Hello and welcome to our training session.
On the posting of faculty positions.
We are the office of academic resources and are proud to present this information to you today.
The first thing to be aware of is that people admin was upgraded in December of 2019.

The UNT system all-inclusive with all entities of the system are now using one mobile friendly cloud based version of people admin.

This means changes to both hiring and position management. It's important for you to know and be aware that academic resources will continue to be your contact group for faculty, not just tenure track, but lecturers, research faculty, meaning research professors, and professional research positions such as research scientist and postdoctoral research associates. This also includes librarians.

It's also important that you know that the faculty searches that are still out in the old faculty job system remain active. Candidates can still see the postings and can apply.

You can review those candidates and move them through the hiring process. Those candidates will ultimately be dispensed as either hired or non-selected in the old system.

Also be aware that adjunct postings are still handled by the office of academic resources.

The adjunct postings that were existing in the old people admin 5.8 system will continue to be used for hiring through the summer of 2020 for FY20.

It's important to know that FY21 adjunct postings are now being created in the new people admin system at jobs.untsystem.edu.

We're going to talk about the process, which starts with ePar creating a posting. The recruitment process as well as hiring and onboarding.

All things start with the position. Which all begins with creating an ePAR that will be used to set the position of the way that you wish for it to be posted.

The way the position exists in UNT's EIS and PeopleSoft system must agree with what is in the people admin system. Now that the people admin system is integrated with UNT's PeopleSoft EIS system.

There is a nightly integration that is run that transfers data and data goes back and forth daily between the two systems.

So the position must look the same when it's when the posting is created in people admin. There are three scenarios for creating a faculty posting. One is when you are creating a new position, one is when you were posting a position that is already existing, but changes need to be made and the 3rd.

Scenario is one that is not commonly used in the world of but no changes are necessary. Even though no changes are necessary, the ePAR is still necessary, even though it's not required for staff postings.
Because the information that is required. In order to post, the position is gathered via ePAR The first scenario is creating a new position will go through the ePAR steps fairly quickly because the ePAR's that are required have not changed.

So the type of ePAR that is created is a vacant position new change. Then the action is a new position faculty slash grad. You must enter the effective date.

And then the desired job code is required if you are requesting to post at multi or open rank, be sure that you use the right job code.

So that the highest rank requested is reflected. Also be aware that when you were requesting to post a lecturer position that the designation as to whether or not that position is continuing is also critical.

You need the position number of the direct supervisor, which is typically a department chair and the salary including the source of funds and you will need to click the post upon final approval box.

In all sorts of these scenarios, the VPAA 131 one must be submitted as an attachment.

On this slide you see the top part of the ePAR and you notice that there is a reminder to attach the VPAA 131 form that you will need to identify the source of funds, and you will need to check the post job on final approval box.

The source of funds box that you saw on the previous slide or caused this pop up box to open. It will require you to enter the chart string.

If the chart string is unknown, you can enter information, as you see in this illustration.

Please be aware that the funds must match between the source of phones and the funds listed in the budget section of the airport.

You'll still need to do an ABA, to transfer funds to cover the position expense.

In the Department budget data section of the ePAR you will need to indicate the complete chart string as well as the distribution percentage.

Make sure that the fund matches the source of funds from the previous box.

Generally, you do not need to add a funding end date. The checking of the post job upon final approval box causes the VPA 130 questions to open.

You will notice that there are several new questions that have been added or will be added into the production side very soon.

These questions have changed so that we can gather all of the information that is needed to create the job posting and get it created and sent to you more quickly.

The rest of the questions haven't changed. Please be sure that you remember to indicate all ranks that you wish to recruit for, and remember the job code of the highest rank for the job category you're recruiting for should be used in the top section of the ePAR

When you wish to post an existing position with changes, you'll use a vacant position, new change, end with an action of change position details, you'll enter the position number, the effective date and again the desired job code with the same parameters that were just discussed.

Again, you'll need the position number of the direct supervisor and the salary and the source of funds, and again you'll click the post job upon final approval box and attach the VPAA 131.

Again, on the top portion you'll attach it reminds you to attach the VPA 131, identify the source of funds and click the post job upon final approval.

Again, the funding identify funding source will come up and require the entry of a funding source which it should and the funds need to agree with what's entered into the Department budget.

The VPA 130 questions are identical to the first example.

When you wish to post an existing position with no changes and by no, that means no changes whatsoever, you'll use the type of ePAR, post a job and then you will click the radio button that you'll see that says. Without changes, you'll enter the position number and the effective date.

And again. You will have to complete the 130 questions, and the 131 must be attached.

On this screen you will notice that on the right hand side of the screen there is no current and new because changes are not allowed.

However the position is established. That's what will come up.

The 130 questions are identical to the previous two examples.

So now that the position has been set up via ePAR now.

It's time to get the posting created in people admin. So we'll talk about some people admin basics.

To log into the people admin system, you will go to the employee portal my.untsystem.edu.

You'll notice that in the middle column toward the top of the middle column you will see an option that says applicant tracking imposition management.

When you click on that, you'll be asked to enter your UNT EUID and password to log you into the system.

Once logged in in the upper left hand corner of the screen you'll need to pay attention to which one of the modules of the people admin system you are in.

UNT has purchased three of the modules available through people admin. The first is the applicant tracking system, the second is positioned management and the 3rd is performance management.

The performance management module will only be used for staff performance management for faculty will continue to be done through the faculty information system, so for purposes of faculty hiring, you will need to be logged in and select the applicant tracking system.

Then in the upper right hand side of the screen, you'll notice that there is a field that says user group. When you use a pull down menu, you'll see which user groups are available to you.

According to your role and your purpose. Most of the actions that you need to take when you want to move a posting or candidate through the electronic workflow process will be located in the pull down menu that you'll see toward the upper right hand side of the screen under the take action.

You'll also notice that in the upper part of the screen there's a black bar that has a my profile option toward the right hand side. That my profile option will allow you to review how your account is set up and allow you to manage email preferences so that you can select which emails you do and do not wish to receive from the system.

So once the position is established, an approved via the ePAR. Academic resources will make sure that everything is established appropriately, in people admin and then we will initiate the posting for you.

Academic resources creates a skeleton posting.
Positions that are filled at the time that a posting is created you will have a T added to the end of the position number field.
This is so that during the transfer of data that goes back and forth between people admin and PeopleSoft that incumbents who are currently in position do not have their data overwritten

It's important for a search committee chair to know that they are going to serve as the initiator for faculty postings.

The search committee chair is going to edit the posting as needed and route it through the process. As they've done before.

This screen shows the posting workflow. Academic resources creates the posting and sends to the search committee chair the search committee chair under the user group initiator completes the posting and changes the status to approve, move to Department Chair.

Department chair reviews and then either request edits or changes to the posting.

And then will change the status to approve moved to Dean.

The Dean reviews and then either request edits or changes status to approve, move to TA academic resources.

Academic resources, reviews and requests edits to the posting or moves it to a posted status or an internal posting access status.

The posting will then be moved later on into a closed slash removed from web status and then ultimately into a field status.

It's important to note that once a posting is active, the Office of equal opportunity will review the posting language. And search committee composition for compliance and they will contact the search committee chair if there are any difficulties or concerns with the posting.

When viewing applications.

Once logged in and you click on the posting that you have access to. You will click on the applicant tab. And then you will notice that there is a pull down menu as you see in the bottom right hand side of the screen. That allows you to view the application.

Once a candidate has been selected, the terms of the offer have received their necessary approvals. At that point. Academic resources will send the offer letter to the candidate and change the status of the candidate to cleared for hire.

The current offer letter process remains unchanged. The current onboarding process will change soon.

The UNT system is working on the implementation of a new onboarding system which will be online soon.

This slide shows the faculty, candidate workflow, so this is the workflow for a candidate from beginning, to the point of higher.

Once the position is posted, candidates can begin to apply. Candidates are then reviewed by the search committee, and then the search committee chair, who will have the role at this point of applicant reviewer, changes the candidate status from application completed to the status of under review.

Then The Department chair who will be logged in with the user group of applicant reviewer changes the status from under review to interview requested.

Once that happens, the Dean will change the status from interview requested to equity and diversity approval UNT only.

Equity and diversity will then review the applicant pool and change the status to interview approved.

Once that occurs, campus interviews are conducted and a finalist is selected.

The search committee chair again, as applicant reviewer, will change the candidate status to interviewed and then to finalist.

The department chairs applicant reviewer will then change the status to recommend for hire.

At that point, the negotiation and offer process will begin, ultimately resulting in the offer packet being submitted to the office of academic resources.

Once academic resources issues the offer letter, which will be done upon approvals from all required parties. We will change the status of the candidate to cleared for hire.

Then once a criminal history check is received back with a clear result. Academic resources will change the candidate status to hired.

It's important to note that search committee chairs will still be responsible for giving candidates a final disposition, including a reason for non-selection.

All candidates will have a reason that they were not selected.

This screen shows our contact information. We want you to know that we are available and will help you. However we can.

The ultimate goal is for you to find the best faculty member possible and we are here to assist you in achieving that goal. Please give us a call or email anytime that we can help.

Thank you for your time today.