University of Idaho

Faculty Guideline for using PeopleAdmin

Revised 2/24/23

As initiator, determine if a new position is needed or if an existing position can be repurposed/refilled. Creating a new position is a rare occurrence. Most often positions should be refilled. Updating an existing PD is for current employees and very minor changes.

Refill Existing Position

This action is used in several ways; the most common being to refill a vacant position. Vacant positions may be repurposed for different faculty types. This would also be used if there is a substantial change proposed to a current faculty member's job. Some common examples of this are:

- *An administrative step down back into a regular faculty role.*
- *Permeant justifiable increase/decreases to FTE.*
- *Conversion from Sr. Instructor to Clinical Faculty*
- *Or a non-tenure-track position to tenure-track position*

1. To refill, as initiator, select the position description drop down at the top of the web screen in the position management (orange) side of PeopleAdmin.

2. Determine if the request is for a ranked faculty member or a temporary faculty hire. Information about how to make this determination can be found on the provost website.
    a. If hiring for a faculty member w/ rank (on-going basis) select faculty
    b. If hiring for a temporary individual (end date) select temporary faculty

3. Find the position by incumbent/prior incumbent name or position control number in the table.

4. Click on the recruitment title for the position desired.

5. In the top right of the web screen, select refill existing position.

6. Proceed in filling out the request. View workflows to understand the approval process.

Update existing Faculty PD

This is used after hiring to complete the roles and responsibilities and PD signature process. It is also used to make minor changes to the position description. A couple examples include updates to the unit or position summary and changing the responsibility percentages.

1. To update existing faculty PD, as initiator, select the position description drop down at the top of the web screen in the position management (orange) side of PeopleAdmin.

2. Select faculty. This function is not applicable to Temporary Faculty.

3. Find the position by incumbent/prior incumbent name or position control number in the table.

4. Click on the recruitment title for the position desired.

5. In the top right of the web screen, select Update existing faculty PD.

6. Proceed in filling out the request. View workflows to understand the approval process.

Create a New Position Description

This is used to create a position when one is not already available for use. Typically, a search will be conducted to fill the position.

1. To create, as initiator, select the position description drop down at the top of the web screen in the position management (orange) side of PeopleAdmin.

2. Determine if the request is for a ranked faculty member or a temporary faculty hire. Information about how to make this determination can be found on the provost website.
    a. If hiring for a faculty member w/ rank (on-going basis) select faculty
    b. If hiring for a temporary individual (end date) select temporary faculty

3. Click on the create new position description button in the top right of the web screen

4. Proceed in filling out the request. View workflows to understand the approval process.