

# Reviewing and Approving a Posting



## REQUISITION INFORMATION

Posting/Requisition Number: 499850  
Leave blank to automatically create a reference No.

Working/Posting Title:\* Assistant Professor

Classification Title: Asst Professor  
Job Title: Asst Professor

## Number of Openings

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

### Positions:

Position no:	Type:	Applicant	Application status
1 00014255	New	-	-

[Details](#)

## Position Details

Date Created: Apr 3, 2024

Date filled:

Campus:\* University of North Texas

Division:\* UNT-Provost

Sub-Division:\* UNT-College of Information

Department:\* UNT-Information Science-133310

Job Location:\* Denton

Number: 001

Team:\* UNT-Information Science-133310

FTE:

Budgeted Salary:

Posted Salary (visible to applicants):\* Salary is commensurate with experience

Pay Grade: UNT Faculty Sal Gr 01Regular  
Minimum \$ 13,624.00  
Middle \$ 256,812.00  
Maximum \$ 500,000.00

Recruitment process:\* UNT Faculty Recruitment Process

### Approval process:\*

UNT Faculty

- Search Committee Chair: Ana Cleveland ✓ Approved Apr 9, 2024
- Hiring Manager: Jiangping Chen ✓ Approved Apr 10, 2024
- Dean: XXX Kinshuk ⚠ You are here  
[Resend email to approver](#)
- Equal Opportunity & Title IX: Vanessa Ellison
- Academic Resources: Patricia Rodriguez

Recruiting Coordinator/Academic Affairs Representative:\*

Nicole McAlister

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Please fill in all mandatory fields marked with an asterisk (\*).

[Save a draft](#) [Approve](#) [Decline](#) [Cancel](#)

## Search Committee Details

## My Dashboard

Welcome Jacob Hochstetler, this is your Dashboard where you will see all your tasks organized in various stages

**Position Description**  
My position description

**New Posting**  
0 Postings open  
0 Team jobs open

**Approvals**  
1 Jobs awaiting your approval  
0 Approved

**Search committee review**  
1 Jobs requiring panel review

*Based on your user group, abilities to edit a posting may be different.*



# Approving a Posting

# Editing a Posting

When reviewing a pending posting and edits need to be made, please contact the Office of Academic Resources team member listed as the Initiator of the posting.

Select the **Decline** button in order to push back the posting for edits and then provide your edits.



Recruiting Coordinator: Nicole McAlister    
Email address: nicole.mcalister+1@unt.edu

Hiring Manager/Supervisor: Jiangping Chen    
Email address: nobody+1@untsystem.edu

Initiator:\* Nicole McAlister    
Email address: nicole.mcalister+1@unt.edu

Approval process:\* UNT Faculty

1. Search Committee Chair:	Ana Cleveland  Approved Apr 9, 2024
2. Hiring Manager:	Jiangping Chen  Approved Apr 10, 2024
3. Dean:	XXX Kinshuk  You are here <a href="#">Resend email to approver</a>
4. Equal Opportunity & Title IX:	Vanessa Ellison
5. Academic Resources:	Patricia Rodriguez

Recruiting Coordinator/Academic Affairs Representative:\* Nicole McAlister

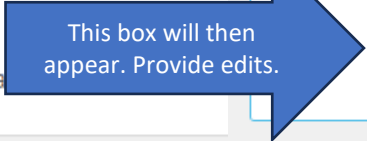
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Please fill in all mandatory fields marked with a \*

Please select a reason as to why the job has been declined:\*  
Incorrect information   
Additional comments:

[Save](#) [Cancel](#)

[Save a draft](#) [Approve](#) [Decline](#) [Cancel](#)



This box will then appear. Provide edits.