

University of Idaho

PeopleAdmin Training Guide

Faculty Position Description Module

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Introduction to Position Management

Welcome to the Position Management module of PeopleAdmin. In this module, you will have the ability to create and/or modify vacancy announcements and complete the Position Authorization Form (PAF) for faculty positions. The vacancy announcement is the base for any job and helps applicants and employees understand what they will be doing for the University of Idaho, your college/unit, and your department. Faculty position descriptions are negotiated on an annual basis and that original form must be completed upon hire. The PAF helps the University of Idaho manage our fiscal responsibilities.

During this training document, we will cover:

1. How to create a new faculty vacancy announcement and secure the proper approvals for posting the new position.
2. How to fill a vacant position using an existing vacancy announcement **OR PCN** and secure the proper approvals for posting the vacant position.
3. How to update an existing vacancy announcement with an incumbent seated in the position without desiring to post the position.


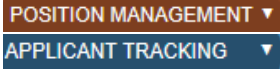
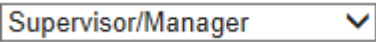

Login Information:

1. For employee users: Go to website address: <https://uidaho.peopleadmin.com/hr/login> and click on the SSO Authentication link. **Note:** You may be prompted to login using multi-factor authentication at this point.
2. You will login with your current network login information.

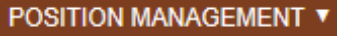



Home Page:

Once you have logged into PeopleAdmin, the Home Page will display an inbox, watch list, and other items where you easily navigate to actions which need your attention. Below is a detailed list of the Home Page and the functions available:

<u>Functional Area</u>	<u>Location</u>	<u>Definition</u>
Inbox	CENTER of Home Page upon log in	Displays all items requesting your attention (approval/review).
Watch List	BOTTOM of Home Page upon log in	Displays any request you are watching (postings, position actions) for easy access.
	Columns at TOP of screen	Used to update your user account details and online help for using the system.
Module Type Selection 	Upper RIGHT hand corner of screen	Used to toggle between the Position Management and Applicant Tracking modules.
User Group Selection 	Upper RIGHT hand corner next to your name	Displays the user groups available to you and the arrow will toggle you into each user group. 

Module Type Definitions

	Used to create or modify vacancy announcements, view vacancy announcements, and submit Position Actions.
	Used to create and view Job Postings, view Applicants and application materials, complete Hiring Proposals, and navigate Onboarding.

Position Management User Group Definitions

AAC – The Affirmative Action Coordinator (AAC) will approve all actions at the college/unit level and will ensure proper routing and approvals. They can also create or edit position descriptions, job postings, and hiring proposals.

AAEEO – The Office of Human Resources – Workforce Diversity will review and approve position actions, announcements, posting materials, and applicant demographics based on Equal Opportunity and Affirmative Action standards. Actions needing approval for a waiver will be routed to AAEEO by the Executive Approver.

Approver – The Approver may include deans, directors, or higher level executives in the college/unit that would need to approve a position action, as required by college/unit needs.

Employee – The Employee can view position descriptions.

Executive Approver – The Executive Approver is dedicated to the vice presidents, the provost and executive vice president, and the president (or designees). They have overall approval for position actions (PAF and Hiring Proposal).

HRS – Human Resource Services (HRS) will review and approve all position actions, job postings, and hiring proposals at the university level.

Office of Sponsored Programs – The Office of Sponsored Programs will review position actions that have any grant funding.

Supervisor/Manager – The Supervisor/Manager creates or edits the position descriptions and announcements for their employees.

Please note: Individuals may have only one user group or may be assigned to more, depending on their role within the approval process for actions.

Position Management Module



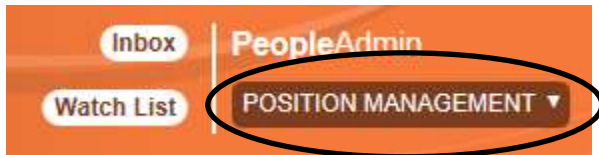
Core Functions of the Position Management Module

- View position descriptions
 - Hover over 'Position Descriptions' and click **Faculty**
- Create, refill, or modify position actions (position descriptions and PAFs)
 - Hover over 'Position Descriptions' and click **Faculty**
- View actions in process and all approved actions
 - Hover over 'Position Descriptions' and click **Faculty Actions**

***All job postings must first have an approved action prior to initiating a posting.**

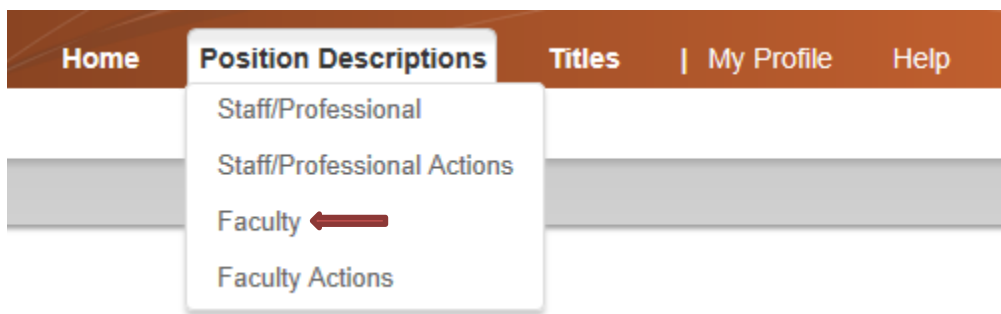
Creating and Requesting a New Position:

1. Verify you are in the 'Position Management' module (orange header) and authorized to create a position description (vacancy announcement for faculty). You must be logged in as a Supervisor/Manager or AAC for your department in order to initiate an action.

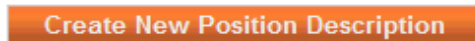


2. Hover over 'Position Descriptions' and click **Faculty**.

Note: "Actions" allows you to view actions in process and all approved actions



3. Click the **Create New Position Description** button at the top right corner.



4. Enter the proposed Position Title. The Position Title will be the distinctive title (also known as the working title) used for recruitment purposes. Refer to the guideline at the end of this manual that represents the faculty position classes, working titles, and faculty status options that will be used in BANNER.

5. If you are creating a new position, then follow step a. If you are cloning a position, then follow step b.

- a. The Organization Unit section should default to your executive level, mid-level, and department. If you have responsibility for more than one area, you will have to choose from the corresponding drop-down list. Then press **Start Action**



button.

Position Management Module

- b. If you have an existing vacancy announcement within your department(s) you wish to copy or 'clone', click on the radial button to choose the position description from the list at the bottom of the page. This will default in pertinent information from the 'cloned' position description into this action and allow for edits. You may search for a position by using the "**Filter These Results**" link. Click the **Start Action**

Start Action button.

6. Within the position description, selecting **Next** **Next >>** automatically saves the information on the screen and moves you to the next action on the list.

Note: You can navigate between the sections simply by selecting one of the **Editing Action** options.



The image shows a sidebar menu titled "Editing Action". It contains several options, each with a green checkmark icon to its left. The options are: "Classification" (highlighted with a green bar), "Position Details", "Funding", "Position Control Numbe...", "Waiver", "Position Documents", "Supervisor", and "Action Summary".

If you added or changed information within a section, be sure to hit **Save** **Save** before selecting a new **Editing Action**.

7. **Classification** – Using the radial button, select the anticipated classification for the position. See the guideline at the end of this manual. **Note:** Final classification of positions will be approved by the Provost's Office.

Click **Next** **Next >>** to continue.

If you have cloned a position, the classification will default from the position you have selected.

8. Complete all required information in each of the sections which are listed on the left hand side of the screen (Editing Actions). Please note that if you 'cloned' from an existing

Position Management Module

position description many of the fields will be prepopulated and ready for you to edit if applicable.

Classification

Information is read-only and defaulted in from the classification type you selected from the prior screen. If not correct, go to previous screen and change selection.

Position Details

Title

Information is read-only and defaulted in from the classification type you selected from the prior screen. If it is not correct, go to previous screen and change selection.

Title

Classification Group	Regular Faculty
Title	
Position Class Code	12951
Employee Category	Faculty
Salary Grade	GN
FLSA Status	Overtime Exempt

Organization

Organization

* Location

☐ Moscow

☐ Boise

☐ Caldwell

☐ Coeur d'Alene

☐ Kimberly

☐ Idaho Falls

☐ McCall

☐ Parma

☐ Twin Falls

☐ Aberdeen

☐ Off Campus Location

This field is required.

Department

Business

* Division/College

Please select

This field is required.

Position Management Module

Location – Select the work location for the position. If the location is not listed, select check the box next to Add Location and specify where the position will be located. More than one location can be selected, if necessary. This is a required field.

Division/College – Select the division or college where this position will be located. **Note:** In most instances, this should be the same as what was initially entered in step 5.a. and represent the home college and unit. Joint appointments for faculty are indicated in the faculty position request rationale and by so selecting later on the form. This field will be displayed on the announcement posting. This is a required field.

Position

Position

* Current Date of Request	<input type="text"/>	This field is required.
Anticipated Appointment Effective Date	<input type="text"/>	This field is required.
End Date of Action (if applicable)	<input type="text"/>	
* Faculty Position Request Rationale	<div></div>	This field is required.
* Interim/Term Appointment	<input type="text" value="v"/>	This field is required.
* Position Title	<input type="text" value="Regular Faculty"/>	
* Position Type	<input type="text" value="Please select v"/>	This field is required.
Position Control Number		
* Suffix Number	<input type="text" value="Please select v"/>	This field is required.
* Multi-Year Contract (Non-Tenure Track)	<input type="text" value="Please select v"/>	This field is required.
* Joint Appointment	<input type="text" value="v"/>	This field is required.

Position Management Module

* Tenure Tracking	<div>Please select</div> <div>This field is required.</div>
* Rank	<div>Please select</div> <div>This field is required.</div>
* Extension Type	<div>Please select</div> <div>This field is required.</div>
* Pay Range	<div></div> <div>This field is required.</div> <div>(advertised salary range)</div>
* Type of Appointment	<div>Please select</div> <div>This field is required.</div>
* FTE	<div></div> <div>This field is required.</div>
* Full Time/Part Time	<div>Please select</div> <div>This field is required.</div>
* Hours	<div>Please select</div> <div>This field is required.</div>
* Position Summary	<div></div> <div>This field is required.</div> <div>Summarize job responsibilities into a few sentences, which adequately define the position.</div>

Current Date of Request – Enter today’s date. This is a required field.

Anticipated Appointment Effective Date – Enter the date you expect the position will be filled. This is a required field.

End Date of Action (if applicable) – Select the date the position is intended to conclude; by nature these are typically temporary positions with a foreseen end date, such as temporary faculty lecturers.

Faculty Position Request Rationale – Enter the justification for this position and why it is critical for the mission of the university, using 3-5 sentences maximum.

- Enter the CIP code associated with the position.
- If a joint appointment, ensure both units are listed.
- If intending to allow two ranks as a possibility for negotiation indicate the ranks.
- If it is a possibility although rare, to allow negotiation for tenure, indicate it in this field. If using a 01 suffix, identify the contingency in this field.
- If selecting a fiscal year contract, explain why.

Position Management Module

Note: Most of these items additionally need to be explained within the position summary or qualifications so the applicants are fully aware of the appointment options/expectations.

Interim/Term Appointment – Confirm whether this will be an interim/term appointment. This is only applicable for faculty appointments with an administrative component, using an administrative PCN. If not applicable, leave the selection blank. See the guideline at the end of this manual.

Position Title – Confirm or enter the distinctive title for recruitment purposes.

Position Type – Select permanent (.00 suffix) or temporary (.01 suffix) depending on funding or if there is a contingency on this position. See the guideline at the end of this manual.

Position Control Number – Field will be blank if this is a new position, and is not editable. A PCN will be assigned by Human Resources, if you do not suggest one in the PCN Review section later. **Note:** If creating an additional seat, ensure the PCN is identified in the faculty position request rationale.

Suffix Number – Select the appropriate suffix number. The suffix 00 is an ongoing appointment with no anticipation of an ending date. The suffix 01 is an appointment that is contingent in some nature and requires consideration for reappointment based on need or funding.

Multi-Year Contract (Non-Tenure Track) – If requesting a multi-year contract for a non-tenure track clinical or research faculty appointment, select “2” or “3” in drop-down box to indicate the length. If not applicable, choose that option from the dropdown box. **Note:** multi-year contract appointments are reported to the State Board of Education and close monitoring of reappointment is the responsibility of the unit.

Joint Appointment – If requesting a position or to make an appointment between more than one unit, select “YES” from the dropdown box. If not applicable, select “NO” from the dropdown box. **Note:** a description is required in the Faculty Position Request Rationale which minimally describes the “home unit” and percentage of assignment between each unit. It may be beneficial to upload full details and documentation in the position documents.

Tenure Tracking – Indicate if the position will be tenure track or non-tenure track. Selecting “Negotiable” means that the appointment made can be either tenure or non-tenure track. This is rare and a description is required in the Faculty Position Request Rationale. “Not Applicable” is used for temporary faculty. See the guideline at the end of this manual.

Rank – Indicate the rank of the faculty appointment. “None” is used for temporary faculty. Not applicable may be used in certain administrative or other appointment circumstances and is rare. See the guideline at the end of this manual.

Position Management Module

Extension Type – If the faculty appointment is for Extension, indicate the type of Extension appointment otherwise enter “Not Applicable”. See the guideline at the end of this manual

Pay Range – Indicate the anticipated salary range for this position. Generally the annual salary range is provided in the form.

Type of Appointment – Indicate if position will be a Fiscal Year or Academic Year appointment. Often, less than annual is used for temporary faculty appointments, semester by semester basis. FY 10 mo. and FY 11 mo. are rare for faculty and **justification for the selection must be entered into the Faculty Position Rationale field.**

FTE – Enter the FTE of the position

Full Time/Part Time – Select full time or part time from the drop down box. **Note:** Anything below .875 FTE should be part time.

Hours – Select the range for how many hours per bi-week the position is expected to work.

Position Summary – The University of Idaho definition of the Faculty type will default into this field. This is intended to initially help with the summary development for the particular responsibilities needed. **Note:** This should be changed to fully summarize the particular faculty need.

Position Management Module

Responsibilities

The responsibilities are the job duties/tasks performed by the position. **University faculty positions must include at least 4 (four) responsibility areas.** Temporary faculty positions must include at least 1 responsibility area. The total percentage of time for all responsibilities should equal 100%.

Select **Add Responsibilities Entry**

Add Responsibilities Entry

to add each entry.

Note: When you select “Add Responsibilities Entry” you may be automatically taken to the top of the page. You will need to scroll down to the appropriate section to continue completing the form.

Responsibilities

This responsibility builder serves as a notice of vacancy for faculty hiring. University faculty positions must include at least 4 (four) responsibility areas that outline the anticipated faculty responsibilities. Temporary Faculty positions must include at least 1 (one) responsibility area that provides the anticipated job assignment. The faculty responsibility areas are: Teaching & Advising; Scholarship & Creative Activities; Outreach & Extension; University Service & Leadership. If no assignment in one of the four areas is anticipated, please indicate this by entering 0%. University faculty position descriptions are still required to be completed within the first few days of employment.

Job Duty Function	<input type="text"/>
Job Duties/Responsibilities	<input type="text"/>
Percentage Of Time	<input type="text"/>
<input type="checkbox"/> Remove Entry?	

Add Responsibilities Entry

Job Duty Function – For university faculty there should be an entry for each of the following or a 0% assignment in that area: Teaching & Advising; Scholarship & Creative Activities; Outreach & Extension; University Service & Leadership. Temporary faculty often only have Teaching & Advising entries, but may have responsibility in any of the other areas and those should be included when applicable. These four areas are the basis for the University faculty position description that is required upon appointment.

Job Duties/Responsibilities – Enter the list of responsibilities or summarize the responsibilities/disciplinary focus for the vacancy announcement.

Percentage of Time – Enter the anticipated percentage of time designated to the responsibility/disciplinary focus area.

Note: If you need to remove a Job Duties/Responsibilities entry, select the “Remove Entry?” box. The responsibility will not automatically delete once selected, but it will be removed once action is approved. If you select the “Remove Entry?” box, be sure that all fields have some text in them. If they are blank, the entire action form will claim that it is incomplete and will not allow you to move the action forward.

Position Management Module

Qualifications

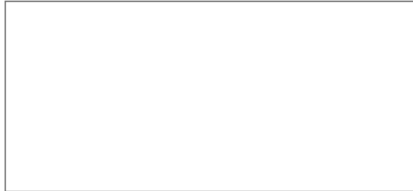
Qualifications

* Minimum Qualifications



This field is required.

Preferred Qualifications



Physical Requirements
& Working Conditions



Minimum Qualifications – Enter the minimum qualifications required for the position. Subject to review and approval by the Provost and Executive Vice President.


Preferred Qualifications – Enter the preferred qualifications for the position.

Physical Requirements & Working Conditions – Specify bona fide and job specific physical requirements and special working conditions required for this position.

Action Number

Action Number

Action Number – System generated number. Keep the number to use when creating an Electronic Personnel Action Form, (EPAF) after hire.

Click **Next**  to save and move to the next screen.

Position Management Module

Funding

Add Funding Entry

Click the **Add Funding Entry** button to add budget information. If multiple budgets will be used to cover the cost of the position, you can select **Add Funding Entry** to add additional budget rows. Each budget will require a separate funding section.

Funding

Funding Type	<input type="text" value="Please select"/> *
Budget/Index	<input type="text"/> *
Percentage	<input type="text"/> *
Activity Code	<input type="text"/>
Account Code	<input type="text" value="Please select"/> *
Proposed NBAPBUD Salary	<input type="text"/> *

☐ Remove Entry?

Add Funding Entry

Funding Type – Select the appropriate funding type from the drop down box. **Note:** If “Temporary Grant” is selected, then review by Office of Sponsored Programs is required.

Budget/Index – Enter the budget number used to fund the position.

Percentage – Enter the percentage of the above budget used to fund this position. The percentage from all budgets will need to total 100%.

Activity Code – Enter an activity code if desired.

Account Code – Select the correct account code (E4105 for regular salaries and E4107 for Administrative Increment salaries). E4107 is used with faculty administrative positions or when a special administrative increment is approved by the Provost and Executive Vice President.

Proposed NBAPBUD salary – This is the salary amount that is budgeted for the position for the specific budget number.

Position Management Module

Position Control Information

Funding	<input type="checkbox"/> This position is contingent upon the continuation of work and/or funding.
Grand Total Proposed NBAPBUD Salary (all funding sources)	<input type="text"/>
Funding Comments	<input type="text"/>

Funding Contingency – Check if position is contingent upon work and/or funding.

Grand Total Proposed NBAPBUD Salary – This is the expected grand total from all budget sources.

Funding Comments – Please specify, provide additional information to help explain budgeting such as, if salary savings from a vacant position will be used to help fund this position, or if a position is funded at the top of the range, where the extra funding will come from if only the minimal funding was provided above, etc.

Click **Next** [Next >>](#) to save and move to the next screen.

Position Control Number Review

PCN Review

* Suggested Position Control Number	<input type="text"/> This field is required.
Comments	<input type="text"/>

Suggested Position Control Number – Please provide a position control number if you have one available. If not, you can state “none available.” This is a required field.

Click **Next** [Next >>](#) to save and move to the next screen.

Waiver

Waiver
If making a waiver request:

- Review the EEO criteria for making such a request and complete the Faculty Waiver Request Form found at the following link: <http://www.sdsu.edu/provost/policy-guidelines/appointment>. The faculty waiver information can be found at the last bullet point in the University Faculty section of the page.
- Complete the Faculty Waiver Request Form online, print it, scan it, and then upload it into the position documents page in the action.
- Upload the individual's current CV in the position documents page in the action.
- Additional necessary information may be uploaded in the position documents section or into the search waiver comments box below.

☐ Search Waiver Request. *Please check box above if requesting a search waiver.*


Search Waiver Request Comments

Provost & Executive Vice President Comments

Search Waiver AAEO Comments

Search Waiver Approval


Search Waiver Request and Comments – If you will be requesting a search waiver (to appoint an individual to this position without conducting a search), select “Yes” and enter the justification in the Search Waiver Request comments. Additional documentation can be added as an attachment in the Position Documents section. Select “No” if there will not be a waiver request. **Note:** If yes is selected, the position must be routed to AAEO by the Executive Approver.

Click **Next**  to save and move to the next screen.

Position Documents

Upload an organizational chart which identifies this position within the department or organization. *This is a required document.

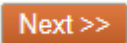
Upload additional documents as required for this position. Scan and upload documents related to Search Waivers or Search Exceptions.

Click **Next**  to save and move to the next screen.


Supervisor


Select the position which will be responsible for supervising the new position. You can select **Filter these results** to search the list by PCN number, current supervisor name, title, etc.

Position Descriptions - [Filter these results](#)

Select the radial button of the correct supervisor then select **Next**  to save and continue to the next screen. Be sure to select the correct position type for the supervisor (Staff Professional or Faculty) to filter the list correctly.

Action Summary

Review the summary information of the vacancy announcement and PAF information. If the section is completed correctly, it will be accompanied by a green check mark. 

An orange exclamation point  to the left of a section indicates that required information is missing. Select the blue **Edit** link for that section to go back and make the required updates. Select **Save** or **Next** to save and continue. After saving you can move to the **Action Summary** to review the final information for additional errors.

Position Management Module

9. Routing / Take Action on Action

When you are ready to send your completed vacancy announcement and PAF, press the **Take Action on Action** **Take Action On Action ▼** button in the upper right. You will receive multiple options on what action to perform. If you created the action as a supervisor/manager, you will move the PAF forward to your Affirmative Action Coordinator (AAC) by selecting “Send to AAC Initial Review”. If you created the action as an AAC, the next stop on the workflow is Executive Approver, unless you need to move it to an Approver or to the Office of Sponsored Programs.



You will receive a pop-up window to add any optional comments you wish to share.

Note: These notes are discoverable and will be seen by all approvers in the process. They can be found in the “History” tab of the action.

You also have the option to add this position to your watch list. This checkbox is automatically selected. If you do not wish to keep this position in your watch list, deselect the check box. Click on **Submit**.

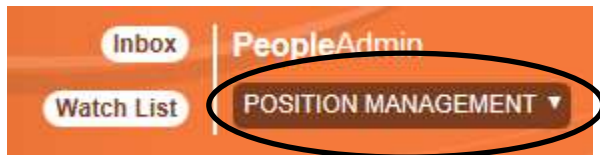
A screenshot of a pop-up window titled "Take Action" with a close button (X) in the top right corner. The window has a white background. It contains the text "AAC Review & Routing (move to AAC Review & Routing)". Below this is a text area labeled "Comments (optional)". At the bottom left, there is a checked checkbox labeled "Add this action to your watch list?". At the bottom right, there are two buttons: "Submit" and "Cancel".

Once you submit your completed vacancy announcement and PAF, a unique Action Number will be assigned to your action. This number will be found at the bottom of the Position Details page. Record this number for future use.

Refilling a Vacant Position:

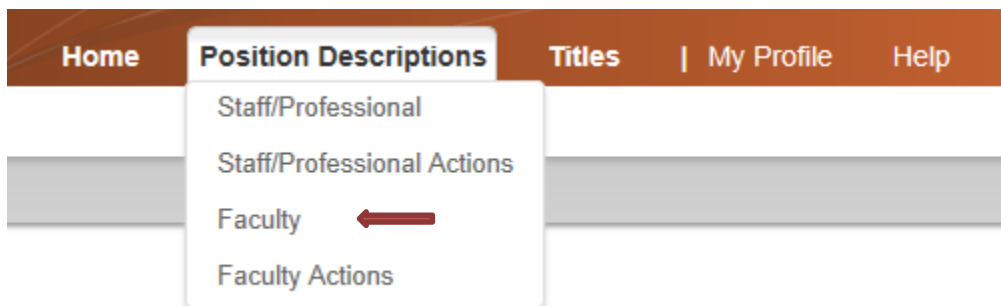
***This system does not replace the annual Faculty position description process. This process is to edit the initial vacancy announcements for postings.**

1. Verify you are in the 'Position Management' module (orange header) and authorized to create/modify a faculty position description, vacancy announcement. You must be logged in as a Supervisor/Manager or AAC for your department in order to initiate an action.



2. Hover over 'Position Descriptions' and click **Faculty**.

Note: "Actions" allows you to view actions in process and all approved actions



3. From the list named **Position Title** click the desired position title hyperlink. This will take you to the Classification page.
 4. Click on the ★ **Modify or Reactivate PCN** button located in the upper right portion of the screen.
 5. Confirm you chose the correct position description and click the **Start** button
- Note:** "Position Description" is equal to "Vacancy Announcement".

Note: You can navigate between the sections simply by selecting one of the **Editing Action** options.

Position Management Module

Editing Action
✓ Classification
✓ Position Details
✓ Funding
Position Control Numbe...
✓ Waiver
✓ Position Documents
✓ Employee
✓ Supervisor
Action Summary

If you added or changed information within a section, be sure to click **Save** before selecting a new **Editing Action**.

Save

6. **Classification** – If you anticipate a change in classification of the position, use the radial button below the Position Details section to select the anticipated classification for the position. Note: Final classification of positions will be approved by the Provost and Executive Vice President.

Click **Next** to continue.

Next >>

7. Complete all required information in each of the sections which are listed on the left hand side of the screen (Editing Actions).

Position Details

Title

Title

Classification Group	Regular Faculty
Title	
Position Class Code	12951
Employee Category	Faculty
Salary Grade	GN
FLSA Status	Overtime Exempt

Title - Information is read-only and flooded in from the classification level you selected from the prior screen. If not correct, go to previous screen and change selection.

Position Management Module

Organization

Organization

* Location	<div><input type="checkbox"/> Moscow <input type="checkbox"/> Boise <input type="checkbox"/> Caldwell <input type="checkbox"/> Coeur d'Alene <input type="checkbox"/> Kimberly <input type="checkbox"/> Idaho Falls <input type="checkbox"/> McCall <input type="checkbox"/> Parma <input type="checkbox"/> Twin Falls <input type="checkbox"/> Aberdeen <input type="checkbox"/> Off Campus Location <input type="text"/></div> <div>This field is required.</div>
Department	Business
* Division/College	<div>Please select <input type="button" value="v"/></div> <div>This field is required.</div>

Location – The location will default in as originally saved. If the location is different, select the work location for the position. If the location is not listed, select Add Location and specify where the position will be located. More than one location can be selected, if necessary. This is a required field.

Division/College – select the Division or College where this position will be located.

Note: In most instances, this represent the home college and unit. Joint appointments for faculty are indicated in the faculty position request rationale and by so selecting later on the form. This field will be displayed on the announcement posting. This is a required field.

Position Management Module

Position

Position

* Current Date of Request	<input type="text" value="10/20/17"/>
Anticipated	
* Appointment Effective Date	<input type="text" value="01/15/2018"/>
End Date of Action (if applicable)	<input type="text"/>
* Faculty Position Request Rationale	<div>The Forest, Rangeland, and Fire Science Department of the College of Natural Resources would like to request the opportunity to search for a clinical professor. This teaching-intensive position will be integral in the delivery of online courses supporting the College of Natural Resources' Master in Natural Resources.</div>
* Interim/Term Appointment	<input type="text" value="No"/> ▾
* Position Title	<input type="text" value="Clinical Assistant Professor of Wildland Fire Science"/>
* Position Type	<input type="text" value="Permanent"/> ▾
Position Control Number	8284
* Suffix Number	<input type="text" value="00"/> ▾
* Multi-Year Contract (Non-Tenure Track)	<input type="text" value="Not Applicable"/> ▾
* Joint Appointment	<input type="text" value="No"/> ▾

Position Management Module

Tenure Tracking	Non-Tenure Track
* Rank	Assistant Professor
* Extension Type	Not Applicable
* Action	Minor Updates to Responsibilities
* Reactivate Expired PCN	No
* Pay Range	up to \$48,960 <i>(advertised salary range)</i>
* Type of Appointment	Academic Year
* FTE	1.0
* Full Time/Part Time	Full Time
* Hours	70 - 80 Hours/Bi-Weekly
* Position Summary	The Department of Forest, Rangeland, and Fire Sciences at the University of Idaho invites applications for an academic-year, non-tenure track faculty position in Wildland Fire Science at the rank of Clinical Assistant Professor. This teaching-intensive position will be integral in the delivery of online courses supporting the College of Natural

Current Date of Request – Enter today's date. This is a required field.

Anticipated Appointment Effective Date – Enter the date you expect the position will be filled. This is a required field.

End Date of Action (if applicable) – Select the date the position is intended to conclude; by nature these are typically temporary positions with a foreseen end date such as, temporary faculty lecturers.

Faculty Position Request Rationale – Enter the justification for this position and why it is critical for the mission of the university, using 3-5 sentences maximum.

- Enter the CIP code associated with the position.
- If a joint appointment, ensure both units are listed.
- If intending to allow two ranks as a possibility for negotiation, indicate the ranks.
- If it is a possibility, although rare, to allow negotiation for tenure, indicate it in this field. If using an 01 suffix, identify the contingency in this field.
- If selecting a fiscal year contract, explain why.

Position Management Module

Note: Most of these items additionally need to be explained within the position summary or qualifications so the applicants are fully aware of the appointment options/expectations.

Interim/Term Appointment – Confirm whether this will be an Interim/Term appointment. This is only applicable for faculty appointments with an administrative component, using an administrative PCN. If not applicable, leave the selection blank. See the guideline at the end of this manual.

Position Title – confirm or enter the distinctive title for recruitment purposes.

Position Type - The Position Type will default in as originally saved. If the funding source is different, select Permanent (under 9000 PCN) or Temporary (over 9000 PCN) depending on funding or if there is a contingency on this position. See the guideline at the end of this manual.

Position Control Number – The PCN of the original position will default in.

Suffix Number – select the appropriate suffix number. The suffix 00 is an ongoing appointment with no anticipation of an ending date. The suffix 01 is an appointment that is contingent in some nature and requires consideration for reappointment based on need or funding.

Multi-Year Contract (Non-Tenure Track) – if requesting a multi-year contract for a non-tenure track clinical or research faculty appointment, select “2” or “3” in drop-down box to indicate the length. If not applicable, choose that option from the dropdown box. **Note:** multi-year contract appointments are reported to the State Board of Education and close monitoring of reappointment is the responsibility of the unit.

Joint Appointment – if requesting a position or to make an appointment between more than one unit, select “YES” from the dropdown box. If not applicable, select “NO” from the dropdown box. **Note:** a description is required in the Faculty Position Request Rationale which minimally describes the “home unit” and percentage of assignment between each unit. It may be beneficial to upload full details and documentation in the position documents.

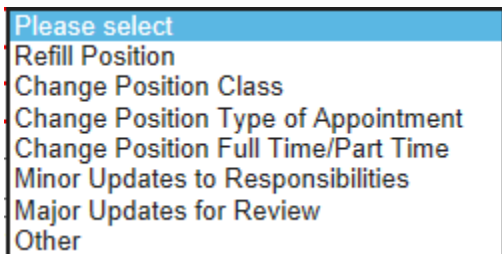
Tenure Tracking – indicate if the position will be tenure track or non-tenure track. Selecting “Negotiable” means that the appointment made can be either tenure or non-tenure track. This is rare and a description is required in the Faculty Position Request Rationale. “Not Applicable” is used for temporary faculty. See the guideline at the end of this manual.

Rank – indicate the rank of the faculty appointment. “None” is used for temporary faculty. Not applicable may be used in certain administrative or other appointment circumstances and is rare. See the guideline at the end of this manual.

Position Management Module

Extension Type – if the faculty appointment is for Extension, indicate the type of Extension appointment otherwise enter “Not Applicable”. See the guideline at the end of this manual

Action – You will select the type of action you are trying to make for this modification. Your selection will determine the proper process route.



Please select

- Refill Position
- Change Position Class
- Change Position Type of Appointment
- Change Position Full Time/Part Time
- Minor Updates to Responsibilities
- Major Updates for Review
- Other

- If you select “Refill Position”, “Change Position Class”, “Change Position Type of Appointment”, “Change Position Full Time/Part Time”, or “Major Updates for Review”, the vacancy announcement and PAF will go through the full review and approval process.
- If you select “Minor Updates to Responsibilities” or “Other”, the vacancy announcement will go to AAC and the Executive Approver, who will then determine the proper process going forward. (Please go to “Updating an Existing Position Description” on Page 35)

Reactivate Expired PCN – If you are using a currently active PCN, select “No.” If the position has been vacant for one (1) year or more, the PCN will need to be reactivated. Please check NBIPINC in Banner to see if the PCN needs to be reactivated. If you need to reactivate a permanent PCN, select “Yes.”

Pay Range – Defaults in from original PAF. Indicate the anticipated salary range for this position if it is changing. Generally the annual salary range is provided in the form.

Type of Appointment – The Type of Appointment will default in as originally saved. If the type of appointment is different, indicate if position will be a Fiscal Year or Academic Year appointment. Often, less than annual is used for temporary faculty appointments, semester by semester basis. FY 10 mo. and FY 11 mo. are rare for faculty and **justification for the selection must be entered into the Faculty Position Rationale field.**

FTE – The FTE will default in as originally saved. If the FTE is different, enter the new FTE of the position.

Full Time/Part Time – The Full Time/Part Time will default in as originally saved. If the status is changing select full time or part time from the drop down box. Anything below .875 FTE should be part time.

Position Management Module

Hours – select the range for how many hours per bi-week the position is expected to work.

Position Summary – The Position Summary will default in as originally saved. The University of Idaho definition of the Faculty type will default into this field if there has not been a previous change. This is intended to initially help with the summary development for the particular responsibilities needed. **Note:** This should be changed to fully summarize the particular faculty need at the time of recruitment. If Position Summary is different, enter a summary of the position responsibilities. This is the Major Function section from the UI Job descriptions (UIJD). If you are cloning a position, this will flood in from cloned positions and can be edited as appropriate.

Responsibilities

The responsibilities are the job duties/tasks performed by the position. **University faculty positions must include at least 4 (four) responsibility areas. Temporary** faculty positions must include at least 1 responsibility area. The total percentage of time for all responsibilities should equal 100%.


Select **Add Responsibilities Entry**  to add each entry.

Note: When you select “Add Responsibilities Entry” you may be automatically taken to the top of the page. You will need to scroll down to the appropriate section to continue completing the form.

Responsibilities

This responsibility builder serves as a notice of vacancy for faculty hiring. University Faculty positions must include at least 4 (four) responsibility areas that outline the anticipated faculty responsibilities. Temporary Faculty positions must include at least 1 (one) responsibility area that provides the anticipated job assignment. The faculty responsibility areas are: Teaching & Advising; Scholarship & Creative Activities; Outreach & Extension; University Service & Leadership. If no assignment in one of the four areas is anticipated, please indicate this by entering 0%. University Faculty position descriptions are still required to be completed within the first five days of employment.

Job Duty Function	<input type="text" value="Teaching and Advising"/>
Job Duties/Responsibilities	<input type="text" value="Teaching graduate level courses"/>
Percentage Of Time	<input type="text" value="100"/>
<input type="checkbox"/> Remove Entry?	



Job Duty Function – for University faculty there should be an entry for each of the following or a 0% assignment in that area: Teaching & Advising; Scholarship & Creative Activities; Outreach & Extension; University Service & Leadership. Temporary faculty often only have Teaching & Advising entries, but may have responsibility in any of the other areas and those should be included when applicable. These four areas are the basis for the University faculty position description that is required upon appointment.

Position Management Module

Job Duties/Responsibilities – enter the list of responsibilities or summarize the responsibilities/disciplinary focus for the vacancy announcement.

Percentage of Time – enter the anticipated percentage of time designated to the responsibility/disciplinary focus area.

Qualifications

Qualifications

* Minimum Qualifications

This field is required.

Preferred Qualifications

Physical Requirements
& Working Conditions

Minimum Qualifications – enter the minimum qualifications required for the position. Subject to review and approval by the Provost and Executive Vice President.


Preferred Qualifications – enter the preferred qualifications for the position.

Physical Requirements & Working Conditions – specify bona fide and job specific physical requirements and special working conditions required for this position.


Action Number

Action Number

Action Number – System generated number. Keep the number to use when creating an Electronic Personnel Action Form, (EPAF) after hire.

Click **Next**  to save and move to the next screen.


Funding

Click the **Add Funding Entry**  button to add budget information. **At least one (1) funding entry is required.** If multiple budgets will be used to cover the cost of the position you can select the **Add Funding Entry** button to add additional budget rows. Each budget will require a separate funding section. The Funding will flood in as originally saved.

Funding

Funding Type	<input type="text" value="Permanent"/> *
Budget/Index	<input type="text" value="TBD"/> *
Percentage	<input type="text" value="100%"/> *
Activity Code	<input type="text"/>
Account Code	<input type="text" value="E4105"/> *
Proposed NBAPBUD Salary	<input type="text" value="95,000"/> *

☐ Remove Entry?



Funding Type – select the appropriate funding type from the drop down box. If “Temporary Grant” is selected, then review by Office of Sponsored Programs is required.

Budget/Index – enter the budget number used to fund the position.

Percentage – enter the percentage of the above budget used to fund this position. The percentage from all budgets will need to total 100%.

Activity Code – enter an activity code if desired.

Account Code – select the correct account code (E4105 for regular salaries and E4107 for Administrative Increment salaries). E4107 used with faculty administrative positions or when a special administrative increment is approved by the Provost and Executive Vice President.

Proposed NBAPBUD salary – this is the salary amount that is budgeted for the position for the specific budget number.

Position Management Module

Position Control Information

Position Control Information

Funding

☐ This position is contingent upon the continuation of work and/or funding.


* Grand Total Proposed
NBAPBUD Salary (all
funding sources)

Funding Comments

Funding – Check box if position is contingent upon continuation of work and/or funding.

Grand Total Proposed NBAPBUD Salary – this is the expected grand total from all budget sources.

Funding Comments – please specify, provide additional information to help explain budgeting such as, if salary savings from a vacant position will be used to help fund this position, or if a position is funded at the top of the range, where the extra funding will come from if only the minimal funding was provided above, etc.

Click **Next**  to save and move to the next screen.


Position Control Number Review

PCN Review

* Anticipated Vacate Date

This field is required.

Comments

Anticipated Vacate Date – If the PCN will be vacated, please provide an anticipated date that it will be vacant. You can also provide comments if you wish. If the PCN is not being vacated, you can put N/A since this is a required field. Click **Next**  to save and move to the next screen.

Waiver

Waiver

If making a waiver request:

- Review the EEO criteria for making such a request and complete the Faculty Waiver Request Form found at the following link: <http://www.sdsu.edu/provost/policy-guidelines/appointment/>. The faculty waiver information can be found at the last bullet point in the University Faculty section of the page.
- Complete the Faculty Waiver Request Form online, print it, scan it, and then upload it into the position documents page in the action.
- Upload the individual's current CV in the position documents page in the action.
- Additional necessary information may be uploaded in the position documents section or into the search waiver comments box below.

☐ Search Waiver Request *Please check box above if requesting a search waiver.*


Search Waiver Request Comments

Provost & Executive Vice President Comments

Search Waiver AAEO Comments

Search Waiver Approval


Search Waiver Request and Comments – If you will be requesting a search waiver (to appoint an individual to this position without conducting a search), select “Yes” and enter the justification in the Search Waiver Request comments. Additional documentation can be added as an attachment in the Position Documents section. Select “No” if there will not be a waiver request. **Note:** If yes is selected, the position must be routed to AAEO.

Click **Next**  to save and move to the next screen.

Position Documents

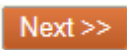
Upload an organizational chart which identifies this position within the department or organization. *This is a required document.

Upload additional documents as required for this position. Scan and upload documents related to Search Waivers or Search Exceptions.

Click **Next**  to save and move to the next screen.

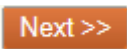
Employee

This section will show who the previous employee who was seated in the position.


Click **Next**  to save and move to the next screen.


Supervisor

The Supervisor will default in as originally saved. If you need to change the Supervisor, select the position which will be responsible for supervising the new position. You can select **Filter these results** to search the list by PCN number, current supervisor name, title, etc. Select the radial button of the correct supervisor then select

Click **Next**  to save and continue to the next screen.

Action Summary

Review the summary information of the vacancy announcement and PAF information. If the section is completed correctly, it will be accompanied by a green check mark. 

An orange exclamation point  to the left of a section indicates that required information is missing. Select the [Edit](#) link for that section to go back and make the required updates. Select **Save** or **Next** to save and continue. After saving you can move to the **Action Summary** to review the final information for additional errors.

Position Management Module

7. Routing / Take Action on Action

When you are ready to send your completed vacancy announcement and PAF, press the **Take Action on Action** **Take Action On Action ▼** button in the upper right. You will receive multiple options on what action to perform. If you created the action as a supervisor/manager, you will move the PAF forward to your Affirmative Action Coordinator (AAC) by selecting “AAC Review & Routing”. If you created the action as an AAC, the next stop on the workflow is Executive Approver, unless you need to move it to an Approver, the Office of Sponsored Programs, or PCN Review.



You will receive a pop-up window to add any optional comments you wish to share.

Note: These notes are discoverable and will be seen by all approvers in the process. They can be found in the “History” tab of the action.

You also have the option to add this position to your watch list. This checkbox is automatically selected. If you do not wish to keep this position in your watch list, deselect the check box. Click on **Submit**.

A screenshot of a "Take Action" pop-up window. The window has a title bar "Take Action" with a close button. The main content area shows the text "AAC Review & Routing (move to AAC Review & Routing)". Below this is a text input field labeled "Comments (optional)". At the bottom, there is a checkbox labeled "Add this action to your watch list?" which is checked. At the very bottom are two buttons: "Submit" and "Cancel".

Once you submit your completed vacancy announcement and PAF, a unique Action Number will be assigned to your action. This number will be found at the bottom of the Position Details page. Record this number for future use.

Updating an Existing Position Description

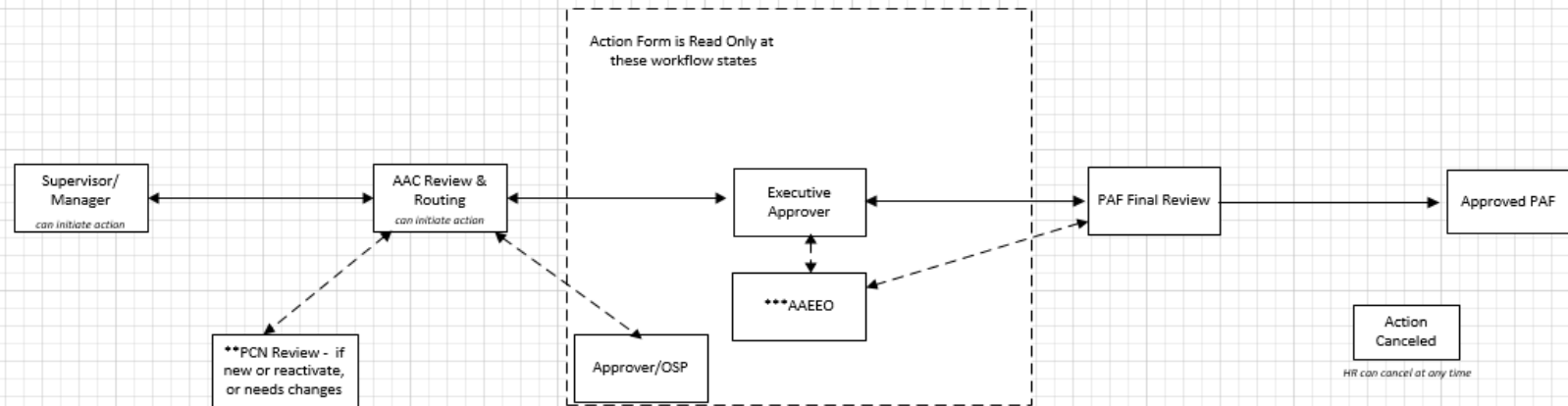
(for a current incumbent):

*** This process is not applicable for Faculty. The position description module is used only for creating and editing Faculty vacancy announcements. This does not replace the annual faculty position description process.**

Approvals

Below is a visual representation of the workflow for the Position Management module, along with a quick explanation of each stop and the role of each user and their permissions.

Faculty: New Position Action & Modify Position Action Workflow



**Send to PCN Review you need a new PCN created, or, if changes to an existing PCN are needed.

***Actions only need to be sent to AA/EEO if the action includes a search waiver.

User Group Definitions & Functions:

Supervisor/Manager: Initiate a new position action or modify position action. Forwards action onto AAC for initial review.

AAC Initial Review: Can initiate a new position action or modify position action. Approves actions sent from the Supervisor/Manager. Forwards action onto HRS.

AAC Routing: Determines where to appropriately forward the next action for approval (i.e. Approver, Office of Sponsored Programs, HRAI, Executive Approver, Position Control or back to AAC Initial Review to make changes).

PCN Review: Modifies or assigns appropriate PCN.

Approver: If additional approval is needed, AAC can forward to multiple approvers (i.e. Department Heads, Directors, Deans, Fiscal Officers, or others as necessary and appropriate for each specific position). Funding editable at this user group. Once approved, Approver forwards action back to AAC Routing.

Office of Sponsored Programs: All grant funded positions must be forwarded and approved by OSP. Once approved, OSP forwards action back to AAC Routing.

AAEEO: If a search waiver or search exception request is proposed, action must be forwarded to HR-Workforce Diversity for approval. If approved, forwarded to Executive Approver. If declined, sent back to AAC Routing.

Executive Approver: Reviews and approves position action. User group comprised of President/Provost/Vice Presidents or designee(s). Sent to HRS Final Review for final approval.

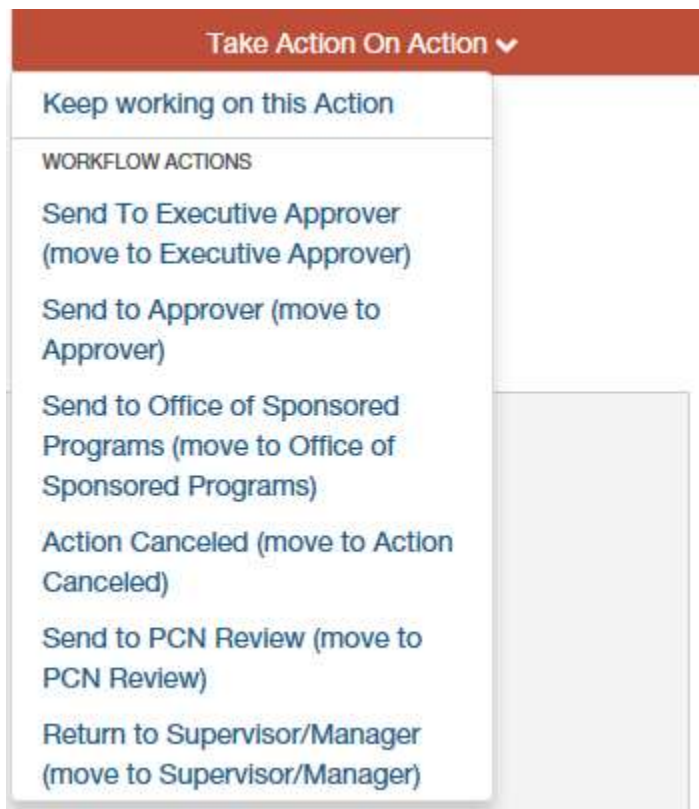
HRS Final Review: Reviews and approves all position actions and assigns appropriate PCN.

Approved PAF: A record of all approved PAF's (combined with job descriptions) are approved and stored with position descriptions.

Action Cancelled: HRS has the ability to cancel a forwarded PAF, including the job description, at any time.

AAC Routing Queue

After the vacancy announcement has been approved, the Affirmative Action Coordinator (AAC) can forward the approved vacancy announcement and PAF to a variety of approvers. The AAC will be responsible for ensuring the vacancy announcement and PAF are properly routed. These routes are outlined below:



Send to Executive Approver – The approved vacancy announcement and PAF will be routed to the Executive Approver after all needed approvals have been met and the final approval from the President, Provost, or appropriate Vice President (or their designee) is needed.

Send to Approver – The approved vacancy announcement and PAF will be routed to an Approver when others within a College/Unit or shared College/Unit need to either approve the position or funding. (Go to next page for instruction on how to assign an Approver)

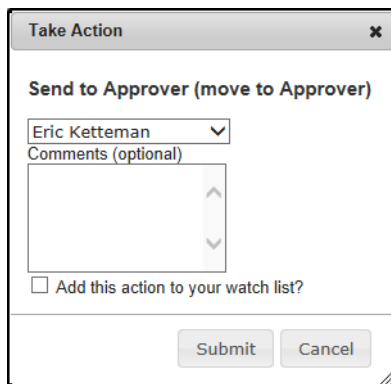
Send to Office of Sponsored Programs – The approved vacancy announcement and PAF will be routed to the Office of Sponsored Programs if any grant funding is being used for the position.

Action Canceled – The AAC can cancel an action when it is in AAC queue.

Send to PCN Review – If a change or reactivation is needed to a PCN assignment, the AAC can move the action to PCN Review for HRS to review.

Return to Supervisor/Manager – The AAC can send back to supervisor/manager if changes are needed.

How to Assign an Approver:

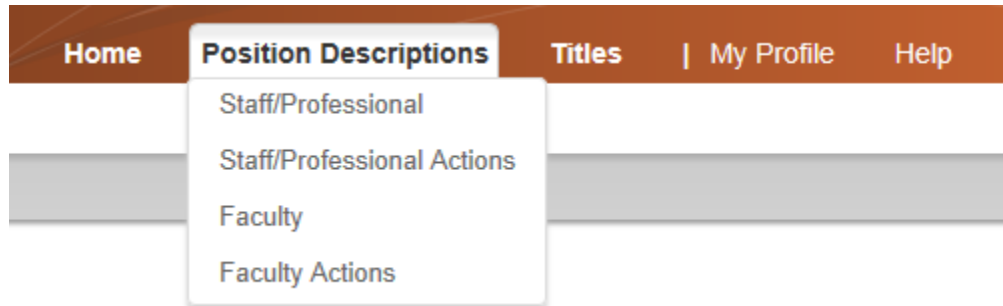


The screenshot shows a 'Take Action' dialog box with a close button (X) in the top right corner. The main heading is 'Send to Approver (move to Approver)'. Below this is a dropdown menu with 'Eric Ketteman' selected. Underneath the dropdown is a text area labeled 'Comments (optional)'. At the bottom left of the dialog is a checkbox labeled 'Add this action to your watch list?'. At the bottom right are two buttons: 'Submit' and 'Cancel'.

When you select **“Send to Approver”**, a pop-up window will appear with a drop down box. From here, you can select the employee that you would like to approve your PAF. An e-mail will be sent to the approver requesting an action. If you do not see the desired Approver, please contact Human Resources.

Next Steps

1. Once you have an approved vacancy announcement and have obtained all approvals for your PAF, your position will stay in the Position Management module as “Approved”.
2. You can view your position by hovering over ‘Position Descriptions’ and click Faculty.



- a. Your position will be located in the “Faculty PDs” section of the page. You may search for your specific position or another position by using the “**Filter These Results**” link.
3. Once your position is “Active”, you can now post your position using the Applicant Tracking module.
 - a. Be sure to check with your corresponding Executive Approver on a maximum length of time a position can be Active before needing to re-request your PAF.
 - b. Instructions on how to use the Applicant Tracking Module are located on the Human Resources website.

***If you have any further questions or need extra help, please contact your corresponding AAC, Human Resources, or Office of The Provost and Executive Vice President.**

Faculty Staff Handbook 1565 D. University Faculty:

FSH	University Faculty	NBAJOBS Title	Permanent Position Class & Title (NBAPOSN)	Tenure Track or Ineligible for tenure tracking (PEAFAC)	Faculty Rank (PEAFAC)
D.1	Instructor & Senior Instructor	Instructor Faculty	12950: Instructor Faculty	Ineligible	Instructor Senior Instructor
D.2	Faculty	Regular Faculty	12951: Regular Faculty	Tenure track	Assistant Professor Associate Professor Professor
D.3	Research Faculty	Research Faculty Research Faculty-Ext Spec Research Faculty-IGS	12952: Research Faculty 12952: Research Faculty-Ext Spec 12952: Research Faculty-IGS	Tenure track or Ineligible Tenure track or Ineligible Ineligible	Assistant Professor Associate Professor Professor
D.4	Extension Faculty	Extension Faculty	12953: Extension Faculty	Ineligible Ineligible Tenure track Tenure track Tenure track	Instructor Senior Instructor Assistant Professor Associate Professor Professor
D.5	Librarian	Library Faculty	12954: Library Faculty	Ineligible Ineligible Tenure track Tenure track Tenure track	Instructor Senior Instructor Assistant Professor Associate Professor Professor
D.6	Psychologist	Licensed Psychologist	12955: Licensed Psychologist Faculty	Ineligible Ineligible Tenure track Tenure track Tenure track	Instructor Senior Instructor Assistant Professor Associate Professor Professor
D.7	Officer-Education	N/A	N/A	N/A	N/A
D.8	University Distinguished Professor	N/A	N/A	N/A	Distinguished Professor
D.9	Clinical Faculty	Clinical Faculty	12956: Clinical Faculty	Ineligible	Assistant Professor Associate Professor Professor

Faculty Staff Handbook 1565 G. Temporary Faculty:

FSH	Temporary Faculty	NBAJOBS Title	Temporary Position Class & Title (NBAPOSN)	Ineligible for tenure tracking	Ineligible for faculty rank
N/A	Lecturer	Temp Faculty-Lecturer	15300: Temporary Faculty	N/A	N/A
G-2	Visiting Faculty	Temp Faculty-Visiting Faculty	15300: Temporary Faculty	N/A	N/A
G-3	Acting Faculty	Temp Faculty-Acting	15300: Temporary Faculty	N/A	N/A
G-4	Associate	Temp Faculty-Associate	15300: Temporary Faculty	N/A	N/A

Faculty Staff Handbook 1420 E. Administrative Faculty:

* Fluctuates based on faculty incumbents faculty type which is tracked in PEAFACT and FSH policy in combination with department and college bylaws.

FSH	University Faculty	NBAJOBS Title	Permanent Position Class & Title (NBAPOSN)	Tenure Track or Ineligible for tenure tracking (PEAFACT)	Faculty Rank (PEAFACT)
E.2	College Dean	Dean Interim Dean Term Dean	12300: Dean	*	*
E.2	College Associate Dean	Associate Dean Interim Associate Dean Term Associate Dean	10800: Associate Dean	*	*
E.2	College Assistant Dean	Assistant Dean Interim Assistant Dean Term Assistant Dean	10400: Assistant Dean	*	*
E.2	School/Unit Director	Director Assoc Director Assistant Director <i>may use Assoc or Asst prefixes as appropriate</i>	12350: Dept Head/Chair/Director Director Assoc Director Assistant Director	*	*
E.2	Department Chair	Department Chair Assoc Department Chair Asst Department Chair <i>may use Assoc or Asst prefixes as appropriate</i>	12350: Dept Head/Chair/Director Department Chair Assoc Department Chair Asst Department Chair	*	*
E.2	Department Head	Department Head Assoc Department Head Asst Department Head <i>may use Assoc or Asst prefixes as appropriate</i>	12350: Dept Head/Chair/Director Department Head Assoc Department Head Asst Department Head	*	*
E.2	Program Head	Program Head District Director Superintendent <i>May use Interim or Term prefixes as appropriate</i> <i>**CALS: may use Division Chair as a title for Program Head pcn</i> <i>**LIBRARY: may use Head, xxx as appropriate for Program Head pcn</i>	12355: Prog Head/Dist Dir/Super Program Head District Director Superintendent	*	*