Posting a Part-time Adjunct Faculty Job

FIELD REFERENCES

GENERAL REQUISITION INFORMATION

From the PageUp main menu click “New Requisition” OR select “New Requisition” from the stacked menu on the left-hand side (hamburger menu).

***Tip: Be sure to always allow-pop-ups for PageUp.

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- If responsible for more than one department, select the appropriate Department for the Job being posted in the “Team Link”. Otherwise, department will default to current department
- If there are no existing templates for the Job, skip Campus and Template, scroll down to the bottom and click on the “Next” button (this will open up the requisition)

**If you would like to request to add a new template, please contact Employment Services**

- Enter a job code in the position number field
- See Job code listing to the right for Part-Time Faculty job codes

***Tip: Be sure to always allow-pop-ups in PageUp***

- Select Campus “Univ of Mass Lowell”
- Select the appropriate department from the drop down menu
- Re-enter the job code in the position no field in the “Number of Positions” section
- If you are pre-approved to search for more than one job, enter the number of additional jobs/positions in the box to the right of the word “New” and click “Add”
- Enter the job codes for additional job/position(s)

- Select Reason
- Enter the current/previous incumbent’s name (if a replacement position)
- Enter the termination date of the previous incumbent “if applicable”
- Enter the Working Title/Posting title
- If the appointment has an initial term appointment end date, enter date
- If temporary, specify duration

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**Position Details**
- Select “Faculty Part Time/Adjunct” from the Position Classification dropdown menu
- Skip “Date opened”
- Skip “Date filled”
- “Is this a 52 week position?” Select NO
- Skip “Shift and Daily Work Schedule”
- Skip “Pay Grade”
- Skip “Salary range”
- Select “No” radio button – “Benefited Position”
- In the “Benefit Status” dropdown menu select “Non-Benefited - Union”
- In the “Recruitment process” dropdown menu select “Lowell – Temporary/Adjunct Hires”

**Funding Information**
- Select the “Position Funding Information/Salary Source” from the dropdown menu
- Enter Speed Type/HR combo code for the Job/Position - If grant funded, enter % or grant information
- Select “Adjunct Faculty – Union of Adjunct Faculty, Local 1596 (LTI)” from the “Union Lowell” dropdown menu

**Search Committee**
- Select Yes or No radio button – “Do you wish to utilize a search committee?”
- Enter “Search committee chair” name (if known)
- Add search committee member names by clicking on the “Add Search committee member” button (search for each member and then add)

***Search committee member names can be added by Search Advisor after posting***
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**Posting Details**

- Select Posting Options from the dropdown menu
- Enter the Speed Type for Advertising
- Select any advertising sources that apply
- List any other advertising sources, discipline specific journals/publications/online websites
- Select “UMass Lowell” from the Posting location dropdown menu
- Search for the campus location by clicking on the magnifying glass and searching for building name in the “site name” search box
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Job Posting Text

**Job Posting Information** *(This information will show on the job posting)*

- Enter a posting summary –**this will show on the main jobs page to give a brief description of the job**
- To format the posting click on “Click HERE” – a word document will open up. Enter the details of the posting in the appropriate sections of the word document, then copy and paste into the Posting text box
- If you would like to add a recruiting video to the posting, please contact us at employment@uml.edu

**Users and Approvals**

- Enter the name of the Department Admin responsible for updating and posting requisition (if applicable) in the Administrative Support field or enter the hiring manager’s name
- Enter the name of the hiring manager (supervisor for this position)
  **Magnifying glass search feature** – to find Hiring Manager/Administrative Support name
- Select “Lowell PT Faculty - Adjunct” from the “Approval process” dropdown menu
- In the Dean search box, enter or search for the Dean of your college *this will default for subsequent job requisitions

**Be sure that you’ve selected the appropriate approval process before clicking “submit”**
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**Notes Tab**
- To add a note, click “Next page” at the bottom of the requisition or scroll up to the top of the page and click on the Notes tab
- Select “note” and add your note
- Notes can be emailed directly to user(s)
- Files/documents can be attached to notes
- **Notes remain with the requisition and are visible to anyone who can access the job requisition**

- Save a draft can be used when you need to save the requisition you are working on without starting the approval process
- Submit will save and begin the approval process on your requisition
- Submit and exit will save and begin the approval process and exit your screen back to the home screen
- Cancel will exit the requisition without saving