

FACULTY JOB POSTINGS

Presented by the Office of Academic Resources

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Hurley Administration Building, Suite 370 ** 940-565-2550 ** Academic.Resources@unt.edu



PeopleAdmin has been upgraded!



• The UNT System now has a single site for all locations featuring mobile friendly, cloud-based software.

Changes to Hiring & Position Management

- Academic Resources continues to be your contact group for faculty, research faculty (research professors) and professional research positions (research scientists and postdoctoral research associates).
- Existing faculty searches in the old Facultyjobs (PeopleAdmin) system remain active. You can still review the posting, candidates will still be able to apply, and candidates can still be moved through the hiring process and dispensed as non-selected in the old system.

Adjunct Postings

- Academic Resources continues to be your contact group for adjunct postings.
 - Adjunct postings in the old system will be used through the summer of 2020.
 - FY 21 adjunct postings can now be posted in the new system.





PROCESS

- 1 START WITH THE POSITION –IT ALL BEGINS WITH ePAR!
- 2 CREATE THE POSTING
- 3 RECRUITMENT PROCESS
- 4 HIRING & ONBOARDING





START WITH THE *POSITON- It all begins with ePAR!* A position must match how it is to be posted prior to posting in PeopleAdmin.

Three scenarios

- 1 CREATE A NEW POSTION
- POST AN EXISTING POSTION WITH CHANGES
- POST AN EXISTING POSTION WITH NO CHANGES-This is required for *all* faculty postings!



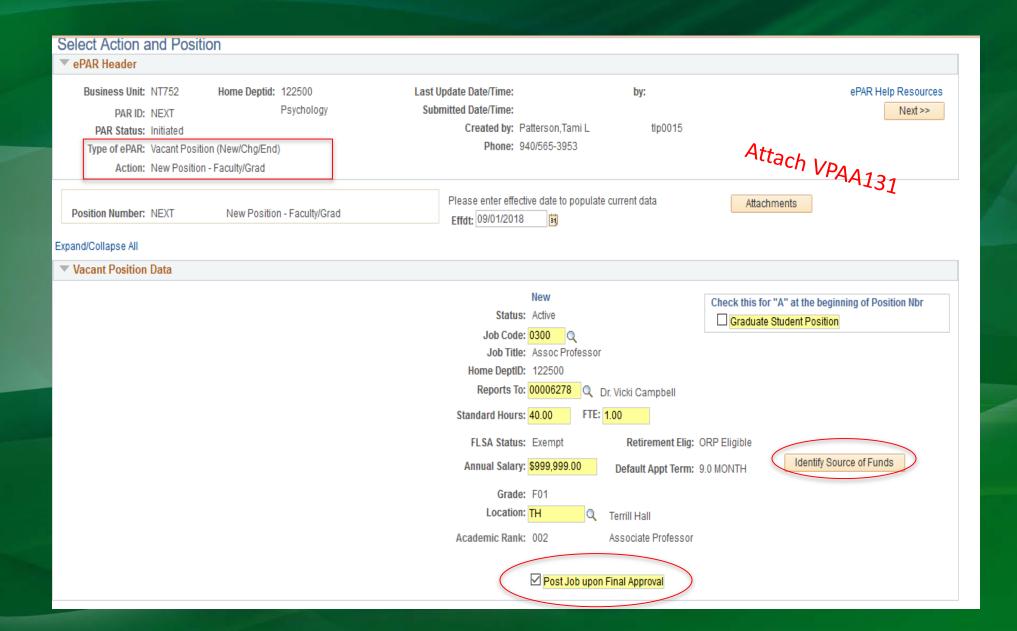


CREATE A NEW POSTION-ePAR HINTS

Departments will need to submit an ePAR to create and post a new faculty position.

- Type of ePAR: Vacant Position/New/Chg/End
- Action: New Position-Faculty/Grad
- Effective date: 9-1-XX (or other appropriate date the PAYROLL start date of the position)
- Enter the desired job code use highest rank if requesting multi/open rank. Be sure to use the right job code for Lecturer rank faculty who are on a multi-year appointment
- Reports to: position number of direct supervisor
- Annual Salary should be the 9 or 12 month salary.
 - When annual salary is entered you will need to identify the source of funds.
- Click on the "Post Job upon Final Approval" box to activate VPAA 130 questions
- The VPAA 131 must be submitted as an attachment

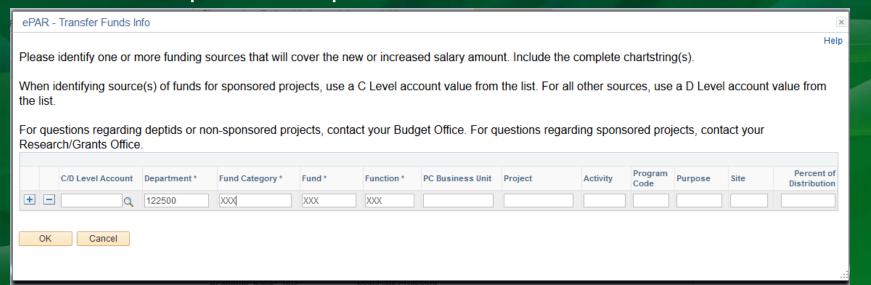






Source of Funds

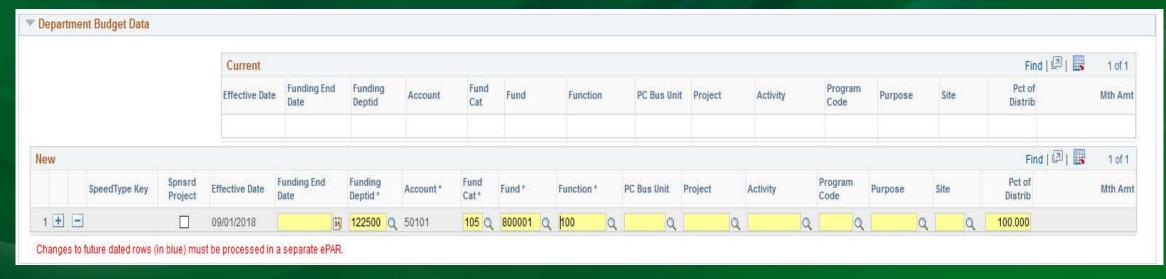
- The funding source for the position should be indicated when known.
- Ensure that funds match between source of funds and the fund listed in the Budget section of the ePAR
- When unknown, complete as shown below and make sufficient notes on the ePAR and/or attach relevant communications indicating the source of funds.
- An ABA will still need to be completed to transfer these funds to cover the position expense.





Department Budget Data

- Indicate the chart string(s) where the position will be encumbered/paid.
- More than one line can be entered if needed.
- Ensure Fund matches source of Funds (i.e. if source of funds is 800001, then department budget data must reflect fund 800001.
- Generally, the funding end date is not used.





▼ VPAA-130 - Faculty Recruitment Request		
Is this an Endowed Chair/Professor position?	₩ .ii	
Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)	€	
Anticipated Hire Date		
If requesting to post this position as open rank or multiple-rank, please enter the job code for the highest rank in the job code field above, and list all desired posting ranks here (i.e. Assistant/Associate Professor, Lecturer/Senior Lecturer/Principal Lecturer):	₩	
Search Committee Chair Name (if known)	€	
Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. Provide a general description of the field of scholarship or artistic performance and its importance to the field currently and anticipated for the foreseeable future (please attach additional documentation if needed)	ai e	
Please document the office and lab space assignments(s) for this position by building and room number(s). Additionally, please document if any additional space and/or lab requirements are needed, and if any new construction or renovations are anticipated. Attach short form from facilities for construction/renovation projects.		
How was the requested salary determined? Please attach any salary documentation used in calculation of salary. Please also include the CIP code(s) for the academic program(s) most closely associated with this position.	₩ .ai	
(If applicable) How does the targeted research program for this position complement existing research that is occurring within the college? Are there interdisciplinary research opportunities that would advance UNT's research profile?	€	
If requesting an Associate or Full Professor, provide a brief explanation of what you expect a senior person to contribute and why this rank is important to the department.	₩	
Please provide full Position Summary (i.e. Job Summary/Basic Function) for the posting. (Please note that you will not be able to edit the Position Summary and Minimum Qualifications fields after the position is created and sent to you, so please ensure this is the desired text for the final posting.)		
Please provide full Minimum Qualifications for the posting. (The search chair/initiator will be able to add Preferred Qualifications, but Minimum Qualifications cannot be edited and must be listed here.)		

Comments:

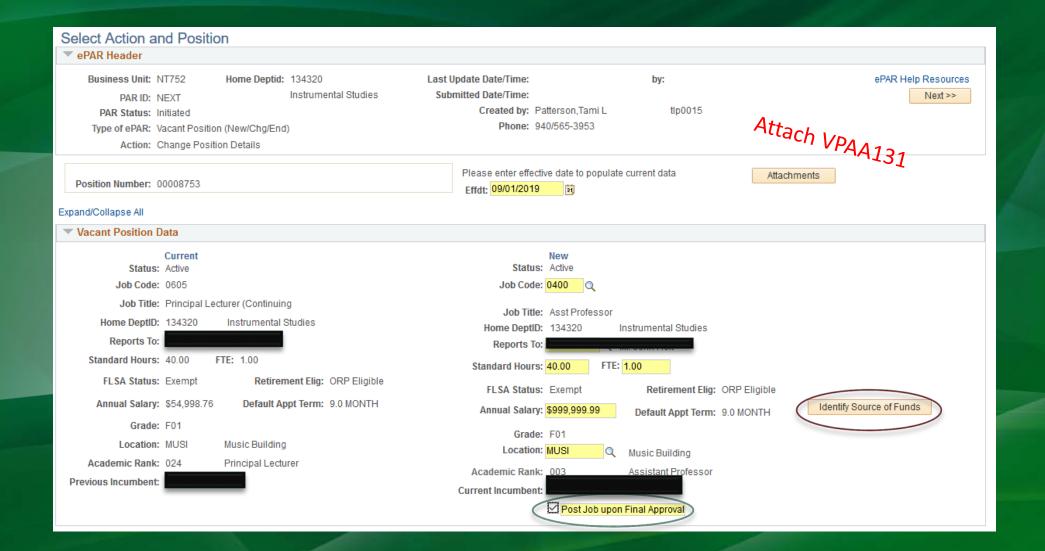


POST AN EXISTING POSITION WITH CHANGESePAR HINTS

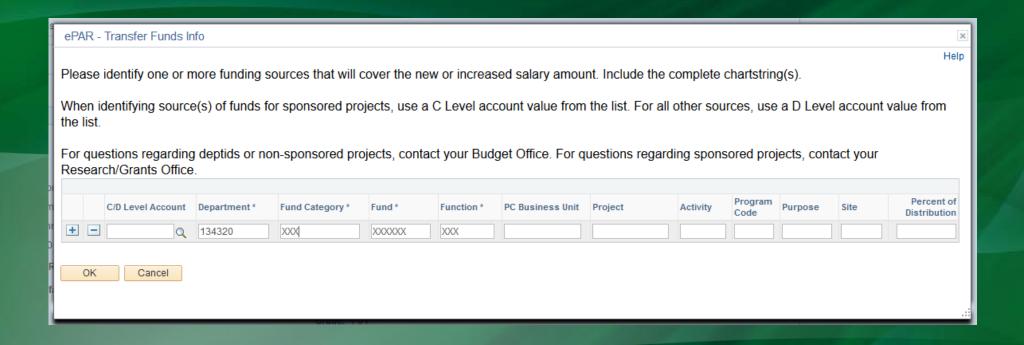
Departments will need to submit an ePAR to post an existing faculty position with changes.

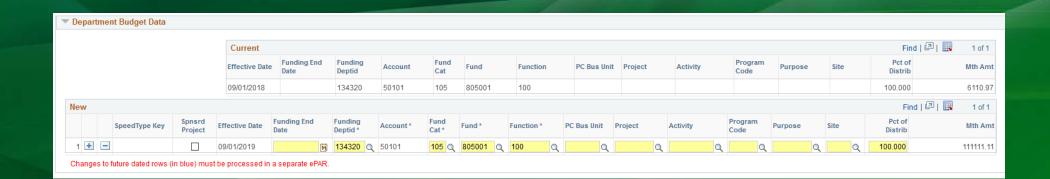
- Type of ePAR: Vacant Position/New/Chg/End
- Action: Change Position Details
- Enter position number
- Effective date: 9-1-XX (or other appropriate date the PAYROLL start date of the position)
- Enter the desired job code use highest rank if requesting multi/open rank. Be sure to use the right job code for Lecturer rank faculty who are on a multi-year appointment
- Reports to: position number of direct supervisor
- Annual Salary should be the 9 or 12 month salary.
- If salary is adjusted the Identify Source Funds box will appear
- Click on the "Post Job upon Final Approval" box to active VPAA 130 questions
- The VPAA 131 must be submitted as an attachment













▼ VPAA-130 - Faculty Recruitment Request	
Is this an Endowed Chair/Professor position?	
Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)	.:.
Anticipated Hire Date	i
If requesting to post this position as open rank or multiple-rank, please enter the job code for the highest rank in the job code field above, and list all desired posting ranks here (i.e. Assistant/Associate Professor, Lecturer/Senior Lecturer/Principal Lecturer):	.:.
Search Committee Chair Name (if known)	.:1
Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. Provide a general description of the field of scholarship or artistic performance and its importance to the field currently and anticipated for the foreseeable future (please attach additional documentation if needed)	e de la companya del companya de la companya de la companya del companya de la co
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POST AN EXISTING POSITION WITH NO CHANGES

Departments will need to create an ePAR to post an existing faculty position with NO changes.

- Type of ePAR: Post a Job
- Click the "Position (without changes) radio button
- Enter the eight digit position number
- Effective date: 9-1-XX
- The current position data will populate-no changes are allowed.
- Complete the VPAA 130 questions
- The VPAA 131 must be submitted as an attachment



Select Type of Job Positing

PAR ID: NEXT

PAR Status: Initiated

Type of ePAR: Post a Job

▼ ePAR Header

Business Unit: NT752 Home Deptid: 130320

Electrical Engineering Submitted Date/Time:

Created by: Patterson, Tami L tlp0015

by:

Phone: 940/565-3953

Last Update Date/Time:

Effdt: 09/01/2020

Attach VPAA131

ePAR Help Resources

Next >>

Position (without changes)

Position Number: 00009296 Professor

Please enter effective date to populate current data

31

Attachments

Expand/Collapse All

▼ Vacant Position Data

Current

Status: Active

Job Code: 0200

Job Title: Professor

Home DeptID: 130320 Electrical Engineering

Reports To: Shengli Fu

Standard Hours: 40.00 FTE: 1.000000

FLSA Status: Exempt Retirement Elig: ORP Eligible

Annual Salary: \$175,062.050 Default Appt Term: 9.0 MONTH

Grade: F01

Location: RP Discovery Park

Academic Rank: 001 Professor

Previous Incumbent: Varanasi, Murali R

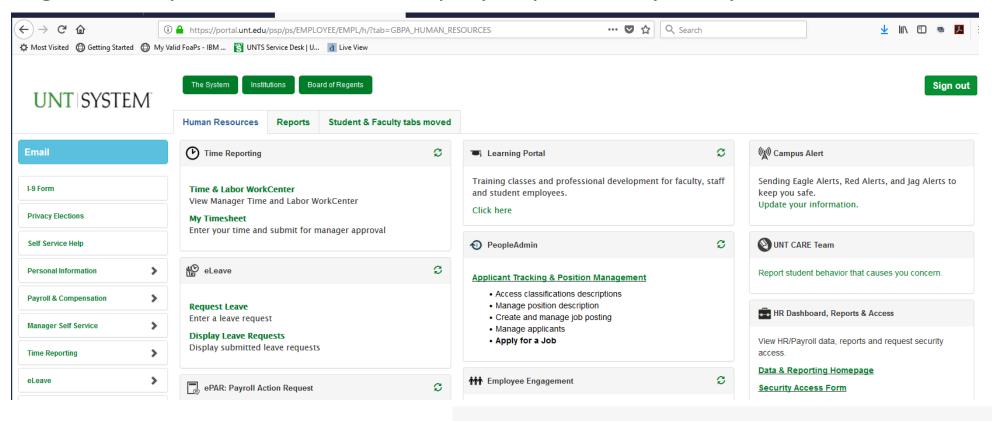


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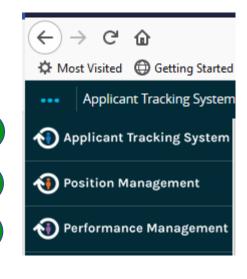


Once the position is established via ePAR, the posting is generated in PeopleAdmin.

Log into PeopleAdmin via the employee portal: my.untsystem.edu







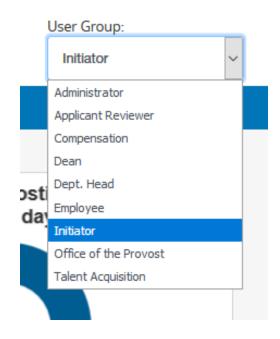
Locate where you are in the system (which module) by using the box in the upper left hand corner of the screen

Modules

- 1. Applicant Tracking
- 2. Position Management
- 3. Performance Management- staff only

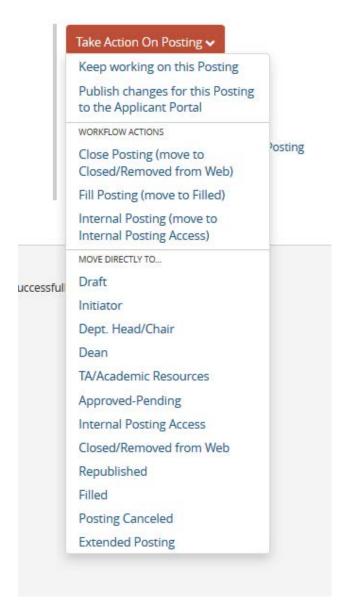


Check your User Group-this is located in the upper right hand corner of the screen and defines what you can see and do





Most of the actions you will need to take when moving a posting or applicant through the workflow process will be located in the pull down menu on the upper right hand side of the screen

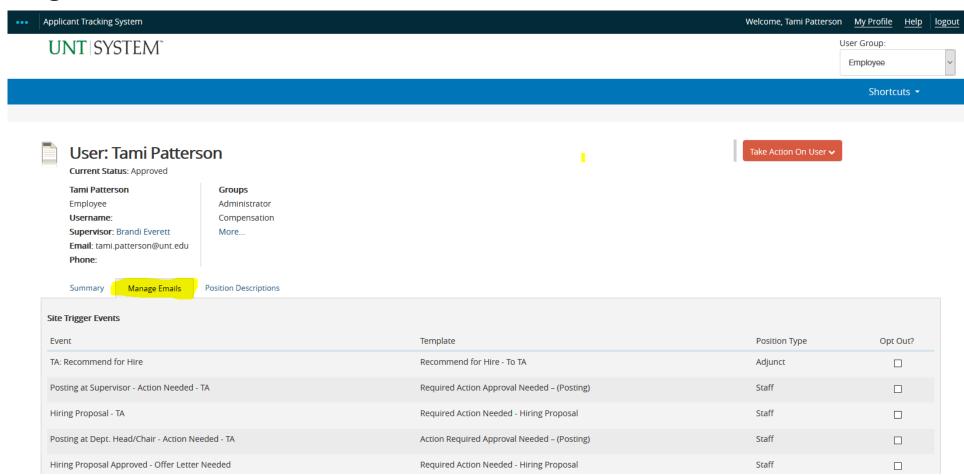


PeopleAdmin Better Talent. Better Future.



UNIVERSITY OF NORTH TEXAS*

Updating Preferences









ESTABLISHING THE POSITON IN PEOPLEADMIN

Once the position is established and approved via ePAR, Academic Resources will ensure it is established appropriately in PeopleAdmin, and then initiate the posting.

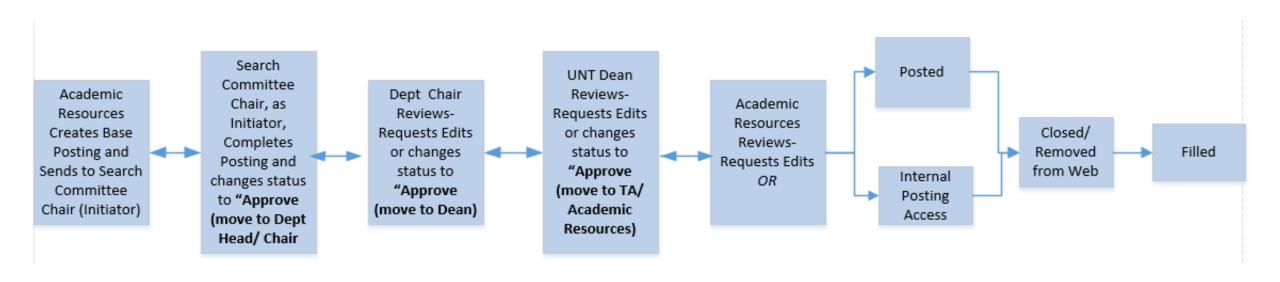
- Academic Resources will create the skeleton posting.
- Positions that are filled at the time of posting will have a "T" added to the end of the position number field.
- The Search Committee Chair Serves as Initiator for Faculty postings.
- The Search Committee Chair will edit as needed and route the posting through the electronic workflow approval process.



CREATE THE POSTING

UNIVERSITY OF NORTH TEXAS

Posting Workflow

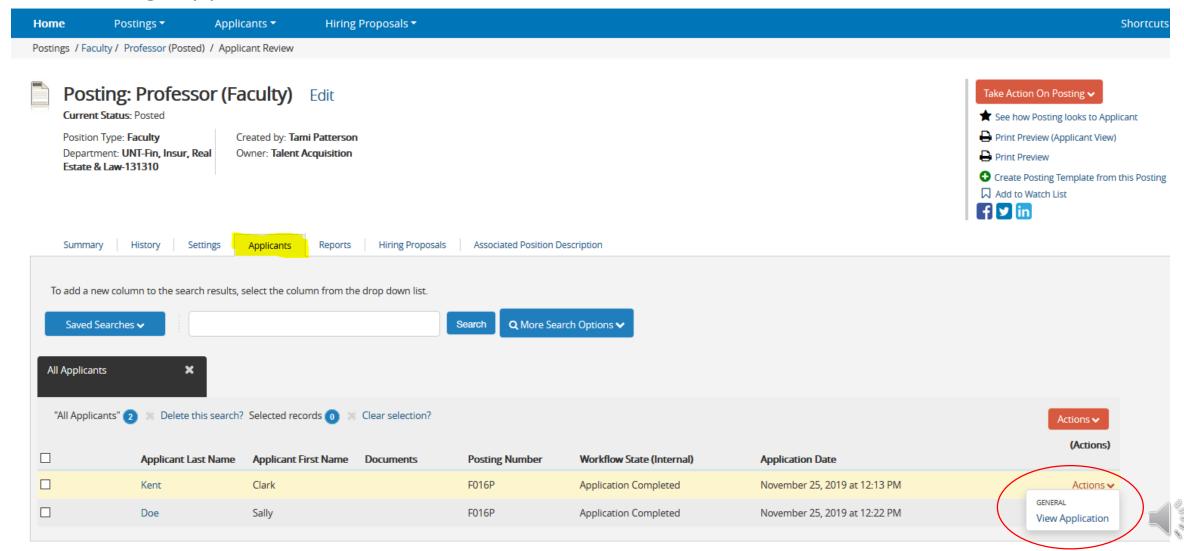


The office of Equal Opportunity continues to review posting language and search committee composition for compliance.

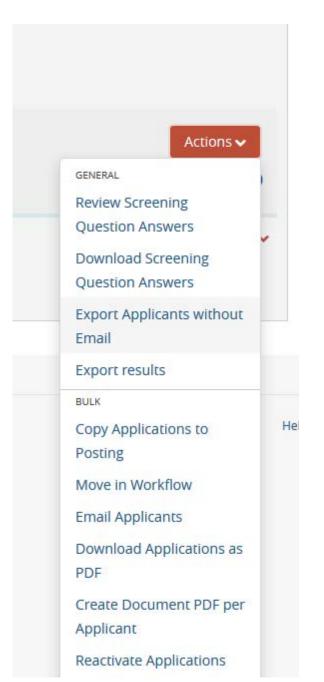




Viewing Applications



Options for reviewing candidate documents are located in the pull down underneath the "Actions" pulldown available for each candidate









To move a candidate through the workflow, use the pull down menu to locate the appropriate action.

Home Postings ▼	Applicants ▼	Hiring Proposals ▼	Shortcuts
Postings / / Cross Funct IT Suppor	rt Manager (Posted) / /	pplicant Review / Christopher Goodson Application Completed	
Job application: Christopher Goodson (Staff) Current Status: Application Completed Application form: Staff Application		Take Action On Job Application ✓ Keep working on this Job application workflow actions	
Full name: Christopher Goodsoi Address: 1234 Gods Way Heaven, TX 75155	n Created by: Ch Goodson Owner: Applica	•	Select (move to Under Review) Select (move to Not Selected - Email Now) Select (move to Not Selected - Email at Filled)
United States of America Username: Email: Christopher.goodson Phone (Primary): 123-456-7890 Phone (Secondary):)		MOVE DIRECTLY TO Draft Under Review Phone Screen
Position Type: Staff Department: UNT-University Library-Gen-141000			Interview Finalists Recommend for Hire
Summary Documents Personal Informat	History Reports		Hired Not Selected - Email Now Not Selected - Email at Filled Interviewed, Not Selected -
Contact Information	_		Email at Filled Finalist, Not Selected - No Email
Legal First Name	Christopher		Posting Canceled - Email Now System Does Not Meet Minimum Qualifications
Legal Last Name Middle Name	Goodson		Withdrawn Special Handling List



HIRING & ONBOARDING

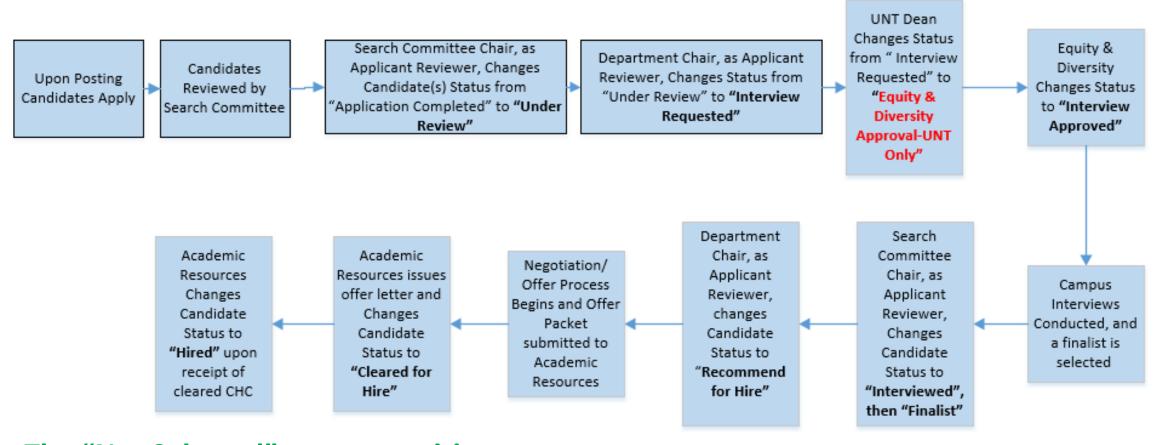


- Once the terms of an offer have necessary approvals, Academic Resources will send the letter to the candidate, and change the status of the candidate to cleared for hire.
- The current offer letter process will remain unchanged.
- The current onboarding process is currently unchanged. The implementation of a new onboarding system is coming soon.





Faculty Candidate Workflow



The "Not Selected" status requiring a reason for non-selection is still used!





Contact Us! We are here to help.

Hurley Administration Building, Suite 370 ** 940-565-2550 ** Academic.Resources@unt.edu

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Melissa Holland- 565-2673 Davelyn McCartney 940-565-3512 Chance McMillan 940-565-2138

