

Quick Reference Guide: Creating a Faculty Position Description

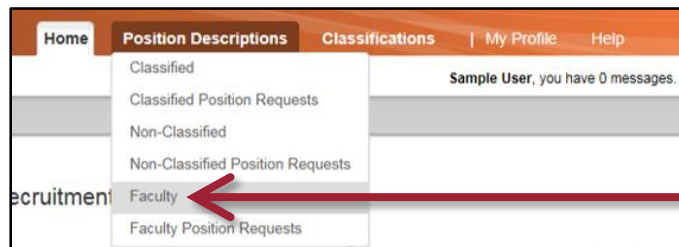
Instructions: Use the following steps to create a faculty position description.

Beginning Position Description Request

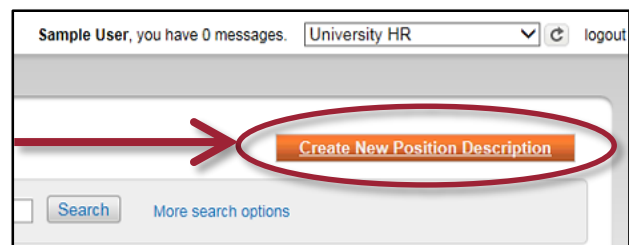
1. Log on to PeopleAdmin 7
2. Click on **Position Management** module



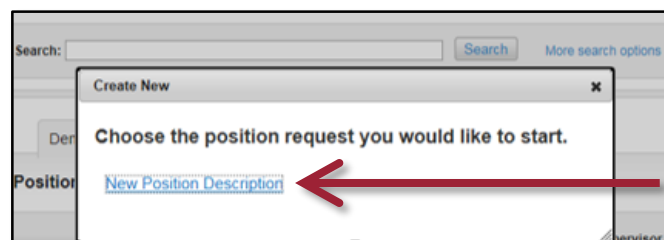
3. Click on **Position Descriptions**,
and Select **Faculty**



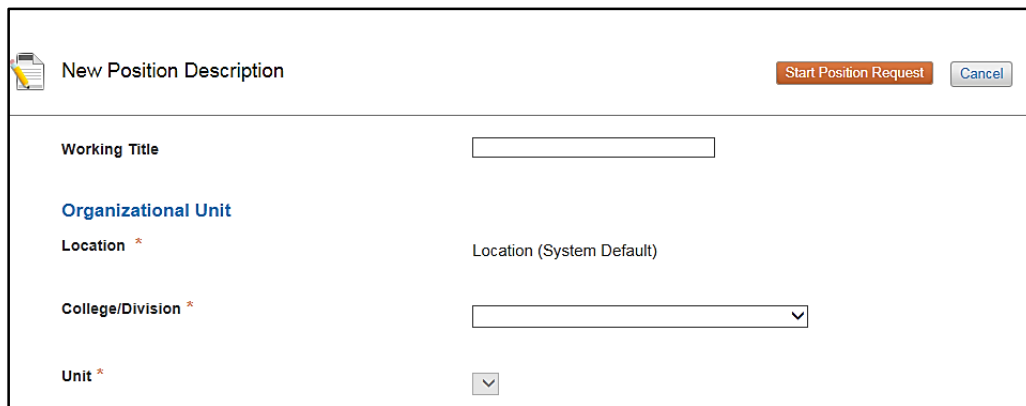
4. Click on **Create New Position
Description**



5. Select **New Position Description**
as the position request you
would like to start

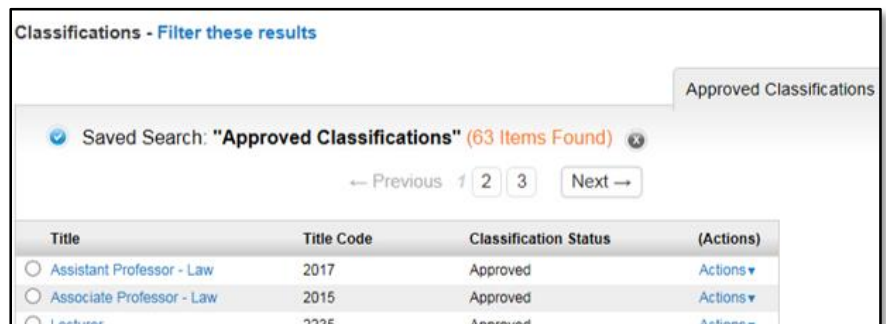


6. Enter the **Working Title** of the desired position
7. Select the appropriate **College/Division** from the drop down menu
8. Select the appropriate **Unit** from the drop down menu
9. Click on **Start Position Request**



Completing the Position Request Form

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



Title	Title Code	Classification Status	(Actions)
<input type="radio"/> Assistant Professor - Law	2017	Approved	Actions ▾
<input type="radio"/> Associate Professor - Law	2015	Approved	Actions ▾
<input type="radio"/> Lecturer	2235	Approved	Actions ▾

***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.*



Editing Position Request	
<input checked="" type="checkbox"/>	Classification
<input checked="" type="checkbox"/>	Position Details
<input checked="" type="checkbox"/>	Job Duties
<input checked="" type="checkbox"/>	Working Conditions
<input checked="" type="checkbox"/>	Budget Information
<input type="checkbox"/>	Position Request
<input type="checkbox"/>	Summary

2. Enter the Position Details by completing the appropriate fields, and click **Next**

Position Information

Title: Professor

Title Code: 2155

Working Title: Professor Engineering

Position Number: [Empty]

Departmental Users with Access: Select Some Options

Job Category: Please select

Faculty Status: Please select

Faculty Type - Academic Modifier: Please select

Provisional/Regular: Please select

Position Percent (0-100): [Empty]

Summary of Job Duties: [Empty]

Minimum Qualifications: [Empty]

Preferred Qualifications: [Empty]

3. Add Job Duties

- Click on **Add Job Duties Entry**, select the type of duty (Instruction, Research, Service, or Administrative)
- Complete information for each applicable duty area
- 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

Type of Duty: Instruction

Percent of Total Time: 50

Is this Duty Essential?: Yes

Responsibility/Duty: [Empty]

Remove Entry?

- 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).

Physical Conditions	<input type="radio"/> Job provides pleasant working conditions. <input type="radio"/> Job provides minor annoyances. Unpleasant sights or odors may be encountered. Noise levels due to machinery or equipment in use might preclude normal conversational levels. <input type="radio"/> Job provides moderately unpleasant working conditions. Unpleasant sights or odors constitute a regularly recurring aspect of the job. Noise levels are such that protective ear coverings are recommended. <input type="radio"/> Job provides an unpleasant work environment.
Demands/Deadlines	<input type="radio"/> Little or no stress created by work, associates, or public. <input type="radio"/> Occasional stress due to deadlines or workload because of intermittent or cyclical work pressures, or occasional exposure to distressed individuals within the immediate work environment. <input type="radio"/> High volume and variable work demands and deadlines impose strain on routine basis or considerable stress intermittently; OR regular direct contact with distressed individuals within the immediate work environment, AND/OR exposure to demands and pressures <input type="radio"/> Work requires frequent, substantive contact with people in highly stressful situations; delicacy and predictability of contacts routinely creates considerable strain or heavy stress regularly.

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**.

Red Flag Training

Does this position require Identity Theft Prevention (Red Flag) Training ?

Does your unit engage in sale of any product or service where the fee is collected by the unit?

If yes, do you permit the customer to make multiple payments to pay off the charge? If answered yes to both questions, personnel in positions with assigned campus Red Flag Training.

MVR Check

Does this Position require a MVR Check?

Background Checks

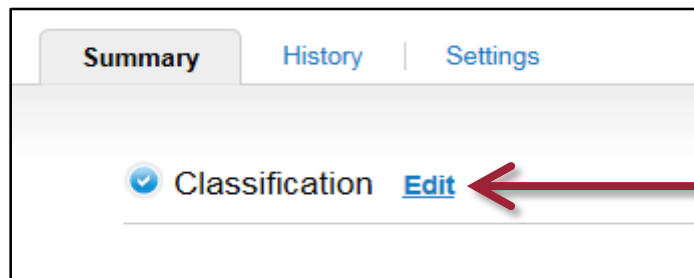
Is a background check required by law, University policy, or business necessity?

Criminal Background

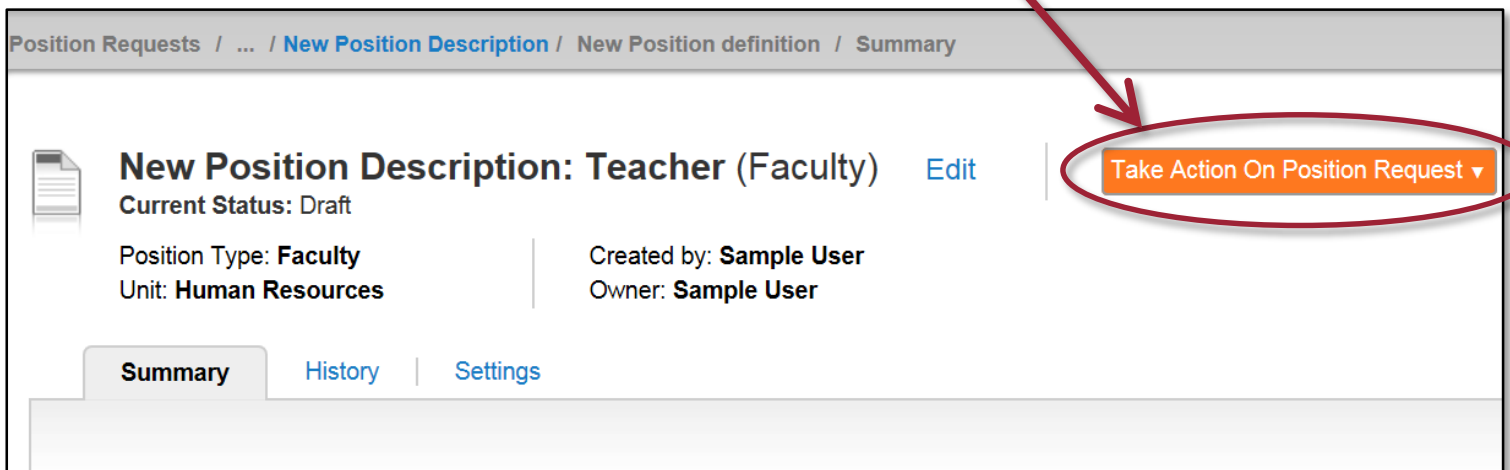
7. Enter Budget Information and indicate if this position is a Provisional Position. If yes, complete the information for Provisional Positions. Click **Next**.

Budget Information


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.

 Position Request was successfully transitioned

 Unit cannot be blank