Quick Reference Guide: Creating a Faculty Position Description

Instructions: Use the following steps to create a faculty position description.

Beginning Position Description Request

1. Log on to PeopleAdmin 7
2. Click on Position Management module

3. Click on Position Descriptions, and Select Faculty

4. Click on Create New Position Description

5. Select New Position Description as the position request you would like to start
6. Enter the **Working Title** of the desired position
7. Select the appropriate **College/Division** from the drop down menu
8. Select the appropriate **Unit** from the drop down menu
9. Click on **Start Position Request**

![New Position Description](image)

**Completing the Position Request Form**

1. Select the classification from the Approved Classifications table, click **Save**, and click **Next**.

![Classifications - Filter these results](image)

*Note: The menu on the left hand side of the screen shows each section, and the section of the position description you are working in will not have a checkmark. To move to another section, simply click on the title bar.*
2. Enter the Position Details by completing the appropriate fields, and click **Next**

![Position Information](image)

3. **Add Job Duties**
   a. Click on **Add Job Duties Entry**, select the type of duty (Instruction, Research, Service, or Administrative)
   b. Complete information for each applicable duty area
   c. This includes percentage of total time, whether or not the duty is essential, and specific responsibilities. Click on **Add Job Duties Entry** to add additional job duties

![Add Job Duties Entry](image)
d. Check entries to ensure that the Percent of Total Time equals 100

e. Click **Next** when all job duties have been added

4. Select the appropriate entry for the **Working Conditions** (Physical Conditions and Demands/Deadlines).

5. Enter the Essential Functions – Physical Demands.

   **Note:** For more detailed information, see Essential Duties and Physical Demands.

6. Select the yes/no from the drop down menus for Red Flag Training, MVR Check, Background Checks, Criminal Background, Financial, and Substance Abuse Testing. Click **Next**.

7. Enter Budget Information and indicate if this position is a Provisional Position. If yes, complete the information for Provisional Positions. Click **Next**.
8. Review the Summary information. Click Edit to make any changes.

9. Next, click Take Action on Position Request. Select the appropriate action to move the Position Description through the approval process.

**Note:** After moving the position, you should see a green bar appear at the top of the page. A green bar means the Position Description has successfully been routed for review. The status will also change from draft to the appropriate workflow step. If you see a red bar the action you were trying to take was unsuccessful, go back and review the noted sections.