



BENEFITED FACULTY AND ACADEMIC PROFESSIONAL POSITION REQUEST

UW PEOPLESOFT TRAINING SCRIPT

This script will walk you through the process of creating a position request for a benefited faculty or academic professional position. All internal, departmental procedures should be followed (if applicable) before submitting this request.

Note: Make sure that you allow pop-ups for this site.

The Process At-A-Glance

PART ONE: Logging In and Navigating to the Position Request.....pg.2

1. Log into PeopleSoft HRMS and navigate to the Academic Position Request page.
2. Search for an existing request or begin a new one. If you do not have a position number, you may indicate that and the budget office will provide one.

PART TWO: Entering Position Request Info including the Job Ad and Job Descriptionpg. 5

3. Complete all open fields on the position request including departmental information, funding information, FTE and Academic Year/ 12-month indicators.
4. Enter Job Advertisement: Use clear, concise language, bullet points where possible and double check for grammatical and spelling errors! This is what potential applicants will see!
5. Enter Job Description: Indicate time and percentages for job duties.

PART THREE: Submitting your Request and the Electronic Approval Chain.....pg. 11

6. Once all information has been provided, submit your request for electronic approval.
7. Once approvals are received, Human Resources will create a Job Opening
8. See the Job Opening User Guide to manage applicants, select candidates for interview and make job offers.


DID YOU KNOW?

It is **required** for Search Committees to schedule a phone or in-person consultation on fair and equitable searches with an emphasis on diversity recruitment with The Employment Practices Office (EPO).

Please call 766-3459 OR email diversity-epo@uwyo.edu to schedule an EPO consultation meeting! We offer great ideas on diversifying applicant pools and help you conduct a fair and equitable search.

PART ONE: Logging in and navigating to the position request.

Step		Notes
1	Log in to PeopleSoft HRMS and begin by navigating to the Academic Position Req page. From the main menu, select Recruiting	
2	Then click on Academic Position Req	
3	The Academic Position Req page should now display.	

Favorites | Main Menu > Recruiting > Academic Position Req 

Academic Posn Req

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria


Position Request ID: =

Job Opening ID: =


Thread Status: =

Position Number: begins with

Department: begins with

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)




Step	Notes
4	To view an existing job request, enter the position number, or simply click the “ Search ” button. To begin a new request, click on Add a New Value .

Favorites Main Menu > Recruiting > Academic Position Req

Benefited Faculty and Academic Professional Position Request

This form authorizes the recruitment of benefited faculty and academic professionals on regular University lines which require either presidential or Trustee approval for appointment. (See parts I, V, and VI of the Trustee Regulations.) No recruitment activities can begin prior to the approval of this form.

Position Number 



Look Up Position Number ? Help


Position Number: begins with

Description: begins with

Department ID: begins with

Department: begins with

Full/Part Time: =

Classified/Unclassified Ind: = Faculty 

[Basic Lookup](#)


Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Position Number	Description	Department	Full/Part Time	Classified/Unclassified Ind
0101	Asst Professor	Zoology & Physiology	Full-Time	Faculty
0104	Professor	Political Science	Full-Time	Faculty
0106	Department Head/Assoc Prof	Mechanical Engineering	Full-Time	Faculty
0107	Assoc Professor	Botany	Full-Time	Faculty
0108	Asst Professor	Family & Consumer Sciences	Full-Time	Faculty
0109	Department Head/Assoc Prof	Secondary Education	Full-Time	Faculty
0110	Assoc Professor	English	Full-Time	Faculty
0113	Asst Professor	Professional Studies	Full-Time	Faculty
0117	Assoc Professor	Agricultural & Applied Econ	Full-Time	Faculty
0120	Asst Professor	Geology & Geophysics	Full-Time	Faculty
0122	Asst Professor	School of Nursing	Full-Time	Faculty
0123	Assoc Professor	Communication Disorders	Full-Time	Faculty
0124	Professor	Electrical & Computer Engr	Full-Time	Faculty
0126	Asst Professor	Elementary & Early Childhood	Full-Time	Faculty
0127	Assoc Professor	Music	Full-Time	Faculty
0129	Asst Professor	Chemistry	Full-Time	Faculty
0131	Asst Professor	Professional Studies	Full-Time	Faculty
0135	Professor	Psychology	Full-Time	Faculty

Step		Notes
5a	<p>If you already have a number for the position, enter it here and click Continue.</p> <p>You can use the magnifying glass to search for faculty or other academic positions. (Second screen shot above) Use the Classified/Unclassified dropdown menu to find Faculty or Academic positions</p>	
5b	<p>If you do NOT have a position number, click I need a new position #.**</p>	

 ****Please Note:** If you need a new position number, there will be additional fields to fill out (including a funding source) and this request will be sent to the budget office to create a new position. If you simply do not know which position number to enter, check with your Appointing Authority or Dean's Office **before** filling out this form.

PART TWO: Entering Position Request Information including the Job Ad

Benefited Faculty and Academic Professional Position Request

This form authorizes the recruitment of benefited faculty and academic professionals on regular University lines which require either presidential or Trustee approval for appointment. (See parts I, V, and VI of the Trustee Regulations.) No recruitment activities can begin prior to the approval of this form.

Present/Previous Position Status

Position 0285 Assoc Professor Position Request ID 99999999
 Department 22120 Animal Science Status Initial
 Division/College 22000 College of Ag & Nat Resources
 FTE 1.000000 Full-Time Part-Time
 Supervisor [Redacted]
 Originator [James South Lefour](#)

Employment Status

Replace vacated position
 Currently held by [Redacted]

Proposed Position Info

Division/College College of Ag & Nat Resources
 Department Animal Science 22120
 Title Assoc Professor
 FTE 1.000000
 New Supervisor [Redacted]
 Anticipated Start Date [Redacted]

Appointment

AY-9 month
 FY-12 month
 Full-Time
 Part-Time

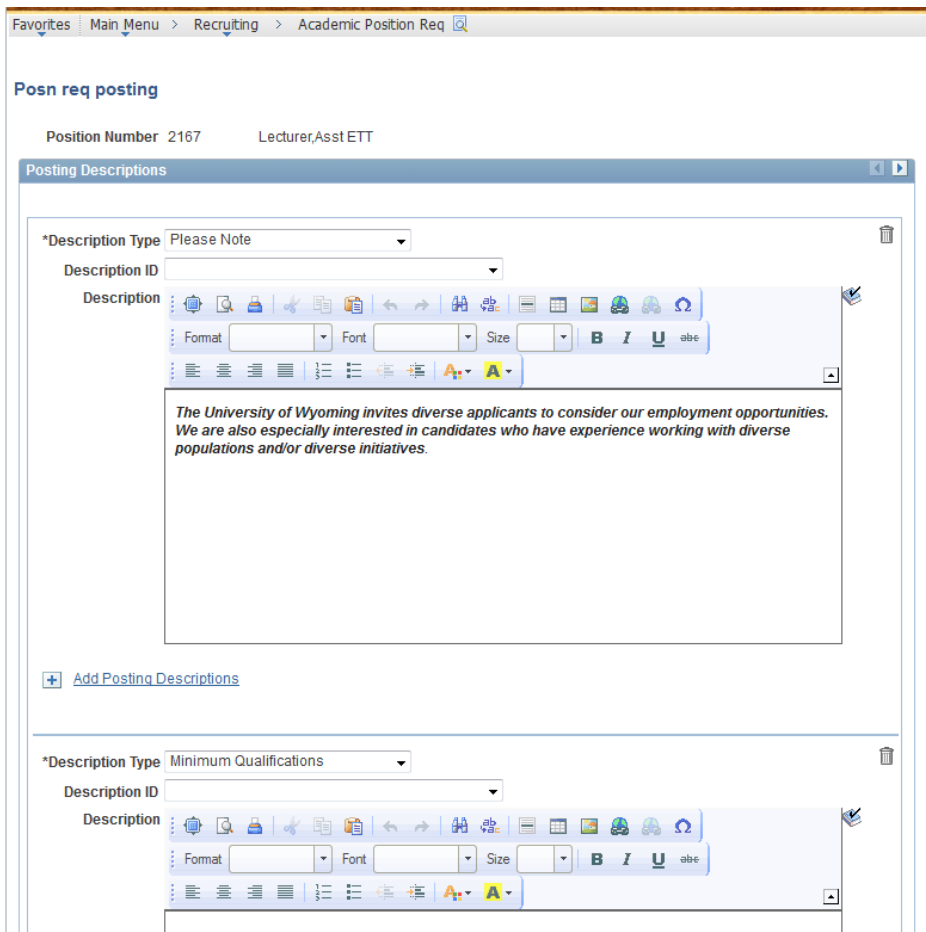
Job Posting Information

Minimum 30 day posting Open until filled Exception to posting

[Enter Job Posting](#) [Enter Job Description](#)



Step		Notes
6	The Benefited Faculty and Academic Professional Position Request page should now be displayed.	
7	<p>You will need to complete all fields indicated above. Don't forget to indicate if the job will be posted for 30 days, open until filled, or is an exception to posting. (For exceptions, please contact EPO at 766-3459 as we may need additional information.)</p> <p>Remember, <i>the magnifying glass icons can help you!</i></p> <p>Pro Tip! Throughout the process, click "Save Changes" as many times as needed. This will save your work until you are ready to submit.</p>	
8	Click on Enter Job Posting	



Step	Notes
9	<p>Here, you will enter all information about the job advertisement. Some of the fields will default with recommended language, such as the “Please Note”, “Required Materials”, the “Hiring Statement” (required) and the “Welcome to Laramie” sections.</p> <p>TIPS: The Please Note section can be used to highlight features of your department or college as well as a summary of the position. <i>Bullet points are highly recommended for the Minimum and Desired qualifications to make the job ad accessible and readable.</i> For assistance in writing the job ad, please don't hesitate to call 766-3459.</p> <p>Scroll through and enter in all language for the ad.</p> <p>NOTE: Do not use the Description ID dropdown. This should be left blank. Also, do NOT delete auto-filled language. You can ADD language to fields that come with auto-filled text but please do not delete anything.</p>
10	<p>When you have entered all language for the job advertisement, scroll down to the very bottom and click OK.</p>
11	<p>You will now be returned to the main Position Req page. Next, click on Enter Job Description</p>

Favorites | Main Menu > Recruiting > Academic Position Req

Posn req posting

Position Number 2167 Lecturer,Asst ETT

Posting Descriptions

*Description Type: Teaching

Description ID: [dropdown]

Description: [Rich Text Editor]

TEACHING		Credit hours	Percentage of effort
	Typical courses		
Fall:			
Spring:			

+ Add Posting Descriptions

*Description Type: Advising



Description ID: [dropdown]

Description: [Rich Text Editor]

ADVISING		Percentage of effort

Step	Notes
9	Here, you will enter all information about the job duties. Please be sure to complete all applicable fields.
10	When you have entered all language for the job description, scroll down to the very bottom and click OK .
11	You will now be returned to the main Position Req page . Continue to provide funding information for the position as well as your plan for diversity recruitment.

Funding Information


Funding Manager  

OSU Comparator Salary

Maximum Salary

Other salary data and source

*Funding Source: Section I Section II Section I and Section II Grant Funded 100%
 Grant Funded and Section I Grant Funded and Section II Grant Funded, Section I & II


Funding Sources 

Org	Project/Grant	Fund Code	Budget Reference		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Diversity Recruitment

Indicate how the search committee intends to utilize strategic approaches to attract a diverse talent pool. Please consider efforts related to minorities, women, individuals with disabilities and veterans. You may include advertising resources, networking activities, attending professional meetings, direct contacts, etc.

Please note: In addition to completing this field, the search chair and/or committee must also schedule a consultation meeting with EPO. Please contact Employment Practices at 766-3459 or diversity-epo@uwyo.edu for any questions and to schedule.



Employment Practices Office use only

Is the department underutilized?

Minorities: Yes No

Females: Yes No

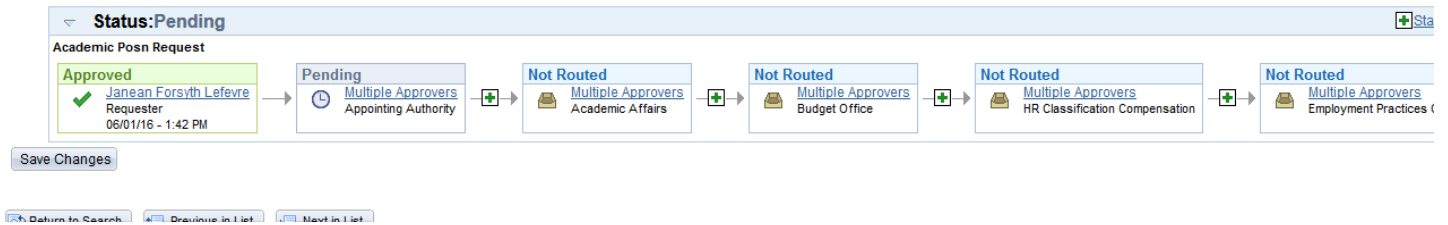
Comments

Last Upd DtTm by

Step	Notes
12	<p>Continue entering position information including funding information. Use the magnifying glass icons for assistance. If you do not know the funding manager or the funding source for the position, consult dean's office or departmental business manager. Indicate OSU or other salary information. (For assistance on this piece, contact Academic Affairs, 6-4286)</p>
13	<p>Indicate your plan for robust diversity recruitment. For ideas and resources on this, please contact EPO at 766-3459.</p> <p>IMPORTANT: The search chair and/or the search committee MUST also schedule a consultation meeting with Employment Practices. Call 766-3459 or email diversity-epo@uwyo.edu to schedule as soon as possible to avoid delays in approvals.</p>
14	<p>Pro Tip! Save Changes at any time to save your work.</p> <p>You may also use the Comments section to add any additional notes that need to accompany the request. However, PLEASE NOTE: Comments will only be saved when the SUBMIT button is clicked. If you enter comments and click SAVE CHANGES, the comments will NOT be saved.</p>

PART THREE: SUBMITTING YOUR REQUEST AND THE ELECTRONIC APPROVAL CHAIN

Academic Posn Request



Step	Notes
15	Click Submit when you are ready to submit the request for approval. After submitting, scroll to the bottom of the page.
16	The Position Request Chain will now be displayed at the bottom on the page.
17	<p>**The position request may take some time depending on the time it takes for the approvals. You may exit out of the system at this time. You will be notified when the request has been approved.</p> <p>The request will NOT be approved by Employment Practices until a consultation meeting has been scheduled. Call 766-3459 or email diversity-epo@uwyo.edu to schedule as soon as possible to avoid delays!</p>

After the approval chain has been completed, you will receive an email and will be able to view the job opening. There is a user guide for the Job Opening available on the EPO website at www.uwyo.edu/diversity

NOTES: