

FACULTY HIRING PROCESS

STEP 3



Initiate the Search: Post the Position

Instruction Manual

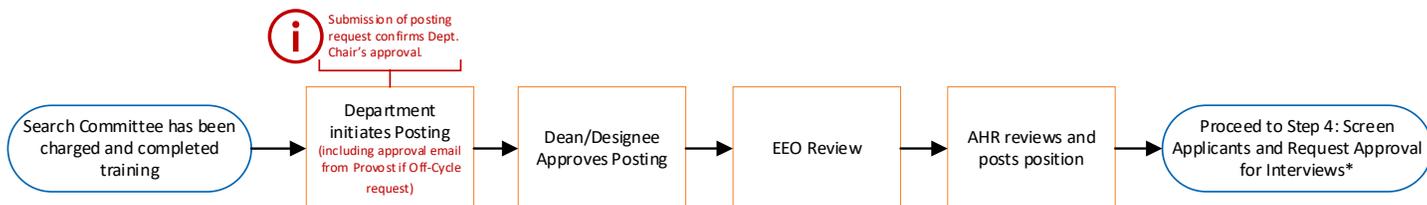
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Overview

This process is used by academic departments to initiate a posting for tenured, tenure-track, full-time non-tenured track faculty, and permanent A&P administrator appointments (department chairs and associate deans).

Workflow



Required Documents

The following documents are required for all faculty postings. All documents can be found on the [Academic Talent and Culture](#) website.

- Faculty Posting Advertisement** (upload in Word format): Information from the completed advertisement should be used to complete the required fields on the posting request in People Admin. Instructional information highlighted in parenthesis on the template should be removed before uploading to the posting request.
- Hiring Rubric Matrix** (upload in Excel format): All required and preferred qualifications should be listed.
- Search Confidentiality Agreements** (upload in PDF format): Search committee members must complete one agreement per year. All agreements must be converted into a single PDF and uploaded before the posting request is submitted.
- First-Round and Final-Round Interview Questions** (upload in Word format): There should be two lists of questions, one for the first-round interviews and one for the final-round interviews. Questions on the list cannot address diversity or inclusion efforts at this time. Internal Searches only require a list of final round questions.
- Off-Cycle Approval Email** (upload in PDF): An email from the Provost is only required for hiring lines that were not approved via the annual hiring plan. These are lines that require the Provost's approval before submitting a posting request.

Additional Resources

The following documents are resources for the faculty search process. All documents can be found on the [Academic Talent and Culture](#) website on the Faculty Employment webpage.

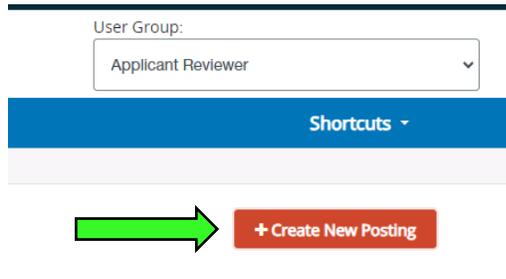
1. **Faculty Search Workflows:** This document outlines all steps necessary for the Faculty Search process.
2. **How to Log in to People Admin**
3. **Faculty Recruitment Form:** This form can be used to assist with collecting posting information; this form should not be uploaded into People Admin.

Email facultyemployment@uta.edu for all questions related to faculty searches or for any troubleshooting for People Admin related to faculty searches.

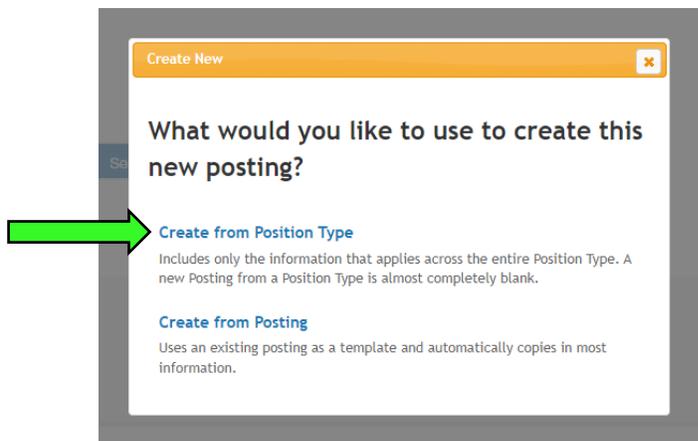
Create Draft Posting:

Note: It is beneficial to periodically save your draft via the save button at the top right of the page. This ensures that you do not lose any progress should a disruption occur.

1. Select **Create New Posting** on the top right-hand side of the screen.



2. Select **Create from Position Type**



3. Enter the following information on the next screen:
 - a. **Position Title:** Enter title from Faculty Posting Advertisement Template.

Organizational Unit

- a. **Business Unit:** Enter College/School.
- b. **Department:** Enter department name.

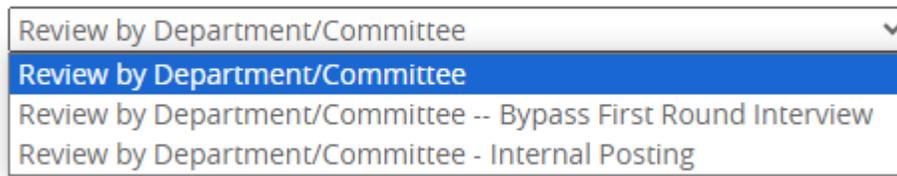
Applicant Workflow

This selection determines the number of interviews required, so it is important to select the appropriate track.

c. **Workflow State:**

- **Review by Department/Committee:** For regular External/Internal postings. External Postings must be posted for a minimum of 30 days.
- **Review by Department/Committee-Bypass First Round Interview:** For regular External/Internal postings and by exception only; requires approval from
To request an exception, email facultyemployment@uta.edu and include specific details on why two interviews cannot be conducted.
- **Review by Department Committee - Internal Posting:** This option should be used for interim administrator appointments for assistant/associate/department chairs and assistant/associate deans.
Approval is required to use this option for T/TT/NTT faculty searches. To request approval, email facultyemployment@uta.edu and include specific details on why the department prefers to conduct an internal search.

Note, this option can be for regular and expedited. Regular internal searches must be posted for a minimum of 30 days and expedited must be posted for a minimum of 5 days. All internal postings must be advertised internally via email to all faculty in the unit.



References

This input determines which applicant workflow status will auto-generate a system notification to be sent to references that were listed on the application by the applicant. A link will be provided for the reference to upload a letter.

References should be collected automatically via People Admin. Any request for recommendations submitted outside the system require an exception approval from facultyemployment@uta.edu. The request should include details on why references cannot be solicited via People Admin. If an exception is granted, instructions will be given on how to set up the reference notifications.

d. **Reference Notification:**

Workflow state options for when to collect references are as follows:

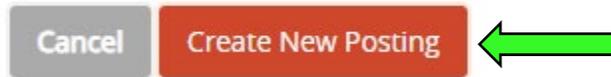
1. For Regular External/Internal searches the options are:
 - **Review by Department Committee:** This option will solicit references for all applicants in the pool.
 - **First Round Interview-Approved (recommended option):** This option will solicit references for all applicants selected for first-round interviews (phone interviews).
 - **Final Interview-Approved:** This option will solicit references for all applicants selected for final round interviews (on-campus).
2. For searches that will only require one interview (by exception only), **Review by Department Committee** should be selected. This option will solicit references for all applicants in the pool.
3. For Internal searches (approval is required), **Review by Department Committee** should be selected. This option will solicit references for all applicants in the pool.

e. **Recommendation Workflow:** Leave blank.

f. **Recommendation Document Type:** Select Recommendation/Reference Letter.

- g. **Accept online applications?:** Automatically checked.
- h. **Special Offline Application Instructions:** Copy this information from the completed advertisement. Note, it is very important to make sure that all documents that the applicant must use to apply are listed here and match the documents selected in Documents Needed to Apply tab.
- j. **Faculty Profile:** Automatically checked.
- k. **Allow supporting documents to be uploaded to applications?:** Automatically checked.

Select **Create New Posting** on the bottom right side of the page.



4. On the left side of the screen, the **Position Details** tab will be selected. Enter the posting information. All fields with * are required fields. Complete as many non-required fields, as appropriate. The completed **Faculty Posting Advertisement** template should be used to complete the information in the fields below. Information can be cut and pasted from the advertisement directly to the appropriate field. Instructional information highlighted in parenthesis on the job advertisement should not be included in the posting fields or on the advertisement.

Position Information

- a. **Position Title*:** The title will be imported from the **Settings** form. Note, that this field is indexed for keyword search in the applicant portal to assist applicants with locating open postings.
- b. **Position Type*:** Select New Position or Replacement.
- c. **Position Number:** Leave blank.
- d. **Department:** Auto filled.
- e. **Location:** Arlington (set as default)
- f. **Job Family:** Faculty (set as default)
- g. **Position Status*:** Select Full-time.
- h. **Rank*:** Select, **Tenured, Tenure-Track, Non-Tenure-Track**, or open rank. Open Ranks are:
 - o **Open-T/TT:** Assistant Professor or Associate Professor
 - o **Open-T:** Associate Professor or Full Professor
 - o **Open-NTT:** All NTT Ranks
- i. **Work Hours:** Standard (set as default)
- j. **Open to*:** Select **External and Internal** or **University-Wide (Internal Only)**. Approval is needed from facultyemployment@uta.edu for **University-Wide (Internal only)** postings.
- k. **FLSA:** Exempt (set as default)
- l. **Duration*:** Funding expected to continue.
- m. **Pay Basis:** Monthly (set as default)
- n. **Benefits Eligible:** Yes (set as default)
- o. **Job Summary*:** Copy this information from the completed advertisement. Be sure to include the immigration sentences from the advertisement for postings that will not consider candidates that require international sponsorship. Only the job summary and immigration information, as applicable, should be included in this field. Note, that this field is indexed for keyword search in the applicant portal to assist applicants with locating open postings.
- p. **Benefits Information:** Default information is provided.
- q. **Essential Duties and Responsibilities*:** Copy this information from the completed advertisement.
- r. **Required Qualifications*:** Copy this information from the completed advertisement.
- s. **Preferred Qualifications:** (optional field) Copy information from the completed advertisement, as appropriate.
- t. **Department Information*:** Copy this information from the completed advertisement.
- u. **University Information:** Default information is provided.

- v. **CBC Requirements:** Default information is provided.
- w. **Special Conditions for Eligibility:** (optional field) Copy this information from the completed advertisement.
- x. **EEO/IPEDS Category:** 25-0000 Education, Training, and Library Occupations (set as default)
- y. **EEO Statement:** Default information is provided.
- z. **ADA Statement:** Default information is provided.

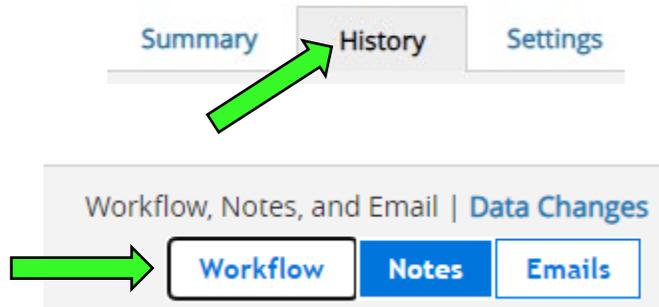
Posting Detail Information

- a. **Number of Vacancies*:** Postings can be for multiple vacancies but must be in the same department and the requirements and duties must be the same. Open searches are permissible but must use the following options in the **Rank** field.

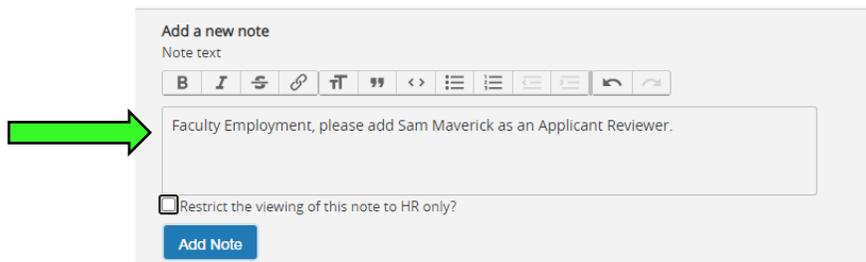
The number of vacancies should match the number of positions that were approved by the Provost. If you are unsure of the number of positions that were approved for this posting, please reach out to facultyemployment@uta.edu.

- b. **Desired Start Date*:** Typically, the start date should always be 9/1. If the start date is for the spring semester it should be 1/16. Contact facultyemployment@uta.edu for questions about start dates after 9/1.
- c. **Applicant Reviewer Access*:** The department support staff member and the search committee chair should be added as applicant reviewers; this will assure that they can create/take action on a hiring proposal. Type last name, first name.

If the person does not populate, go to the **History** tab (next to **Summary**), and Add a New Note. Type in a request for Faculty Employment to add the person as an Applicant Reviewer (i.e. Faculty Employment, please add Sam Maverick as Applicant Reviewer), then click Add Note.



- d. **Reports to (Name)*:** Add the name of the person who will be supervising the position(s).
- e. **Open Date:** Faculty Employment will add the date of the day the position is posted.
- f. **Review Start Date** (optional field): Add the date that the search committee will begin reviewing applications.



- g. **Close Date:** (optional field)

- To keep the position **Open Until Filled** (recommended): Do not enter a date and select **Yes** in the **Open Until Filled** field (see below).
 - To close the position automatically: Enter a date in the **Close Date** field and select **No** in the **Open Until Filled** field (see below).
- h. **Open Until Filled:** See above.
- i. **Special Instructions to Applicant:** This information will be imported from the **Settings** form. Add the **Quick Link for Direct Access to Posting** after 'To apply applicants should go to...'. This field is editable so revisions can be made, if necessary.
- j. **Quick Link for Direct Access to Posting:**
- k. **Pass Message:** Leave blank.
- l. **Fail Message:** Leave blank.

Advertising

Limited posting information for all external faculty postings automatically feeds to **WorkIn Texas, Direct Employment, HERC** and **Higher ED Jobs**. Departments are expected to post to as many external sites as possible and cover the cost for these postings.

- m. **Advertising Text*:** Copy and paste the entire advertisement from the Faculty Posting Advertisement template into this section. The information in this field is used with integrations that feed to external hiring sources.
- n. **Advertising Sources:**
Select the following advertisement sources based on search type:
- **External and Internal Search** (regular & expedited): Select **HERC, Higher Ed Jobs** and **WorkIn Texas** on source list and select **Yes** for **Send to HERC** and **Send to HigherEdJobs**. Direct Employer and Work in Texas should automatically be selected.
 - **University Wide Search** (internal only): do not select any sources. Note, all internal postings must be advertised internally via email to all faculty in the unit.

Select additional advertising sources from list that the department will post to.

- o. **Send to HERC*:** Select **Yes** or **No** based-on search type as noted above.
- p. **HERC Category*:** Select the option that most closely matches the position field. The selection should start with **Academic** (i.e. Academic – Arts).
- q. **Send to Higher Ed Jobs:** Select **Yes** or **No** based-on search type as noted above.

Select **Save & Continue** on the bottom right side of the page.

5. On the left side of the screen, the **Reference Collection** tab will be selected. All postings require a minimum of three references. Complete the fields as follows:
- a. **Minimum Requests:** Is pre-populated with three. This field is editable and can be revised to a higher number if the department/unit minimum is higher than three.
 - b. **Maximum Requests:** (optional field) The maximum number is determined by the department; the suggestion is five, or this field can be left blank.
 - c. **Provider Special Instructions:** Leave blank.
 - d. **Confirmation Message to Provider:** Leave blank.

Select **Save & Continue** on the bottom right side of the page.

6. On the left side of the screen, the **Requirement Questions** tab will be selected.

Required qualification questions allow search committees to pre-screen applicants for minimum qualifications and other relevant information. The use of supplemental questions is optional, but highly recommended.

To add questions, click **Add a Question**. First, search pre-existing questions by keywords to see if the question needed already exists. This will help keep the question bank to a minimum. The word searched must be an exact match, not a synonym. If the search is successful, click the link to review the properties of each question to make sure the selection is the best choice. To select the question, check the box under **Add**, then select **Submit**.

Add a Question

Available Supplemental Questions

Category: Keyword:

Add	Category	Question
<input type="checkbox"/>	Education	Do you have a terminal degree in your field?
<input checked="" type="checkbox"/>	Education	Do you have a terminal degree in the field?

Displaying all 2

Can't find the one you want? [Add a new one](#)

If the question needed does not exist in the question bank, select **Add a Question**, then **Add a New One**.

Can't find the one you want? [Add a new one](#)

Next, complete the form as noted below:

- Name:** Add your first and last name.
- Status:** Leave as **Pending**
- Category:** Select **Education** or **Experience**.
- Question:** Type the question to be added.
- Possible Answers:** Select **Open Ended Answers** or **Predefined Answers** (multiple choice).

Select submit to add a question to the list. Note, all new questions added will have a Status of Pending. Faculty Employment will review and approve all pending questions.

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Status *

Category

Question *

Possible Answers

Open Ended Answers

Predefined Answers

Once all questions have been added, review the list to determine which question(s) will be required and which one(s) will be optional. To make the question(s) required, select the box under the **Required** column and determine if each answer will disqualify the candidate from consideration. Candidates who are disqualified will have their status automatically changed to **Not Recommended for Interview**. All other questions will be optional for the applicant to answer.

Position	Required	Category	Question	Status	
	<input type="checkbox"/>	Education	Do you have a terminal degree in the field?	active	
Possible Answers: Predefined Options					
			Answer	Points	Disqualifying
			1. Yes	<input type="text"/>	<input type="checkbox"/>
			2. No	<input type="text"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	Experience	How many certifications do you currently have?	active	

Questions can be re-ordered by dragging and dropping. Note, that questions that are used by any posting cannot be deleted from the question bank.

When complete, or to skip this section, Select **Save & Continue** on the bottom right side of the page.

On the left side of the screen, the **Documents Needed to Apply** tab will be selected. This page will be used to indicate the required and optional document(s) needed for applicants to apply to this posting. The determination can be made on a posting-by-posting basis. If a document is optional, select the **Optional** radio button, if it is required, select the **Required** radio button.

Take caution when making your selections. Candidates will not be able to upload a document if it is not indicated in this section. Documents can be reordered by dragging and dropping.

The following documents are required:

- Curriculum Vitae
- Cover Letters

Select the documents to be required with this item, and those that may optionally be attach

Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Resume or CV	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="2"/>	Cover/Interest Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Select **Save & Continue** on the bottom right side of the page.

7. On the left side of the screen, the **Posting Documents Page** tab will be selected. On this screen, you will designate the documents that are required to post the position.

To upload a document, click on the red **Action** button next to the documents name. This will allow you to browse and upload the document from your computer. Below are the required documents:

- **Faculty Posting Advertisement** (submit in Word format) – This version has been recently updated to include information about CBC requirements, Benefits and ADA Accommodations. The University information will be updated soon. Also, you will use this information to create the posting. Much of this information can be cut and pasted into the open posting fields.
- **Hiring Rubric Matrix:** listed (submitted in Excel format) All required and preferred qualifications should be listed.
- **Search Confidentiality Agreements:** (submit in PDF format) All agreements must be converted into a single PDF and uploaded before the posting is submitted.
- **First Round and Final Round Proposed Interview Questions:** (submit in Word format) There is no specific template for the questions. There should be two lists of questions, one for each interview round, and questions on the list cannot address diversity or inclusion efforts. Internal Searches only require final round questions. Questions should be uploaded before the posting request is submitted.
- **Provost's Approval:** An email (in PDF) from the provost is required if the posting is for an off-cycle hire (requests that were not on the annual hiring plan).

Select **Save & Continue** on the bottom right side of the page.

8. On the left side of the screen, the **Guest User** tab will be selected. Guest Users are external constituents to UT Arlington and are only able to view applicants for the posting(s) to which they are assigned; they are not permitted to take any actions on applicants. Search Committees are not required to have external constituents to UTA as search committee members.

When the Posting is filled, the guest username and password are automatically deactivated. This feature can be used for individuals who are not users in the PeopleAdmin system, including student members.

To add a Guest User Click **Create Guest User Account**. The system will generate a Username and the password. If you want to change the password, select **Update Password**. Next, enter the email addresses of the guest user then click **Update Guest User Recipient List**. Note, each email address must be on a separate line.

Guest User Save << Prev Save & Continue

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Guest User Credentials
 Guest users may view this posting by using these credentials.

Username

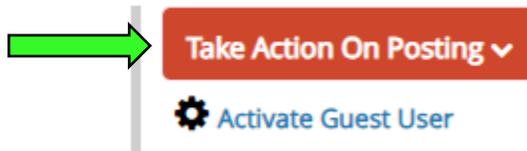
Password
 Update Password

Email Addresses of Guest User Recipients
 Email addresses (one per line)

Update Guest User Recipient List



If the guest user is added after the position is posted, you must activate the user by selecting the Summary tab and going to the **Take Action on Posting** button on the top right-hand side of the screen and selecting **Activate Guest User**. If this step is skipped, guest users will not have access. If the Guest User is added before the position is posted then no additional action is necessary beyond adding their email to the recipient list.



When complete, or to skip this section, select **Save & Continue** on the bottom right side of the page.

9. On the left side of the screen, the **Search Committee Members** tab will be selected. Search Committee is a special user group that can be assigned to users that you already have in your system for the purpose of reviewing applicants for a posting that they have been assigned to. Internal search committee members can log in with their UT Arlington credentials.

A minimum of three search committee members are required. One member should be from outside the department or unit.

Search Committee Chairs should be listed on the table and the **Committee Chair** box should be selected. However, search committee chairs will be given access as Applicant Reviewers which will allow them to

To add search committee members click **Add Existing User** and uncheck **Display search committee user group members only**. Type the search committee members first or last name. If the name populates, click **Add Member**. Repeat as needed.

Name	Email	Committee Chair	Status	(Actions)
Dusti Carr	dusti.carr@uta.edu	<input checked="" type="checkbox"/>	approved	Actions ▾

If you do not find the search committee member, go to the **History** tab (next to **Summary**), and Add a New Note. Type in a request for Faculty Employment to add the person as an Applicant Reviewer (i.e. Faculty Employment, please add Sam Maverick as Applicant Reviewer), then click Add Note.

Summary | **History** | Settings | Hiring Proposals

Email Sent
"SB env; not sent: You have been assigned as a Search Committee Member" sent to 1 user via "New committee member: SystemEventEmail email template (10)"

Posting Created
Created from Position Type. It has been in this state for 20 hours.

Add a new note
Note text

Restrict the viewing of this note to HR only?

Add Note

Select **Save & Continue**.

10. Review the information on all tabs for errors, typos and spacing. Note, spacing issues may occur if copying and pasting from documents. Addressing spacing in each field that requires typed entry may be required.
11. After completing and reviewing all tabs, select **Summary**. Scroll down to assure that posting information is displayed correctly. Select the pencil next to **Position Details** if revisions are needed. Be sure to save changes before moving from tab to tab and prior to selecting **Summary**.
12. Select **Take Action on Posting** on top right corner of screen and select **Dean's Office**. A note box will pop up. Notes are not required to advance the posting request in the workflow.

Once the position is transitioned, the system will generate an email to the next approver group and this posting will appear in the inbox for their approval. The posting will continue through the approval process until it reaches the final step at Academic HR, where your position will be posted. All questions regarding faculty searches should be addressed to facultyemployment@uta.edu.