**Faculty Position Management Reference Guide**

January 2013

*New Feature*

A new feature included in PeopleAdmin 7 is the ability to create faculty position descriptions. The use of the system for creating faculty position descriptions is optional unless otherwise specified by department or Vice Chancellor. Overall management of the process is similar to creating staff position descriptions, except that the appropriate Vice Chancellor’s office is the final approval of a faculty position description.

Select to view, create, or revise a job description. To access faculty job descriptions always select Faculty (for approved job descriptions) or Faculty Actions (for job descriptions at any status ranging from Draft to Approved).

**A. Viewing an Approved Position Description**

1. At the Position Descriptions tab select Faculty from the drop-down box. This will provide a list of all approved descriptions that you have access to.

2. Search for the appropriate position description by position number, name, etc. See Search Reference Guide for additional instruction, if needed.

3. Check the desired job description or go directly to Actions (right side of screen) and select View.

4. Select Print Preview to print the Position Description.

**B. Create New Position Description**

*Use this action only if position description does not currently exist in the system.*

1. At the Position Descriptions tab select Faculty from the drop-down box.

2. Select Create New Position Description (right side of screen).
3. System prompts Choose the action you would like to start. Select Faculty Establish Job Description.

4. Complete Working Job Title and Department. If position is funded by more than one department, select Multiple Department Funded for the department. This will allow correct approval routing. The Vice Chancellor’s office will change to correct department before approving classification action.

5. Select Start Action and move forward to Select the Approved System Title/Title Code. Search for the most appropriate title/title code. To reduce the size of the search use Filter these results and search by title, partial title or title code. Select a System Title/Title Code and move forward to next screen by selecting Next >>.

6. Complete the various components of the position description.

   • Each position description has a separate position number.

   • Short Cut to Selecting Hiring Manager. Instead of scrolling thru the list of hiring manager choices available to you, type in the first letter of the last name. Only names starting in that letter will appear for you to choose from.

   • Check Spelling feature and Back Button feature available.

   • Select the Next >> button, or the Save button to save the work.

7. Supervisor Position tab is used to attach this job description to the supervisor’s position description. The supervisor’s position must also be a faculty position and have an approved job description in the system. Completion of this tab is optional.

8. Action Summary When all the tabs have been completed and you are on the Action Summary page, the tabs that have exclamation points (!) next to them indicate that there is required information missing. Select Edit button next to the tab title to return to that page. Check mark ✔ indicates that all required fields have been successfully completed.
9. Select appropriate user to move the position description forward to. See available choices at Take Action On Action ▼. Sending to Department Head, Dean/Director or Vice Chancellor requires selecting the correct name at Group Member Prompt. Comments may be added when forwarding an action.

C. Clone (duplicate) a position description

1. **Clone** feature allows creating a similar or duplicate position description with the information from an approved job description.

2. At the Position Descriptions tab select Faculty from the drop-down box. This will provide a list of all approved descriptions that you have access to.

3. Select Create New Position Description (right side of screen).

4. System prompts Choose the action you would like to start. Select Faculty Establish Job Description.

5. At the next screen, select an approved job description to create a new description. Before going to Start Action, select the description you wish to duplicate or copy. Go to Clone an Existing Position Description? located in lower left hand corner of Establish Job Description - Working Job Title screen.
6. Select the description from the **Position Search** list of positions that appears at the bottom of this same screen. To allow a more limited search of approved job descriptions you may filter these results. Search by position number or title. *See Search Reference Guide* for additional instruction, if needed.

7. Click on the radio button on the left side of desired job description. Select from the upper right hand corner of screen. You will then be able to make desired modifications to the job description.

8. If you wish to view the approved job description prior to using it to create another job description, you may select **Actions** (right side of screen) and select **View**.

9. **Department** changes are made at **Settings**. For **Settings** to appear, you may first need to select **Action Summary/Summary** from the left hand menu. Then select another department within those you are approved for.

10. Follow steps 5 – 9 from **Create New Position Description** to finish job description.

**D. Revise an Existing Position Description**

1. At the **Position Descriptions** tab select **Faculty** from the drop-down box. This will provide a list of all approved descriptions that you have access to.

2. Search for the appropriate position description by position number, name, etc. *See Search Reference Guide* for additional instruction, if needed.

3. Check the desired job description or go directly to **Actions** (right side of screen) and select **View**.

4. In **Actions** on right side of desired job description select **View**.

5. At the next screen select **Faculty Revise Job Description** from
6. System prompts Start Revise Job Description Action on name of position? Once this action is started the position description is locked from other updates until this action has been completed. All editable fields will open. Make revisions as needed.

7. Changes to Department are made at Settings. For Settings to appear, you may first need to select Action Summary/Summary from the left hand menu. Then select another department within those you are approved for.

8. System will Track Changes showing both revisions and previous version on the Action Summary page.

9. Follow steps 5 – 9 from Create New Position Description to finish job description.