New Academic ePAR Transactions

• Faculty Positions
  o Creating and posting new positions
  o Posting existing positions (with and without changes)
  o Changing or ending vacant positions

• Salaried Graduate Positions (positions that begin with “A”)
  o Creating new positions
  o Transferring positions between departments or colleges
  o Ending positions

• Adjuncts, Adjunct Assistants, ESL Adjuncts, and PHD Student Mentors
  o Creating new job postings
Creating and posting new faculty positions

ePAR now takes the place of the VPAA 130 form. 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
• 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.
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.
Posting Questions

- Similar questions to VPAA-130
- Question 3 relates to term limits for non-tenure track faculty (i.e. a 3 year Lecturer)
- Question 4 refers to multiple rank jobs
- Be sure to include the relevant CIP code for the position for matching to external market salary data.
<table>
<thead>
<tr>
<th><strong>VPAA-130 - Faculty Recruitment Request</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is this an Endowed Chair/Professor position?</strong></td>
</tr>
<tr>
<td><strong>Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)</strong></td>
</tr>
<tr>
<td><strong>Anticipated Hire Date</strong></td>
</tr>
<tr>
<td><strong>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)</strong></td>
</tr>
<tr>
<td><strong>Search Committee Chair Name (if known)</strong></td>
</tr>
<tr>
<td><strong>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)</strong></td>
</tr>
<tr>
<td><strong>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/remodel projects.</strong></td>
</tr>
<tr>
<td><strong>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.</strong></td>
</tr>
<tr>
<td><strong>(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?</strong></td>
</tr>
<tr>
<td><strong>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.</strong></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
</tr>
<tr>
<td>254 characters remaining</td>
</tr>
</tbody>
</table>
Posting 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**
Attach VPAA131

Select Type of Job Positioning

- Position (without changes)
- Non-Position Salaried
- Non-Position Hourly

Vacant Position Data

- Status: Active
- Job Code: 0504
- Job Title: Senior Lecturer (Continuing)
- Home DeptID: 134320
- Instrumental Studies
- Reports To: 000008305 Mr. John Holt
- Standard Hours: 20.00 FTE: 0.500000
- FLSA Status: Exempt
- Retirement Elig: ORP Eligible
- Annual Salary: $24,495.850
- Default Appt Term: 9.0 MONTH
- Grade: F01
- Location: MUSI Music Building
- Academic Rank: 025 Senior Lecturer
- Previous Incumbent: Gordon, Adam
<table>
<thead>
<tr>
<th>Field</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this an Endowed Chair/Professor position?</td>
<td></td>
</tr>
<tr>
<td>Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)</td>
<td></td>
</tr>
<tr>
<td>Anticipated Hire Date</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
</tr>
<tr>
<td>Search Committee Chair Name (if known)</td>
<td></td>
</tr>
<tr>
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</tr>
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<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

254 characters remaining
Posting an existing position with changes

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
- The VPAA 131 must be submitted as an attachment
<table>
<thead>
<tr>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Active</td>
<td>Status: Active</td>
</tr>
<tr>
<td>Job Code: 0605</td>
<td>Job Code: 0400</td>
</tr>
<tr>
<td>Job Title: Principal Lecturer (Continuing)</td>
<td>Job Title: Asst Professor</td>
</tr>
<tr>
<td>Home Dept: 134320 Instrumental Studies</td>
<td>Home Dept: 134320 Instrumental Studies</td>
</tr>
<tr>
<td>Reports To: [redacted] Mr. John Holt</td>
<td>Reports To: [redacted] Mr. John Holt</td>
</tr>
<tr>
<td>Standard Hours: 40.00 FTE: 1.00</td>
<td>Standard Hours: 40.00 FTE: 1.00</td>
</tr>
<tr>
<td>FLSA Status: Exempt Retirement Elig: ORP Eligible</td>
<td>FLSA Status: Exempt Retirement Elig: ORP Eligible</td>
</tr>
<tr>
<td>Annual Salary: $54,998.70 Default App Term: 9.0 MONTH</td>
<td>Annual Salary: $999,999.99 Default App Term: 9.0 MONTH</td>
</tr>
<tr>
<td>Grade: F01</td>
<td>Grade: F01</td>
</tr>
<tr>
<td>Location: MUSI Music Building</td>
<td>Location: MUSI Music Building</td>
</tr>
<tr>
<td>Academic Rank: 024 Principal Lecturer</td>
<td>Academic Rank: 003 Assistant Professor</td>
</tr>
</tbody>
</table>

Previous Incumbent: [redacted] Principal Lecturer

Current Incumbent: [redacted] Assistant Professor

Attach VPAA131

Identify Source of Funds

Post Job upon Final Approval
Please identify one or more funding sources that will cover the new or increased salary amount. Include the complete chartstring(s).

When identifying source(s) of funds for sponsored projects, use a C Level account value from the list. For all other sources, use a D Level account value from the list.

For questions regarding depletions or non-sponsored projects, contact your Budget Office. For questions regarding sponsored projects, contact your Research/Grants Office.

Changes to future dated rows (in blue) must be processed in a separate ePAR.
### VPAA-130 - Faculty Recruitment Request

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

254 characters remaining
Changes for hiring a faculty member into a position

- Complete ePARs for hiring faculty as an Employee Transaction, then select Action: Hire Reason: Hire-Salaried/Task
- New - Enter the SIN (system identification number) from PeopleAdmin as the requisition number
- New - The completed VPAA 132 which replaces page 3 of the VPAA-130, needs to be submitted with the offer letter packet.

**Select Action and Employee**

**ePAR Header**
- Business Unit: NT752
- Home Dept.: 121100 Biological Sciences
- Last Update Date/Time: 0000-00-00
- Submitted Date/Time: 0000-00-00
- Created by: Patterson, Tami L
- Phone: 940/565-3953
- Tip: 0015

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Rcbt</th>
<th>Name</th>
<th>Effd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10037116</td>
<td>0</td>
<td>Patterson, Tami L</td>
<td>06/01/2018</td>
</tr>
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</table>

**Job Data**

<table>
<thead>
<tr>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Dept.:</td>
<td>121100 Biological Sciences</td>
</tr>
<tr>
<td>Position Number:</td>
<td>00000405</td>
</tr>
<tr>
<td>Employee Status:</td>
<td>Active</td>
</tr>
<tr>
<td>Job Code:</td>
<td>0400 Asst Professor</td>
</tr>
<tr>
<td>Location:</td>
<td>BIOL</td>
</tr>
<tr>
<td>Salary Grade:</td>
<td>F01</td>
</tr>
<tr>
<td>Std. Weekly Hours:</td>
<td>40.00</td>
</tr>
<tr>
<td>FTE:</td>
<td>1.00</td>
</tr>
<tr>
<td>Annual Rate:</td>
<td>$89,998.20</td>
</tr>
<tr>
<td>Monthly Rate:</td>
<td>$9,899.80</td>
</tr>
</tbody>
</table>

- Reports to Supv ID: 
- Requisition #: 8002042
- Webclock/Deduction Punch
- Additional Changes Needed
Departments will need to submit an ePAR to end a vacant position when the department/college no longer wants to utilize this position for a future hire. Please consult with Academic Resources before ending a faculty position.

- Type of ePAR: Vacant Position/New/Chg/End
- Action: End Position (permanent)
- Enter the position number
- Enter the effective date
- The status will change to “Inactive”
- Please detail the reason for needing to end the position in comments
**Select Action and Position**

- **Business Unit:** NT752
- **Home Dept:** 138000
- **Last Update Date/Time:**
- **Created by:** Patterson, Tami L
- **Submitted Date/Time:**
- **Phone:** 940/565-3953
- **Submitted Date/Time:**
- **Attachments:**

**Type of ePAR:** Vacant Position (New/Chg/End)
**Action:** End Position (permanent)

**Position Number:** 00006158

**Vacant Position Data**

**Current**
- **Status:** Active
- **Job Code:** 0300
- **Job Title:** Assoc Professor
- **Home Dept:** 138000
- **Reports To:** Dr. James Mueller
- **Standard Hours:** 40.00
- **FTE:** 1.00
- **FLSA Status:** Exempt
- **Retirement Elig:** ORP Eligible
- **Annual Salary:**
- **Grade:** F01
- **Min:** $13,624
- **Mid:** $256,812
- **Max:** $500,000
- **Location:** GAB
- **Previous Incumbent:**

**New**
- **Status:** Inactive
- **Job Code:** 0300
- **Job Title:** Assoc Professor
- **Home Dept:** 138000
- **Reports To:** Dr. James Mueller
- **Standard Hours:** 40.00
- **FTE:** 1.00
- **FLSA Status:** Exempt
- **Retirement Elig:** ORP Eligible
- **Annual Salary:**
- **Grade:** F01
- **Min:** $13,624
- **Mid:** $256,812
- **Max:** $500,000
- **Location:** GAB
- **Current Incumbent:** Vacant
Departments will need to submit an ePAR to place a vacant position in suspense. This is rarely used for faculty positions unless they are funded from a non-central source of funds.

Tips for creating the e-PAR:
• Type of ePAR: Vacant Position/New/Chg/End
• Action: Change Position Details (temp)
• Enter the position number
• Enter the effective date
• Add an end date to each row of funding in the Department Budget Data section
Select Action and Position

ePAR Header
- Business Unit: NT752
- Home Dept: 121100
- Biological Sciences
- Last Update Date/Time:
- Submitted Date/Time:
- Created by: Patterson, Tami L
- Phone: 940/655-3953
- PAR ID: NEXT
- PAR Status: Initiated
- Type of ePAR: Vacant Position (New/Chg/End)
- Action: Change Position Details

Position Number: 00011892
- Postdoctoral Research Assoc
- Effective: 10/31/2018

Vacant Position Data
- Current Status: Active
- Job Code: 1339
- Job Title: Postdoctoral Research Assoc
- Home Dept: 121100
- Biological Sciences
- Reports To: 00006
- Jyoti Shah
- Standard Hours: 40.00
- FTE: 1.00
- FLSA Status: Exempt
- Retirement Elig: ORP Eligible
- Annual Salary: $47,500.08
- Default Appt Term: 12 MONTH
- Grade: N01
- Location: BIOL
- Biology Building
- Academic Rank: Previous Incumbent

New Status: Active
- Job Code: 1339
- Job Title: Postdoctoral Research Assoc
- Home Dept: 121100
- Biological Sciences
- Reports To: 00006
- Jyoti Shah
- Standard Hours: 40.00
- FTE: 1.00
- FLSA Status: Exempt
- Retirement Elig: ORP Eligible
- Annual Salary: $47,500.08
- Default Appt Term: 12 MONTH
- Grade: N01
- Location: BIOL
- Biology Building
- Academic Rank: Current Incumbent
- Post Job upon Final Approval
<table>
<thead>
<tr>
<th>Speed/Type Key</th>
<th>Spand Project</th>
<th>Effective Date</th>
<th>Funding End Date</th>
<th>Funding Dept Id</th>
<th>Account</th>
<th>Fund Cat</th>
<th>Fund</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Pet of Distrib</th>
<th>Mth Amt</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>09/12/2018</td>
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<td>121100</td>
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<td>100000</td>
<td>3958.34</td>
</tr>
</tbody>
</table>

Changes to future dated rows (in blue) must be processed in a separate ePAP.

Comments:

254 characters remaining
Salaried Graduate Positions (positions that begin with “A”)

- Creating new positions
- Transferring positions between departments or colleges
- Ending positions
Creating new positions

Departments will need to submit an ePAR to create a new salaried graduate student *position*.

Tips for creating the e-PAR:
- **Type of ePAR:** Vacant Position/New/Chg/End
- **Action:** New Position-Faculty/Grad
- **Effective date:** 9-1-XX (or other appropriate position start date)
- **Enter the desired job code:** if unknown, use 0812 (TA Level II)
- **The Standard hours and FTE will default**
- **Reports to:** position number of direct supervisor
- **Annual Salary** should be the *9 month 25% salary*.
  - When annual salary is entered you will need to identify the source of funds.
- **Click the “Check this box for “A” at the beginning of the Position Nbr” box**
### Vacant Position Data

**New**
- **Status**: Active
- **Job Code**: 0812
- **Job Title**: Teaching Assistant L2
- **Home DeptId**: 134330
- **Reports To**: [Redacted]
- **Standard Hours**: 10.00 FTE: 0.25
- **FLSA Status**: Exempt
- **Retirement Elig**: Not Retirement Eligible
- **Annual Salary**: $6,400.00
- **Default Appt Term**: 0.0 MONTH
- **Grade**: F01
- **Location**: MUSI

**Check this for "A" at the beginning of Position NR**
- **Graduate Student Position**

**Identify Source of Funds**
Please identify one or more funding sources that will cover the new or increased salary amount. Include the complete chartstring(s).

When identifying source(s) of funds for sponsored projects, use a C Level account value from the list. For all other sources, use a D Level account value from the list.

For questions regarding depts or non-sponsored projects, contact your Budget Office. For questions regarding sponsored projects, contact your Research/Grants Office.

<table>
<thead>
<tr>
<th>C/D Level Account</th>
<th>Department *</th>
<th>Fund Category *</th>
<th>Fund *</th>
<th>Function *</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Percent of Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>134330</td>
<td>200</td>
<td>830001</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OK  Cancel

Changes to future dated rows (in blue) must be processed in a separate ePAR.
Transferring positions between departments or colleges

Departments will need to submit an ePAR to transfer a salaried graduate student (beginning with “A”) position between departments or colleges. Note: The Receiving department will need to initiate the ePAR.

Tips for creating the e-PAR:
• Type of ePAR: Vacant Position/New/Chg/End
• Action: New Transfer Position from Dept/UNTS
• Enter the position number
• Enter the Transfer From Department
• Effective date: 9-1-XX (or other appropriate effective date)
• Reports to: position number of new direct supervisor
• Annual Salary should be the 9 month salary.
• Do NOT Click on the “Post Job upon Final Approval” box
Select Action and Position

ePAR Header

Business Unit: NT752  Home Dept: 136310  Last Update Date/Time:  
PAR ID: NEXT  Last Submitted Date/Time:  
PAR Status: Initiated  Created by: Patterson, Tami L  
Type of ePAR: Vacant Position (New/Chg/End)  Phone: 940/565-3953  
Action: Tmsfr Position frm Dept/UNTS

Position Number: A0800100  Teaching Assistant L2

Please enter effective date to populate current data

Effect: 09/01/2019

Attachments

Expand/Collapse All

Vacant Position Data

Current

Status: Active
Job Code: 0812
Job Title: Teaching Assistant L2
Home Dept: 130330  Foundations
Reports To: John Ligon
Standard Hours: 10.00  FTE: 0.25
FLSA Status: Exempt
Retirement Elig: Not Retirement Eligible
Annual Salary: $6,615.99  Default Appt Term: 9.0 MONTH
Grade: F01
Location: MAIN  UNT Main Campus
Academic Rank: 
Previous Incumbent: Bettyjohn, Johanna Mari

New

Status: Active
Job Code: 0812
Job Title: Teaching Assistant L2
Home Dept: 136310  Design
Reports To: John Ligon
Standard Hours: 10.00  FTE: 0.25
FLSA Status: Exempt
Retirement Elig: Not Retirement Eligible
Annual Salary: $6,615.99  Default Appt Term: 9.0 MONTH
Grade: F01
Location: MAIN  UNT Main Campus
Academic Rank: 
Current Incumbent: Vacant

Post Job upon Final Approval

Department Budget Data

Current

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Funding Start Date</th>
<th>Funding End Date</th>
<th>Funding Dept</th>
<th>Account</th>
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<th>Mthd</th>
<th>Pct of Distribution</th>
<th>Mthd</th>
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</thead>
<tbody>
<tr>
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<td>830001</td>
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Changes to future dated rows (in blue) must be processed in a separate ePAR.
Ending Positions

Departments will need to submit an ePAR to end a salaried graduate student position. Please consult with Academic Resources before ending graduate positions.

Tips for creating the e-PAR:
• Type of ePAR: Vacant Position/New/Chg/End
• Action: End Position (permanent)
• Enter the position number
• Effective date: 9-1-XX
• Enter comments explaining the reason for ending the position.
### Current Position Data

- **Status:** Active  
- **Job Code:** 0812  
- **Job Title:** Teaching Assistant L2  
- **Home DeptID:** 136330  
- **Reports To:** [Redacted]  
- **Standard Hours:** 10.00  
- **FLSA Status:** Exempt  
- **Annual Salary:** $6,815,990  
- **Grade:** F01  
- **Location:** MAIN  
- **Previous Incumbent:** [Redacted]

### New Position Data

- **Status:** Inactive  
- **Job Code:** 0812  
- **Job Title:** Teaching Assistant L2  
- **Home DeptID:** 136330  
- **Reports To:** [Redacted]  
- **Standard Hours:** 10.00  
- **FLSA Status:** Exempt  
- **Annual Salary:** $6,615,990  
- **Grade:** F01  
- **Location:** MAIN  

### Comments

254 characters remaining
Adjuncts, Adjunct Assistants, ESL Adjuncts, and PHD Student Mentors

- Creating new job postings
Creating new job postings

Departments will need to submit an ePAR to create a new Adjunct, Adjunct Assistant, ESL Adjunct, or PHD Student Mentor job posting.

Tips for creating the e-PAR:
- Type of ePAR: Post a Job
- Select the “Non-Position Salaried” radio button
- Effective date: 9-1-XX (or other appropriate start date)
- Enter the desired job code (0700, 0703, 0710, 0770)
- Reports to: position number of direct supervisor
- Enter 10 for standard hours or an FTE of .25
- Click “External” for posting option
- Click “Other” for work schedule
- Enter the Monthly rate and select 4.5 month for Appointment Term
- Enter the employee ID of the hiring manager
- Attach the newly revised Adjunct Instructor Recruitment Request Form
Select Type of Job Positing

- Business Unit: NT752
- Home Dept: 132320
- Type of epAR: Post a Job
- Last Update Date/Time:
- Submitted Date/Time:
- Created by: Patterson, Tami L
- Phone: 940-565-3953

Select one of the following:
- Position (without changes)
- Non-Position Salaried
- Non-Position Hourly

Please enter effective date to populate current data:
- Effit: 09/01/2019

Non-Position Salaried

- New Job Code: 0700
- Job Title: Adjunct Faculty
- Home DeptID: 132320
- Reports To: 000036294
- Standard Hours: 10.00
- FLSA Status: Exempt
- Default AppT Term: 4.5 MONTH
- Location: PEB

Attachments
Submit request through ePAR using the following steps: Go to “Add a new ePAR.” Enter department organizational ID#. Select “Post a Job” and then “Add.” Then choose the radio button “Non-Position Salaried.” Complete ePAR. For appointment term under Job Posting Instructions, select 4.5 month. Attach this form to the ePAR prior to submission. Postings will remain open on the faculty jobs site for the fiscal year: fall, spring, and summer.

Anticipated Courses or Work Assignment (need not be all inclusive):

Minimum Requirements:

Preferred Qualifications (i.e. regarding areas of expertise, academic credentials, teaching experience, etc.):

Please check any question(s) you would like to include:

☐ Of the courses listed, which are you interested in teaching?
☐ Describe your related teaching/and or research experience and expertise.
☐ Which semester(s) do you wish to be considered for? Fall, Spring, Summer, or Combination?
☐ Have you ever been employed by the University of North Texas? If so, in what capacity and last semester employed?
☐ How many courses do you wish to teach? One, two, three or more?
☐ What is your schedule availability? Days/Nights; Days of the Week; Location (e.g. Frisco, online courses, etc.)

Additional questions you would like to include, if any:
Helpful Hints

✓ Remember - Comments Are Your Friend!! Please describe the action(s) you are taking on the ePAR. If you have notes about source of funds, please include them.
✓ Ensure all needed attachments are included.
✓ Check the workflows – if they look unusual, please give us a call.
✓ All new Salaried Graduate Student positions will begin with A2XXXXXX.

https://vpaa.unt.edu/sites/default/files/legacy/provost/VPAA-131.xlsx
More Helpful Hints

✓ In addition to regular faculty job codes, the following job types are included in the “faculty” realm of ePARS. The workflows may be different for these positions since they may use staff funding and they will not have the same questions open up on the job posting section. Also, you will need to attach a UPO-31:
  - Academic Administrators (Deans, Associate Deans)
  - All Librarian titles/job codes
  - ESL Instructor
  - Research Scientist/Professor/Postdoc

▪ When requesting a Search Waiver
  - Be sure to attach documented approval of the waiver by the Vice President of Institutional Equity & Diversity and Provost.
  - You must check the “Post Job Upon Final Approval” box.

▪ Positions do not have to be vacant to create a job posting. We do request that a copy of the incumbent’s resignation letter be attached.
Faculty, Graduate Student and Adjunct appointments and positions:

- Melinda Lilly- melinda.lilly@unt.edu, ext. 3951 (New & Existing Faculty)
- Tami Patterson – tami.patterson@unt.edu, ext. 3953 (Salaried Graduate Student Information, Summer Faculty appointments, Staff, additional pay items)
- Abby Ogenche – abby.ogenche@unt.edu, ext 2138 (Adjuncts)
- Davelyn McCartney- davelyn.mccartney@unt.edu, ext 3512 (Salaried Grad ePAR’s)
- Melissa DeLozier Holland, melissa.delozier@unt.edu, ext 2693 (New Faculty onboarding and records)
THANK YOU