Posting a Full-Time Benefited 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.

New Requisition

1 Jobs open

PageUp

- Workflows
- Manage position description
- New Requisition
- Jobs open
- Advertisements
- Search committee review
- Jobs
- Manage jobs
- Manage forms
- Manage position description
- Applicants
- Manage applications
- Manage reference check
- More...
- Documents
- Reports
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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**

- 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)

• Enter a job code in the position number field (**Position numbers for faculty are not created until the position is filled)**
- See Job code listing to the right for Full 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)
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- 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

**Position Details**
- Select “Faculty Full Time” from the Position Classification dropdown menu
- Skip “Date opened”
- Skip “Date filled”
- “Is this a 52 week position?” Select Yes or No
  - ***Note: The only FT faculty positions that are 52 weeks are Research Asst/Assoc/Full Professors and Librarians
- Skip “Shift and Daily Work Schedule”
- Skip “Pay Grade”
- Skip “Salary range”
- Select “Yes” radio button – “Benefited Position”
- In the “Benefit Status” dropdown menu select “Benefited - Union”
- In the “Recruitment process” dropdown menu select “Lowell – Benefits Eligible Faculty 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 “Faculty/Librarians – The Massachusetts Society of Professors (L90)” from the “Union Lowell” dropdown menu
***Search committees are required for all Benefits Eligible Faculty Positions

- Select “Yes” radio button – “Do you wish to utilize a search committee?”
- Enter “Search committee chair” name (if known)

***Search committee member names can be added by Search Advisor after the evaluation matrix has been approved and after the diversity of the pool has been reviewed.
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**Posting Details**
- Select Posting Options from the dropdown menu
- Enter “Faculty” in the Speed Type for Advertising box
- 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

**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
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**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 FT Faculty” 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”**

**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.