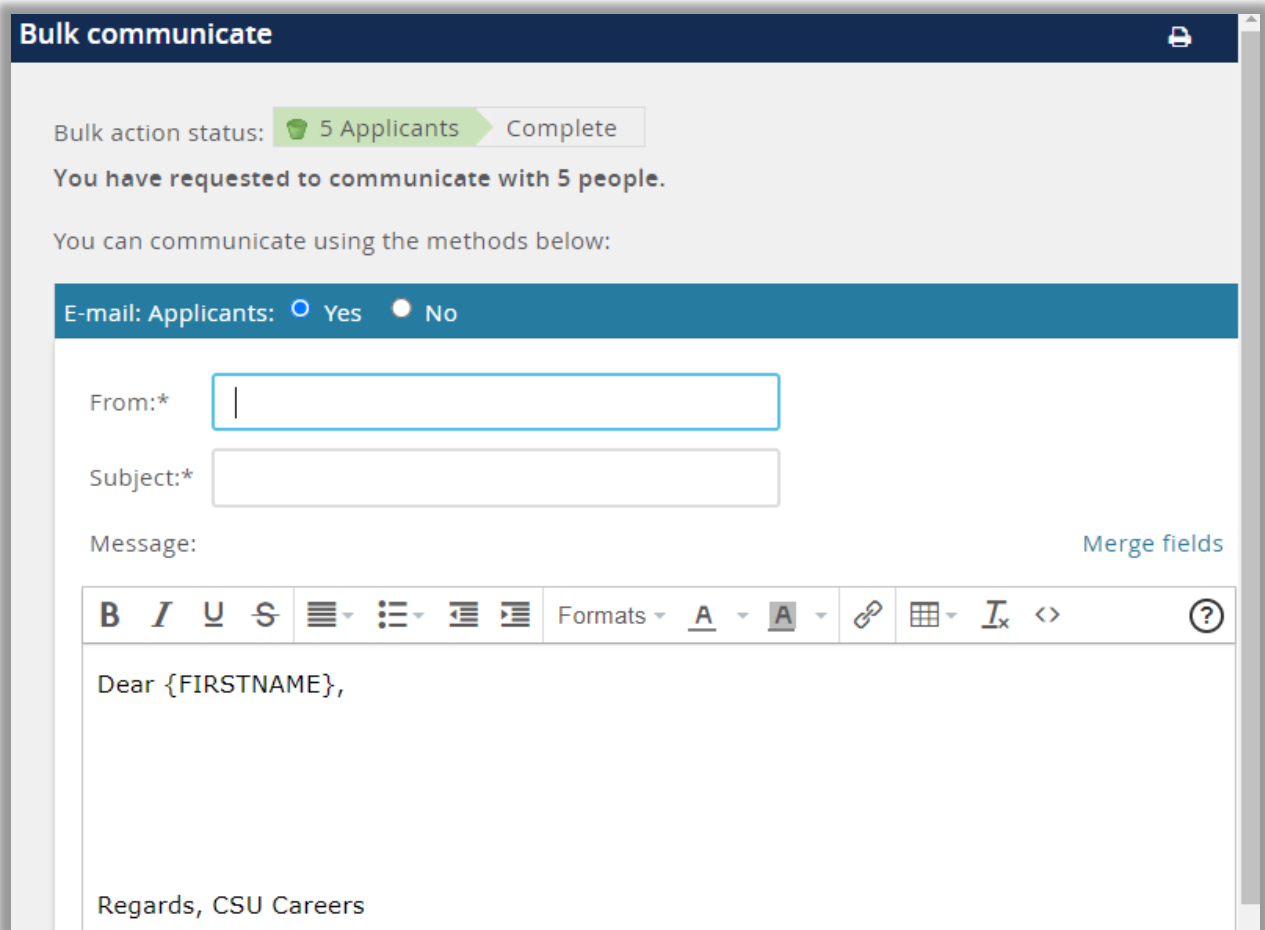
*NOTE: applicants left in the **Initial Review Unsuccessful** status should not be invited to apply for a pool unless you are changing your qualifications to be more inclusive.*

A screenshot of the PageUp applicant list interface. The page title is "TEST Lecturer Pool - Psychology (510910)". There are tabs for "Search" and "Results". A dropdown menu is open, showing various bulk actions. The "Bulk communicate" option is highlighted with a red box. In the background, a table of applicants is visible, with the "Submitted" column header and a green checkmark icon in a dropdown menu. A red arrow points to the "Bulk communicate" option in the dropdown menu.

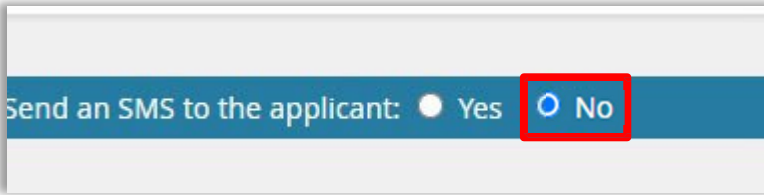
From the Select a communication template window, do NOT select any template. Click Next.



In the Bulk communicate window, compose your email to the applicants. Make sure to include the link to your new pool posting.

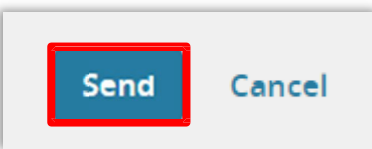


Select **No** on the “Send an SMS to the applicant” option.



Send an SMS to the applicant: Yes No

Once you have composed your email, click **Send**.



Send Cancel