

Creating a Faculty Hiring Proposal (Instructional/Executive)

PeopleAdmin, March 2024

1. Login to PeopleAdmin and navigate to the blue applicant tracking system side of People Admin.
2. Locate the Posting you will be hiring the applicant from by searching for the position number or selecting from your watchlist
3. Open the posting
4. Click on the Applicants Tab:



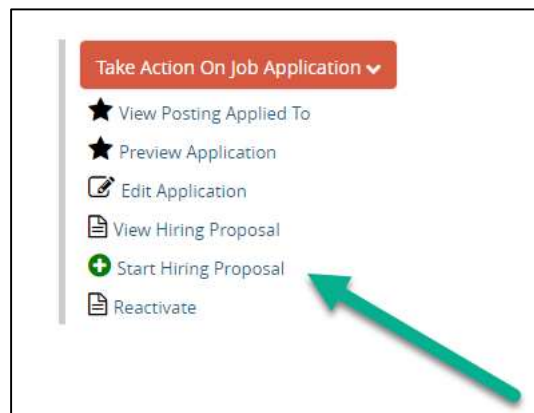
- a. **Dispositioning Applicants:** At this stage, the only applicants who should be in your applicant review queue are those who have made it to the short list review. Other applicants who may be listed as “under review by search committee” should be dispositioned to “not under consideration”. If you are unsure of the reason for disposition, admins should work with their search committee chair to identify the reason each candidate is no longer under consideration from options given.

5. Click on the applicants’ name

Notes:

- a. Applicant must be listed as *finalist* to create a Hiring Proposal for an applicant
- b. If the applicant is **not** listed as *finalist*:
 - i. Hover over the *Actions* button in the applicants row
 - ii. Click *View Application*
 - iii. The page will load with the applicants application. Hover over *Take Action*
 - iv. Click *Finalist – Begin HP* from the application
 - v. Click Submit

6. Click Start Hiring Proposal:



7. Verify the **correct** Position Name is listed above the *Select Position Description* button then click *Select Position Description*:

Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

- Visiting Assistant Professor of Economics

[Select Position Description](#) ←

a. If the correct PD is not listed, use the search box below:

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description using the Search below.

Position Descriptions

Add Column:

Status:

Department:

Division:

Employment Category:

Position Number:

Last Updated Date: between and

b. For pooled positions, ensure the correct PD ID is selected. If Position Description does not appear, then click on Add Column > Position Description ID.

Position Descriptions

Add Column:

Status:

Department:

Division:

Employment Category:

Position Number:

Last Updated Date: between and or within hours before the report run date

	Position Number	Position Title	Division	Department	Hiring Official	Employment Category	ECLS	Last Status Update	Status	Position Description ID	(Actions)
<input type="radio"/>	T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Debra Jarvis, Elizabeth Robbins	Hourly	14-HR-Hourly		Active	38746	Actions
<input type="radio"/>	T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Zhuo Wermer	Temporary Hourly	14-HR-Hourly		Active	38748	Actions
<input checked="" type="radio"/>	T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Elizabeth Robbins, Zhuo Wermer	Temporary Hourly	14-HR-Hourly		Active	38773	Actions

c. From here, click on the position description with **position description ID** number you want to fill.

8. A pop up will appear warning you that by creating this HP, anyone currently seated in the position will be removed so please do not click through this warning without checking to confirm if the employee currently in the position (even if terminated) will be replaced effective with the new start date indicated:



Note: If a Hiring Proposal has already been started for this position, you will see the following error after clicking OK on the warning above:



- The Hiring Proposal will load with required fields outlined in red. Additional fields noted with green comments here are also required for Banner, though PA may not have been updated in red.

Tip: **“Hired As Title”** feeds into Banner. On the HP manually type the simple title, i.e. the rank. Do not include the dept name or specialization on this line. Example of simple title: Adjunct Lecturer, Visiting Assistant Teaching Professor (previously Visiting Assistant Professor), Assistant Teaching Professor (Previously Lecturer), Assistant Professor, Postdoctoral Research Associate, etc.

<p>Faculty Rank <input type="text" value="Please select"/> This field is required.</p> <p>Justification for Selection <input type="text"/> This field is required. Provide a detailed explanation of why candidate was preferred.</p> <p>Tenure Status <input type="text" value="Please select"/> This field is required.</p> <p>Wage Type <input type="text" value="Please select"/> This field is required.</p> <p>Salary or Hourly Rate to be offered <input type="text"/> This field is required.</p> <p>Salary Justification <input type="text"/></p> <p>Begin Date <input type="text" value="MM/DD/YYYY"/></p> <p>If temporary or time-restricted, specify end date <input type="text" value="MM/DD/YYYY"/></p> <p>Pay Band <input type="text"/></p> <p>Annual Salary <input type="text"/></p> <p>IPEDS Primary Function <input type="text" value="Please select"/> This field is required.</p> <p>Will this person approve time sheets for others? <input type="text" value="Please select"/> This field is required.</p> <p>University Orientation <input type="text"/></p>	<p>For TE and TF faculty, rank should normally be the job title: Assistant Professor and Assistant Teaching Professor would both have rank of Assistant Professor. Visiting Assistant Teaching Professor has rank of "Instructor." Adjunct Lecturer faculty have rank of "Lecturer." Postdocs have rank of "N/A."</p> <p>Justification for Selection must be a paragraph stating how this candidate meets/exceeds qualifications and why they are the best candidate for this position.</p> <p>Proposed full-time initial salary offer must be a single whole number, not a range. If salary increases after negotiations, HP must be recirculated for final salary.</p> <p>Adjunct salary should reflect only fall salary for adjuncts with an AY position. Include adjunct allocation memo in attachments. Compensation comments or salary justification boxes can read "As approved per Dean allocation memo" or "TBD summer salary based on enrollment at time of add/drop."</p> <p>Begin Date for instructional faculty use 8/10 for fall and 1/10 for spring. 12-mo research postdocs use 10th or 25th of any month.</p> <p>IPEDS: 2B = Tenure Eligible Faculty 2A = Full-time Term & PT Adjunct 2E = Postdoctoral Research Associate</p>
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<p>Benefits Orientation <input type="text"/></p> <p>Confirmed Supervisor Position Number <input type="text" value="FC010W"/></p> <p>Is this a pooled hire? <input type="text"/> This field is required.</p> <p>Position Details</p> <p>ECLS <input type="text" value="08-Inst Faculty 9/10-Month"/></p> <p>Hiring Location <input type="text" value="Tyler Hall:TYLER"/></p> <p>District (Dept or Unit) <input type="text" value="Economics:ECN"/></p> <p>Work Period <input type="text" value="Standard Work Period"/></p> <p>Time Entry Type <input type="text" value="None"/></p> <p>Time Entry Method <input type="text" value="Payroll Time Entry"/></p> <p>If the employee is working out of state, has an out of state agreement been finalized? If no, the department must submit an out of state request form immediately for review by Tax Compliance, Payroll, and HR.</p> <p><input type="text" value="Please select"/> This field is required.</p> <p>Required for Banner</p> <p>Date Of Birth (from Application) <input type="text"/></p> <p>Confirmed Date Of Birth <input type="text" value="MM/DD/YYYY"/></p> <p>Gender (from Application) <input type="text"/></p> <p>Confirmed Gender <input type="text" value="Please select"/></p> <p>Race (from Application) <input type="text"/></p> <p>Confirmed Race <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White</p>	<p>SUPPORT NEW FEATURES</p> <p>SUPPORT NEW FEATURES</p>
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Tip: Confirmed Instructional Faculty Supervisor Position is normally the supervisor FC# or FS# (stipend #) assigned to the chair/director of your unit, found in the position description. (Email A&S UHR liaison or AskHR if you do not have access to your current department supervisor position.)

Postdocs will use the P.I.'s faculty posn#. Manually UPDATE the hiring proposal supervisor posn # in the HP, if it has changed since the time the PD was created.

Hispanic/Latino Status (from Application)

Confirmed Hispanic/Latino Status

Social Security Number

Job Change Reason

I-9 Indicator

I-9 Received Date

I-9 Expiration Date

Probation

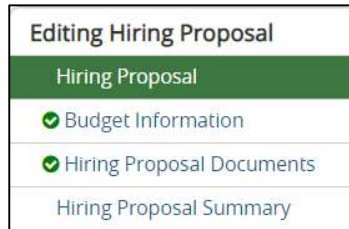
Probation Begin Date

Probation End Date

10. Click Save and Continue:



Enter information for all tabs:



- a. Review the Budget Information tab and attach any documents appropriate on the Hiring Proposal Documents tab.
 - i. These documents include:
 1. (recommended) **Search committee individual member’s scoring rubric, as well as a final summary scoring rubric, if used, and committee interview notes and feedback.**
 2. any additional emails relevant to the final salary - if it exceeds budgeted range,
 3. a longer selection memo, only if justification too long for the salary justification field.

11. Review the Summary information carefully and verify all terms before clicking *Take Action On Hiring Proposal* to move the Hiring Proposal to *Level 1 Review* to start the approval process of the HP.

Notes:

- Hiring Proposals normally begin with a selected salary amount below the maximum budgeted range.
- If the final negotiated salary offer exceeds the *original approved budget amount*, all Hiring Proposals must be edited for counteroffer and recirculated to receive further financial approval based on funding, i.e. Budget or Sponsored Programs, etc. Employment will send to Budget/OSP after initial review for further approval.
- Full-time faculty positions will be circulated to the Provost.
- Please enter the 93# on the HP if the candidate has one listed in banner to ensure a duplicate 93# is not generated. A 93# may already be generated by Accounts Payable if the faculty member was reimbursed for interview travel.
- For new employees who did not travel, 93#’s are generated once the HP is moved to Hire Approved status.
 - Once remaining HR steps are completed and new hire is fully approved, Faculty Personnel Services Manager flags as instructor of record and emails the department.