

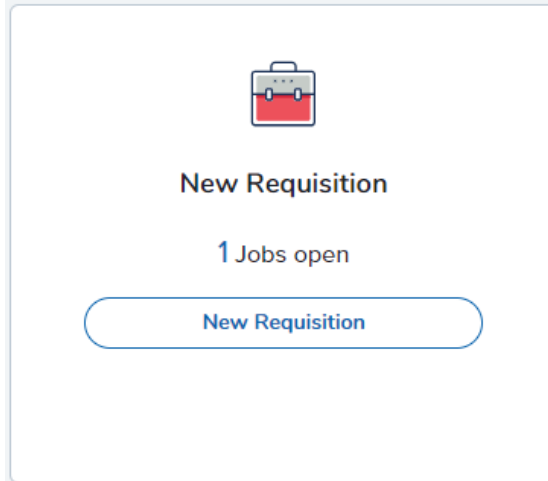
Posting a Part-time Adjunct Faculty Job

FIELD REFERENCES

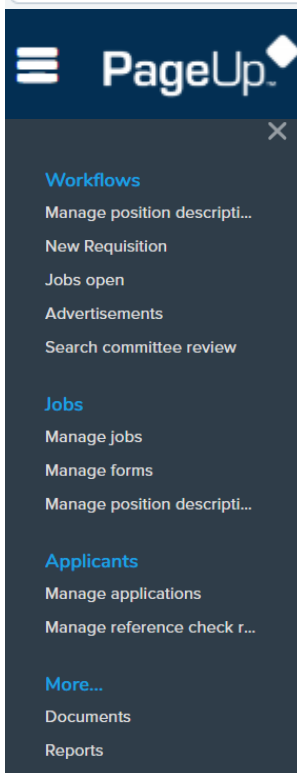
GENERAL REQUISITION INFORMATION

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.**



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 left of a dark blue sidebar menu. A close button (an 'X') is at the top right. The menu items are listed below:

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

Posting a Part-time Adjunct 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
- 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)

Job Code	Job Title
ADJFAC	Adjunct Faculty
CEADJF	CE Adjunct Faculty

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="Select"/>	-	-

No position selected.

- 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:

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POSITION DETAILS	
<p>Position Details</p> <ul style="list-style-type: none"> • 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” 	<p>Position/Classification Type:* <input type="text" value="Faculty Part Time/Adjunct"/></p> <p>Date opened: <input type="text" value="21 Aug 2017"/></p> <p>Date filled: <input type="text" value="dd mmm yyyy"/></p> <p>Is this a 52 week position?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If not, please specify otherwise: <input type="text"/></p> <p>Shift and Daily Work Schedule (ie M-F 8:30am - 5pm): <input type="text"/></p> <p>Pay Grade: <input type="text"/> <input type="button" value="Q"/></p> <p style="background-color: #e0f0ff; padding: 2px;">No pay grade selected.</p> <p>Salary range: <input type="text"/></p> <p>Benefited Position: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Benefit Status: <input type="text" value="Non-Benefited - Union"/></p> <p>Recruitment process:* <input type="text" value="Lowell - Temporary/Adjunct Hires"/></p>
FUNDING INFORMATION	
<p>Funding Information</p> <ul style="list-style-type: none"> • 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 	<p>Position Funding Information/Salary Source: <input type="text" value="Operating Funds"/></p> <p>Speed Type/HR Combo: <input type="text"/></p> <p>Union-Lowell: <input type="text" value="Adjunct Faculty - Union of Adjunct Faculty, Local 1596, UAW (LTI)"/></p>
SEARCH COMMITTEE	
<ul style="list-style-type: none"> • 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) <p>***Search committee member names can be added by Search Advisor after posting</p>	<p>Do you wish to utilize a search committee?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Search committee chair: <input type="text"/> <input type="button" value="Q"/></p> <p style="background-color: #e0f0ff; padding: 2px;">No user selected.</p> <p>Search committee members:</p> <p><input type="button" value="Add Search committee member"/></p> <p>Recipient: <input type="text"/></p> <p style="text-align: center;">No Search committee member selected.</p> <p>Search committee member information: <input type="text"/></p>

Posting a Part-time Adjunct Faculty Job

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

POSTING DETAILS	
Posting Options:	<input type="text" value="Internal/External"/>
Speed Type for Advertising:	<input type="text"/>
If you plan to advertise externally indicate the advertising sources:	<input checked="" type="checkbox"/> HigherEd Jobs <input type="checkbox"/> External careers site <input checked="" type="checkbox"/> The Chronicle of Higher Education <input type="checkbox"/> Diversity Publications/Websites (please specify) <input type="checkbox"/> Other (please specify) <input type="checkbox"/> LinkedIn <input type="checkbox"/> Intranet <input type="checkbox"/> Trade Publications/Journals (specify) <input type="checkbox"/> Lowell Sun
Please list any other advertising sources:	<input type="text"/>
Posting location:*	<input type="text" value="UMass Lowell"/>
Campus location:	<input type="text" value="Ball Hall 2nd Floor"/> <input type="button" value="Q"/> <input type="button" value="🔍"/>
Number: UML0WBAL-2 Postcode: 01854 Suburb:	

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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

Posting summary:

To format the posting, click [HERE](#), and then copy and paste into

Posting text:

B *I* U ~~S~~ *Ix*

Formats **A** **A** *Ix*

Users and Approvals

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”**

USERS AND APPROVALS

Administrative Support/Originator:
No user selected

Hiring Manager:*
No user selected

Approval process:*

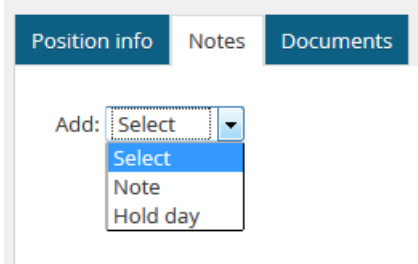
1. Employment:
employment@uml.edu

2. Dean:
No user selected.

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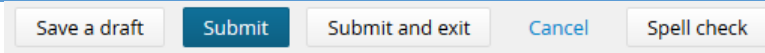
Notes Tab

- 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**



The screenshot shows a web interface with three tabs: "Position info", "Notes", and "Documents". The "Notes" tab is active. Below the tabs, there is a label "Add:" followed by a dropdown menu. The dropdown menu is open, showing three options: "Select", "Note", and "Hold day". The "Note" option is highlighted in blue.

- 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



The screenshot shows a row of five buttons: "Save a draft", "Submit", "Submit and exit", "Cancel", and "Spell check". The "Submit" button is highlighted in blue.