

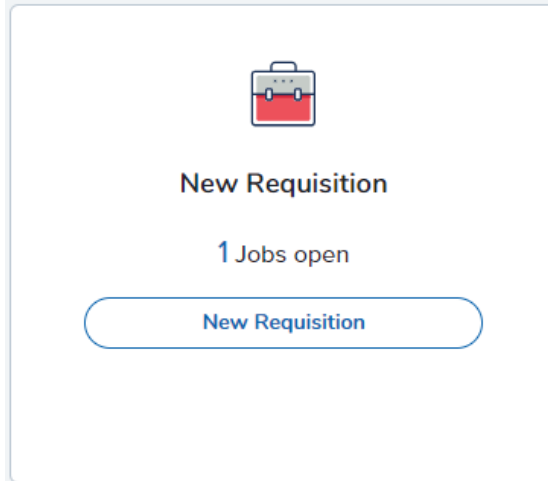
# Posting a Full-Time Benefited Faculty Job

## FIELD REFERENCES

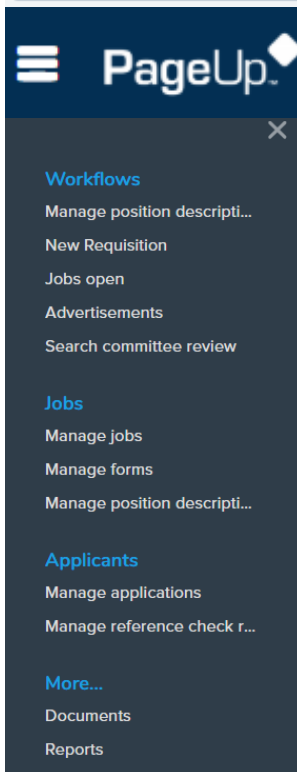
### GENERAL REQUISITION INFORMATION

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.**



A card with a red and white calendar icon at the top. Below the icon, the text reads "New Requisition" in bold, followed by "1 Jobs open" in a smaller font. At the bottom of the card is a rounded rectangular button with the text "New Requisition" in blue.



The PageUp logo (three horizontal lines and the text "PageUp") is at the top of a dark blue sidebar menu. Below the logo is a close button (an 'x' in a circle). The menu items are listed in white text: "Workflows" (with a blue header), "Manage position descripti...", "New Requisition", "Jobs open", "Advertisements", "Search committee review", "Jobs" (with a blue header), "Manage jobs", "Manage forms", "Manage position descripti...", "Applicants" (with a blue header), "Manage applications", "Manage reference check r...", "More..." (with a blue header), "Documents", and "Reports".

# Posting a Full-Time Benefited Faculty Job

- 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*

1. Team link  
L630200-Biological Science  
A job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select your campus name and look for a template that is appropriate for your job in box #4. If you do not see one click next at the bottom.

Select 'No Template' if there is no suitable template available

2. Campus

- No campus--
- Univ of Mass Boston
- Univ of Mass Central Admin.
- Univ of Mass Amherst
- Univ of Mass Lowell

3. Template

- No template--
- Amherst Exempt/Professional
- Amherst Faculty
- Amherst Non-Exempt/Classified
- Application for Internal Candidates

- 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**

Job Code	Job Title
FACAP	Assistant Professor
FACOP	Associate Professor
FACP	Professor
FACL	Assistant Teaching Professor
FACL1	Associate Teaching Professor
FACL2	Teaching Professor
FACRAP	Research Assistant Professor
FACROP	Research Associate Professor
FACRSH	Research Professor
FAC_IN	Instructor
FYCLAP	Clinical Assistant Professor
FYCLOP	Clinical Associate Professor
FYCLP	Clinical Professor
FYCLIN	Clinical Instructor
FACVAP	Visiting Assistant Professor
FACVOP	Visiting Associate Professor
FACVP	Visiting Professor
FACV_I	Visiting Instructor
FACV_L	Visiting Faculty Lecturer
FACV_S	Visiting Scholar

- When you enter the job code into the position number field, you should get a pop-up window with the “position number”. Be sure to highlight it as pictured and then click the “Okay” button below.

Current Incumbent:  Search

Position no	Title	Department	Campus	Current Incumbent
UMLWFACAF	Asst Profess		Univ of Mæ	
UMLWFACAF	Assistant Pr		Univ of Mæ	
UMLWFACAF	Assistant Pr		Univ of Mæ	
UMLWFACAF	Assistant Pr		Univ of Mæ	
UMLWFACAF	Assistant Pr		Univ of Mæ	

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Position information:

UMLWFACAPO  
Asst Professor (Assoc Chair)

Okay Cancel

- Select Campus “Univ of Mass Lowell”

# Posting a Full-Time Benefited Faculty Job

- 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 – you will get the same pop-up pictured above, be sure to highlight and then click “Okay”.
- 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)

**REQUISITION INFORMATION**

Requisition Number: Leave blank to automatically create a requisition number

Position number:

No position selected.

Campus:\*

Department:

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**NUMBER OF POSITIONS**

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions: New:  Replacement:  Add

Position no	Type	Applicant	Application status
1	<input type="text" value="No position selected."/>	<input type="text" value="Select"/>	<input type="text" value="Cancel"/>

- 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

Reason:

Current/Previous Incumbent:

Previous incumbent's salary:

Incumbent termination date:

Working Title/ Posting Title:\*

Initial Term Appointment End Date:

If temporary, please 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”
- Enter “Salary commensurate with experience” for “Salary range”
- Select “Yes” radio button – “Benefited Position”
- In the “Benefit Status” dropdown menu select “Benefited - Union” \*\*If Visiting Faculty, select “Benefited – Non-Union”
- In the “Recruitment process” dropdown menu select “Lowell – Benefits Eligible Faculty Hires”

**POSITION DETAILS**

Position/Classification Type:\*

Date opened:

Date filled:

Is this a 52 week position?:  Yes  No

If not, please specify otherwise:

Shift and Daily Work Schedule (ie M-F 8:30am - 5pm):

Pay Grade:

No pay grade selected.

Salary range:

Benefited Position:  Yes  No

Benefit Status:

Recruitment process:\*

# Posting a Full-Time Benefited Faculty Job

## 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 **\*\*If Visiting Faculty, select “Non-Unit Professional Staff – Executive & Confidential Employees (L98)”**

**FUNDING INFORMATION**

Position Funding Information/Salary Source:

Speed Type/HR Combo:

Union-Lowell:

## \*\*\*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.**

**SEARCH COMMITTEE**

Do you wish to utilize a search committee?:  Yes  No

Search committee chair:   
No user selected.

Search committee members:

Recipient: No Search committee member selected.

Search committee member information:

# Posting a Full-Time Benefited Faculty Job

POSTING DETAILS	
<p><b>Posting Details</b></p> <ul style="list-style-type: none"> <li>• Select Posting Options from the dropdown menu</li> <li>• Enter "Faculty" in the Speed Type for Advertising box</li> <li>• Select any advertising sources that apply</li> <li>• List any other advertising sources, discipline specific journals/publications/online websites</li> <li>• Select "UMass Lowell" from the Posting location dropdown menu</li> <li>• Search for the campus location by clicking on the magnifying glass and searching for building name in the "site name" search box</li> </ul>	<p><b>Posting Options:</b></p> <p>Internal/External</p> <p>This is required for all advertising requests except for F Office of the Provost up to a specified amount. For FAC textbox.</p> <p><b>Speed Type for Advertising:</b></p> <p>FACULTY</p> <p>If you plan to advertise externally indicate the advertising sources:</p> <p><input type="checkbox"/> HigherEd Jobs <input type="checkbox"/> Linke</p> <p><input type="checkbox"/> External careers site <input type="checkbox"/> Intra</p> <p><input checked="" type="checkbox"/> The Chronicle of Higher Education <input type="checkbox"/> Trade specify)</p> <p><input type="checkbox"/> Diversity Publications/Websites (please specify) <input type="checkbox"/> Lowe</p> <p><input type="checkbox"/> Other (please specify)</p> <p>Please list any other advertising sources:</p> <p>Science Magazine NatGeo</p> <p><b>Posting location:*</b></p> <p>UMass Lowell</p> <p><b>Campus location:</b></p> <p>Ball Hall 1st Floor</p> <p>Number: UML0WBAL-1 Postcode: 01854 Suburb:</p>
<p><b>Job Posting Information</b> (This information will show on the job posting)</p> <ul style="list-style-type: none"> <li>• Enter a posting summary –**this will show on the main jobs page to give a brief description of the job</li> <li>• 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</li> <li>• If you would like to add a recruiting video to the posting, please contact us at <a href="mailto:employment@uml.edu">employment@uml.edu</a></li> </ul>	<p><b>Posting summary:</b></p> <p>To format the posting, click <a href="#">HERE</a>, and then copy and paste int</p> <p><b>Posting text:</b></p> <p><b>B I U</b> [List Icons] Formats A A [List Icons] Ix &lt;&gt;</p>

# Posting a Full-Time Benefited Faculty Job

## 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"**

USERS AND APPROVALS

Administrative Support/Originator:

No user selected

Hiring Manager:\*

No user selected

Approval process:\*

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1. Employment:

[employment@uml.edu](#)

2. Dean:

No user selected.

## 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**

Position info
Notes
Documents

Add:

Select

Note

Hold day

- 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

Save a draft
Submit
Submit and exit
Cancel
Spell check