

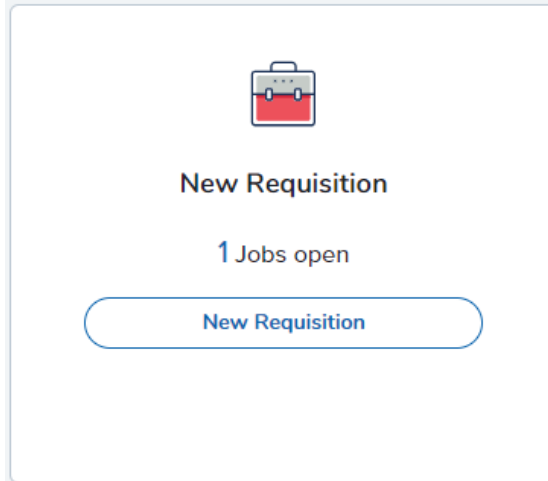
Posting a Full-Time Benefited Faculty Job

FIELD REFERENCES

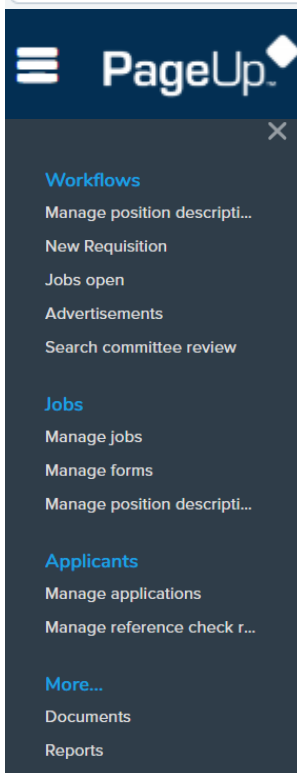
GENERAL REQUISITION INFORMATION

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 briefcase 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' icon). 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
FACLEC	Lecturer
FACOP	Associate Professor
FACP	Professor
FACRAP	Research Assistant Professor
FACROP	Research Associate Professor
FACRSH	Research Professor
FACSLC	Senior Lecturer I
FACVAP	Visiting Assistant Professor
FACVOP	Visiting Associate Professor
FACVP	Visiting Professor
FACV_I	Visiting Instructor
FACV_L	Visiting Faculty Lecturer
FAC_IN	Instructor
FYCLAP	Clinical Assistant Professor
FYCLIN	Clinical Instructor
FYCLOP	Clinical Associate Professor
FYCLP	Clinical Professor

- 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)

REQUISITION INFORMATION

Requisition Number: Leave blank to automatically create a requisition number

Position number:

No position selected.

Campus*:

Department:

NUMBER OF POSITIONS

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

Positions: New: Replacements: 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"/>

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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

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"
- 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"

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:*

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

FUNDING INFORMATION

Position Funding Information/Salary Source:

Speed Type/HR Combo:

Speed Type lookup:

Union Lowell:

Posting a Full-Time Benefited Faculty Job

*****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:

Add Search committee member

Recipient

No Search committee member selected.

Search committee member information:

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Posting Details	POSTING DETAILS
<p>Posting Details</p> <ul style="list-style-type: none"> • 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 	<p>Posting Options: <input type="text" value="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>Speed Type for Advertising: <input type="text" value="FACULTY"/></p> <p>If you plan to advertise externally indicate the advertising sources:</p> <p><input type="checkbox"/> HigherEd Jobs <input type="checkbox"/> Linke <input type="checkbox"/> External careers site <input type="checkbox"/> Intrar <input checked="" type="checkbox"/> The Chronicle of Higher Education <input type="checkbox"/> Trade specify) <input type="checkbox"/> Diversity Publications/Websites (please specify) <input type="checkbox"/> Lowe <input type="checkbox"/> Other (please specify)</p> <p>Please list any other advertising sources:</p> <p><input type="text" value="Science Magazine"/> <input type="text" value="NatGeo"/></p> <p>Posting location:* <input type="text" value="UMass Lowell"/></p> <p>Campus location: <input type="text" value="Ball Hall 1st Floor"/> </p> <p style="background-color: #ADD8E6;">Number: UMLWBAL-1 Postcode: 01854 Suburb:</p>
<p>Job Posting Information (This information will show on the job posting)</p> <ul style="list-style-type: none"> • 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 	<p>Posting summary: <input type="text"/></p> <p>To format the posting, click HERE, and then copy and paste int</p> <p>Posting text:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>B <i>I</i> <u>U</u> <i>Ix</i> </p> <p>Formats <input type="text" value="A"/> <input type="text" value="A"/></p> </div> <p style="background-color: #ADD8E6; text-align: center;">USERS AND APPROVALS</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:*

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