



## **Faculty Hiring**

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## Step 1:

### Opening a search (start a posting):

1. LOGIN to CIS [www.utah.edu](http://www.utah.edu)
  - a. Locate the "Applicant Tracking System" applet under the "EMPLOYEE" tab
  - b. Enter the University of Utah System
2. Or go to: <https://utah.peopleadmin.com/hr/shibboleth>



## Login

uNID: (e.g. u8675309)

[Forgot your uNID?](#)

Password:

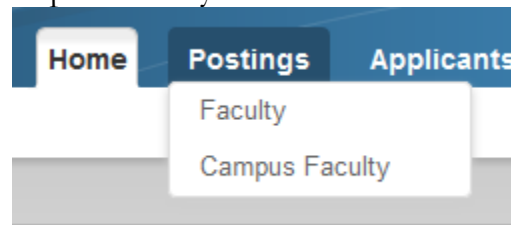
[Forgot your password?](#)

**Caution:** Before entering your uNID or password, verify that the address in the URL bar of your browser is directing you to a University of Utah web site.

**Important security information:** This login uses cookies to provide access to the site you requested and to other protected University of Utah websites. For your security, log out of the services you are using and exit your browser when you have finished your session. Some browsers, including Google Chrome, retain cookie information by default even after you close your browser. Review your browser's support documentation to set your browser to clear cookies automatically upon exit. [Instructions for Google Chrome.](#)

Choose Department Admin if you have more than one role in PeopleAdmin.

Click on Postings and choose Campus Faculty

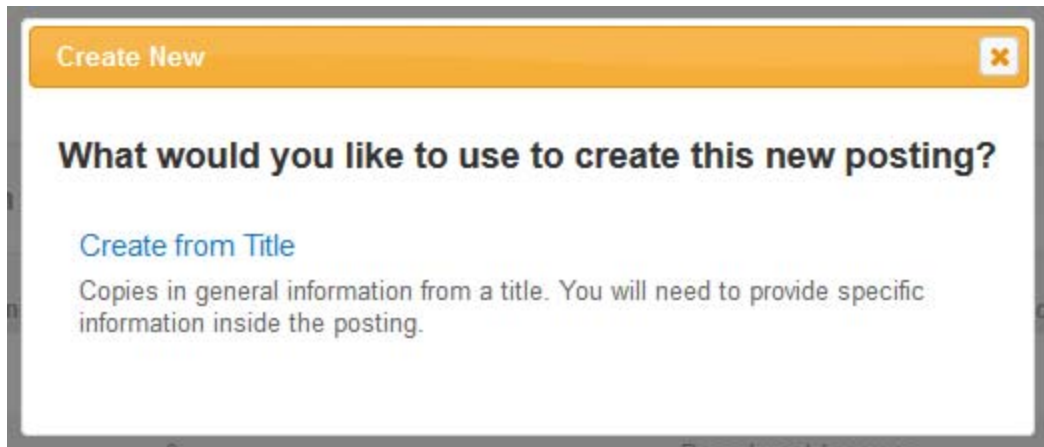


Click Create New Posting

## Campus Faculty Postings

[Create New Posting](#)

Click Create from Title



Click on Appropriate Job Title Description for Posting (Start from lowest rank advertising for):

Job Title Code	Job Title Description	Job Grade	Patient Care Job Code?	Type	Salary Range	(Actions)
(None)	Job Title Description			Faculty		Actions▼
123456	Campus Faculty Position	014	No	Faculty	50,000 - 60,000	Actions▼
123456	Campus Faculty New Position	A00	No	Faculty	20000 to 30000	Actions▼
3050	Adjunct Assistant Librarian	A00	No	Faculty	20000 to 500000	Actions▼
9104	Adjunct Assistant Professor	A00	No	Faculty	20000 to 500000	Actions▼
9187	Adjunct Associate Librarian	A00	No	Faculty	20000 to 500000	Actions▼
9102	Adjunct Associate Professor	A00	No	Faculty	20000 to 500000	Actions▼
9105	Adjunct Instructor	A00	No	Faculty	20000 to 500000	Actions▼
9189	Adjunct Librarian	A00	No	Faculty	20000 to 500000	Actions▼
9106	Adjunct Professor	A00	No	Faculty	20000 to 500000	Actions▼
0328	Assistant Dean	000	No	Faculty	20000 to 500000	Actions▼
9222	Assistant Librarian	A00	No	Faculty	20000 to 500000	Actions▼
9506	Assistant Librarian (Clinical)	A00	No		20000 to 500000	Actions▼
9507	Assistant Librarian (Lecturer)	A00	No	Faculty	20000 to 500000	Actions▼
9139	Assistant Professor	A00	No	Faculty	20000 to 500000	Actions▼
9140	Assistant Professor (Clinical)	A00	No	Faculty	20000 to 500000	Actions▼
9194	Assistant Professor (Lecturer)	A00	No	Faculty	20000 to 500000	Actions▼
0016	Assistant Professor, Clinical	A00	No	Faculty	20000 to 500000	Actions▼
0329	Associate Dean	000	No	Faculty	20000 to 500000	Actions▼
0410	Associate Department Chair	A00	No	Faculty	20000 to 500000	Actions▼
9221	Associate Librarian	A00	No	Faculty	20000 to 500000	Actions▼
9504	Associate Librarian (Clinical)	A00	No		20000 to 500000	Actions▼
9505	Associate Librarian (Lecturer)	A00	No		20000 to 500000	Actions▼
9125	Associate Professor	A00	No	Faculty	20000 to 500000	Actions▼
9126	Associate Professor (Clinical)	A00	No	Faculty	20000 to 500000	Actions▼
9195	Associate Professor (Lecturer)	A00	No	Faculty	20000 to 500000	Actions▼
9141	Clinical Assistant Professor	A00	No	Faculty	20000 to 500000	Actions▼
9144	Clinical Associate Professor	A00	No	Faculty	20000 to 500000	Actions▼
9198	Clinical Attending	A00	No	Faculty	20000 to 500000	Actions▼
9142	Clinical Instructor	A00	No	Faculty	20000 to 500000	Actions▼

Create Posting from this title



**Title: Assistant Professor (Campus Faculty)**

Current Status: Approved

Position Type: Campus Faculty

Created by: System Account



Create Posting from this Title



Print Preview

Edit Job Title to what desired (i.e. Assistant/Associate/Full Professor) if hiring at any level.



New Posting

Create New Posting

Cancel

\* Required Information

Job Title \*

Assistant/Associate/Full Professor

Choose VP Area, Division/College and Department:

### Organizational Unit

VP Area \*

Select a VP Area

Division/College \*



Department \*



Choose workflow state for applications to be in when submitted (default is **Under Review by Department/Committee**)

### Applicant Workflow

Workflow State

Under Review by Department/Committee

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

## References

Choose when to have letters of reference solicited automatically by the system and state to have application in when all recommendations have been received. Use if collecting references in the system. Must choose recommendation type of Reference Letter if letters are to be allowed to be uploaded.

### References

**Reference Notification**

Request References to submit Recommendations when candidate reaches selected workflow state?

**Recommendation Workflow**

When all Recommendations have been provided, move to selected workflow state?

**Recommendation Document Type**

Allow a document upload when a reference provider submits a Recommendation?

Make sure accept applications online if search is online. Include description if anything special for offline applications. No title documents on this page.

### Online Applications

**Accept online applications?**

**Special offline application instructions**

### Title Documents

Please indicate which documents you wish to include on your new posting.

No documents found.

Click Create New Posting

Create New Posting

Cancel

## Posting Details

Fill in preferred information based on your posting. Make Job Title and Proposed Rank Match what is in the advertisement.

### Visible to Applicants

The EEO/DIVERSITY text MUST be included in all advertisements. You MAY NOT alter any language in either statement. For Health Sciences departments, please also include the **EXCEPTIONAL PATIENT VALUES** statement.  
*(This text is not visible to applicants)*

**Job Title**

Assistant/Associate/Full Professor

\* **Proposed Faculty Rank**

Assistant/Associate/Full Professor

This field is required.

*(ie. Assistant, Tenured, Open)*

**Track**

Tenure Track

**New Position to Begin**

7/1/2016

\* **Text for Job Vacancy Announcement - Web Posting**

Insert Job Description to be posted.

--Double check spelling, spacing and that titles described in position match above.  
--Do not include OEO/AA statement. Automatic below. Will need to copy when posting  
--Use what is approved to post. Minor changes are made

EEO/Diversity Information and Notice is Auto-filled and required for your posting.

**EEO/Diversity Information**

The University of Utah is an Equal Opportunity/Affirmative Action employer and educator and its policies prohibit discrimination on the basis of race, national origin, color, sex, sexual orientation, gender identity/expression, religion, age, status as a person with a disability, genetic information, or veteran's status. Minorities, women, veterans, and those with disabilities are strongly encouraged to apply. Veterans' preference is extended to qualified veterans. To inquire further about the University's nondiscrimination and affirmative action policies or to request a reasonable accommodation for a disability in the application process, please contact the following individual who has been designated as the University's Title IX/ADA/Section 504 Coordinator: Director, Office of Equal Opportunity and Affirmative Action, 201 South Presidents Circle, Rm. 135, Salt Lake City, UT 84112, (801) 581-8365, email: oeo@utah.edu.

**Notice**

The University is a participating employer with Utah Retirement Systems ("URS"). To be eligible for retirement contributions, you must be hired into a benefit-eligible position. Certain new hires are automatically assigned to the URS retirement plan and other employees with prior URS service, may elect to enroll in URS within 30 days of hire. Regardless of whether they are hired into a benefit-eligible position or not, Individuals who previously retired and are receiving monthly retirement benefits from URS must notify the Benefits Department upon hire. Please contact Utah Retirement Systems at (801) 366-7770 or (800) 695-4877 or the University's Benefits Department at (801) 581-7447 for information.

**Special Instructions for Candidates**

Include special instructions to candidates regarding application.

Open date of advertisement and when advertisement should close. Can be closed until filled or choose a date to close.

**Open Date**

**Close Date**

**Open Until Filled**



Requisition number is the PRN number and will be auto-filled when submitted.

**Requisition Number**

Type should be Faculty (is default for position)

\* **Type**

Fill out area not visible to applicants.

**Note: Providing this information replaces the need for a chair to dean letter in the process. Also will not be required at hiring proposal or epaf stage.**

Not Visible to Applicants

**Proposed Start Date**

**Hiring Unit(s)**

**Unit Faculty FTE**   
*(total of all faculty FTE in Unit)*

**Faculty Departures**

**Projected Faculty Losses**   
*(list those expected to retire, resign, or to be on phased retirement by July 1 next year)*

**New Faculty Members in Unit**   
*(list those who were appointed on or after July 1 of this year)*

Area of Search

State specific area of search for this position. I.e. Thermodynamics, etc.

(include projected research areas, instructional roles and past/expected enrollments in are of instruction, is it part of a transformative excellence proposal?)

Number of Targeted Openings

1

List number of openings (limits number of hiring proposals per posting)

Proposed Annual Salary

###,###

List financial information for posting

Expected Start-up

###,###

(if applicable)

Sources of funds

State where funds are coming from.

Pass Message

Edit pass message if needed (default to the right)

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted. We

Quicklink is unique to each posting. Click acknowledgement for veterans preference.

Quicklink for Posting

<http://utah-sb.peopleadmin.com/postings/44457>

Veterans Preference Forwarding Acknowledgement



By clicking here, I acknowledge that I will forward this U of U **Veterans Preference process** to the hiring manager.

Fill out recruitment activity. Click Add Recruitment Activity Entry to add each advertising venue. Higher Ed Jobs is automatically posted by HR and we require DiverseJobs. College logins will be provided to college admins for use by all admins in college.

### Recruitment Activity

We require that you include two national outlets and two diversity outlets. After entering an outlet, click the "Add Recruitment Activity Entry" button to add another.

Add Recruitment Activity Entry

**Where will you recruit?**

Diverse Issues in Higher Education

**When?**

9/1/2015-9/30/2015

**Is this a request to continue a search authorized in the past academic year?**

No ▼

**If yes, indicate previous search.**

Fill out Reference Information. Choose whether or not the department will accept references online and set limits. Note that tenure-line hires require at least 3 letters of reference for hire.

## Reference Information

**Accept References?**

Yes ▼

**Maximum Number of References**

5

**Minimum Number of References**

3

**Instructions for Reference Providers**

Include specifics

*Use this field to communicate additional instructions or contact information to reference providers.*

Click Save to keep your progress and next to continue to the next section.

## Posting Specific Questions

If you prefer to add specific questions to the posting, click add a question. If not, click next.

### Posting Specific Questions

Save

<< Prev

Next >>

### Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Save

<< Prev

Next >>

To add a question, choose from the list:

Choose question(s) and then submit.

### Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
<input type="checkbox"/>	Credential	Do you currently have a Basic Life Support Health Care Provider card and Advanced Cardiac Life Support certification? If not, do you agree to obtain the certification within six months of hire?
<input type="checkbox"/>	Credential	Are you currently certified as a Nursing Assistant/Nurses Aide, or are you currently attending a nursing education program?
<input type="checkbox"/>	Credential	A valid driver's license is necessary for employment in this position. Do you have a valid driver's license?
<input type="checkbox"/>	Credential	Do you have a High School Diploma, GED, or equivalency?
<input type="checkbox"/>	Credential	Do you have a State or National certification in sign language interpretation?
<input type="checkbox"/>	Credential	Have you completed a certified Medical Assistant program or equivalent (Intermediate EMT)?
<input type="checkbox"/>	Credential	Do you have current ASCP certification or at least one year of medical lab experience?
<input type="checkbox"/>	Credential	Are you currently licensed to practice as a Physician's Assistant in the State of Utah?
<input type="checkbox"/>	Credential	Do you have a current Advanced Cardiopulmonary Life Support certification?
<input type="checkbox"/>	Credential	Are you certified as an Eye Bank Technician, Ophthalmic Technician or Tissue Bank Specialist?
<input type="checkbox"/>	Credential	Are you currently certified as a Phlebotomist or Medical Assistant?
<input type="checkbox"/>	Credential	Do you currently have an AALAS certification? If not, do you agree to obtain one within three months of hire?
<input type="checkbox"/>	Credential	Do you have a valid Utah State Pesticide Applicator License?
<input type="checkbox"/>	Credential	Do you possess a valid Utah Commercial Driver's License class A or B; licensed for air brakes and tanker endorsement; and a current Department of Transportation (DOT) medical card?
<input type="checkbox"/>	Credential	Do you have a valid Utah Commercial Drivers License class A or B; an airbrake license; Department of Transportation (DOT) medical card; and proof of insurability?

Displaying 1 - 15 of 2042 in total

← Previous | Next →

Can't find the one you want? [Add a new one](#)

Submit

Cancel

## Applicant Documents

Choose required and optional documents.

If required is chosen, the applicant must upload before submitting.

### Applicant Documents

Order	Name	Not Used	Optional	Required
<input type="checkbox"/> 1	Appropriate discharge document (such as a DD-214 – Member Copy 4) – Veteran Only – Call 801.581.2169	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 2	Addendum to the University of Utah - Veteran Only - Call 801.581.2169 after submission	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 3	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 4	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 5	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 6	Letter of Recommendation 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 7	Letter of Recommendation 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 8	Letter of Recommendation 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click Save or Next

## Posting Documents

Add required documentation.

**Chair to Dean Letter is no longer required with documentation due to earlier questions.**

### Posting Documents

Save

<< Prev

Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Faculty Budget Authorization			Actions▼
Faculty Letter from Chair to Dean			Actions▼
Faculty Position Description			Actions▼
New Classification Paperwork - Memo			Actions▼
Human Resources Market Data			Actions▼
OEO Faculty Training Roster			Actions▼
Faculty Exception to Search Request			Actions▼
New Classification Paperwork - Job Description			Actions▼
New Classification Paperwork - Org Chart			Actions▼
CV for Exception to Search Request			Actions▼
Search Update Form (prior to inviting final candidates)			Actions▼

Save

<< Prev

Next >>

## Search Committee

Add Search committee to the posting. Use Search or Add a new member

**Note:** if you need a search committee member not in our system please contact Heather Call and she can file an affiliate form.

---

### Search Committee

---

### Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

---

### Search

Find a User to assign as a Search Committee Member.

First Name

Last Name

Email Address



## Search Committee Rankings

Click Add a Criterion. If search committee comments are to be in the system, appropriate criterion need to be chosen at this level to allow them to add comments/feedback/notes on their review.

### Search Committee Rankings

Save

<< Prev

Next >>

#### Included Evaluative Criteria

Add a Criterion

Category	Description	Weight	Workflow State	Status
----------	-------------	--------	----------------	--------

Save

<< Prev

Next >>

Criterion listed: We advise on interviewing the candidates as opposed to ranking them.

#### Available Evaluative Criteria

Category:  Keyword:

Add	Category	Description
<input type="checkbox"/>	Uncategorized	Assign this candidate an overall ranking:
<input type="checkbox"/>	Uncategorized	Please review candidates, make comments and indicate whether they should receive consideration for the short list
<input type="checkbox"/>	Uncategorized	Does this candidate have previous custodial experience?
<input type="checkbox"/>	Uncategorized	Did the candidate include employment history on their application or attach a resume with employment history?
<input type="checkbox"/>	Uncategorized	Should this applicant be interviewed?
<input type="checkbox"/>	Uncategorized	Are you willing to pursue a joint appointment at the VA?
<input type="checkbox"/>	Uncategorized	Has applicant completed Movement Disorders Fellowship Training?
<input type="checkbox"/>	Uncategorized	Comment on candidate's area of specialty and whether he or she would be a good fit.
<input type="checkbox"/>	Uncategorized	List the advantages of hiring this candidate.
<input type="checkbox"/>	Uncategorized	List the disadvantages of hiring this candidate.
<input type="checkbox"/>	Uncategorized	Discuss any concerns about candidate.
<input type="checkbox"/>	Uncategorized	Rank candidates according to the following criteria.
<input type="checkbox"/>	Uncategorized	1. Writing skills and verbal acuity.
<input type="checkbox"/>	Uncategorized	2. Understanding of media landscape – print, television, radio and digital.
<input type="checkbox"/>	Uncategorized	Knowledge of local and regional media outlets.

Displaying 1 - 15 of 80 in total

← Previous | Next →

Can't find the one you want? [Add a new one](#)

Submit

Cancel

## Posting Details

Double check posting and then Take Action on Posting



### Posting: Assistant/Associate/Full Professor (Campus Faculty) [Edit](#) [Delete](#)

Current Status: Draft

Position Type: **Campus Faculty**  
Department: **00068 - Mechanical Engineering**

Created by: **TRINA RICH**  
Owner: **TRINA RICH**

Take Action On Posting ▾

★ See how Posting looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

Summary

History

Settings

Hiring Proposals

👍 Posting Details [Edit](#)

Visible to Applicants

The EEO/DIVERSITY text MUST be included in all advertisements. You MAY NOT alter any language in either statement. For Health Sciences departments, please also include the [EXCEPTIONAL PATIENT VALUES](#) statement.  
*(This text is not visible to applicants)*

Job Title	Assistant/Associate/Full Professor
Proposed Faculty Rank	Assistant/Associate/Full Professor
Department	00068 - Mechanical Engineering
Track	Tenure Track
New Position to Begin	7/1/2016
Text for Job Vacancy Announcement - Web Posting	Insert Job Description Here.

Send posting to Department Approver

## Posting Workflow

Dept. Admin → Chair → Dean → DFA → AVP Budget → SVP/AVP Faculty → Approved for posting

## Transitioning Candidates:

After applications are received and reviewed, they need to be moved to not selected, screening interview, etc.

Go to Posting

Choose the applicant you would like to move and transition to preferred state.

All applicants need to be transitioned

## Step 2: Search Update (Permission to Interview)

See search update form

Submitted when short list of candidates department wants to interview onsite have been decided. Provides a description of the search process and what is known about the pool and tries to avoid issues later in the process.

1. If a campus faculty posting (PRN#####CF), please attach search update to posting, send a copy to [officeforfaculty@utah.edu](mailto:officeforfaculty@utah.edu) and transition the candidate through the candidate review workflow. When approved, the c
  - a. Candidate Review (Department Admin)
  - b. Candidate Review (Department Approver)
  - c. Candidate Review (Dean/Org Head)
  - d. Candidate Review (AVP/OED)
  - e. Candidate Review (SVP/DFA)
  - f. Permission to interview (approved for onsite interview)
2. If it is faculty posting (PRN#####F), please email it to [officeforfaculty@utah.edu](mailto:officeforfaculty@utah.edu). When approval received, transition the candidates to onsite interview. Please make sure the chair and dean have seen the form before submitting.

## Step 3: Hiring Proposal

Log in

1. LOGIN to CIS [www.utah.edu](http://www.utah.edu)
  - a. Locate the "Applicant Tracking System" applet under the "EMPLOYEE" tab
  - b. Enter the University of Utah System
2. Or go to: <https://utah.peopleadmin.com/hr/shibboleth>

Choose the appropriate role if you have more than one role in PeopleAdmin.

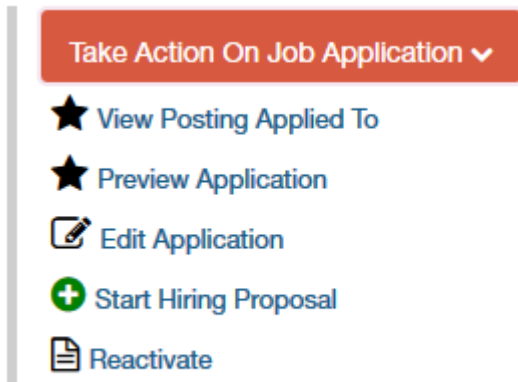
Current Group:  [logout](#)

Go to the posting

Choose the applicant you would like to move and go into the application.

Move to Recommend for Hire-Begin Hiring Proposal

Click on Green Start Hiring Proposal



Fill out requested information.

1. Make sure proposed hire job code matches what you want to hire at.
2. Include faculty vote on appointment and rank in format of yes/no/abstentions.
3. Attach letters of recommendation (3 tenureline, 2 careerline) or note in number of reference letters included that they are attached to application.
4. Attach draft offer letter.
5. Take action on hiring proposal sending it through approval process. Hiring proposal must be approved before offer is made.

# Faculty Hiring Proposal

 [Check spelling](#)

Please include the draft offer letter and at least three letters of recommendation with this proposal.

## Selected Candidate Information

<b>First Name</b>	Jennifer
<b>Last Name</b>	Cargill
<b>uNID</b>	<i>will be populated if candidate is internal employee</i>
<b>Address1</b>	55 MiraBelle
<b>Address2</b>	
<b>City</b>	Seattle
<b>State</b>	WA
<b>Zip Code</b>	98125
<b>Country</b>	United States of America
<b>Veterans Preference</b>	No
<b>Highest Education Level</b>	

**Information on Candidate Selection**

*(Please briefly describe the basis for selecting this candidate.)*

**Number of Reference Letters Included**

Additional Reference Information (if collected)

Position Information

Hiring Unit (s)

Job Code 123456

Job Title Campus Faculty Position

Posting Number PRN00004CF

Posting Open Date

Actual Start Date

Proposed Hire Rank

Proposed Hire Job Code

Base Salary

Expected Start-up   
(if applicable)

Sources of funds

Hiring Proposal Number

Save

Next >>

**Note: the Letter from Chair to Dean is no longer required due to the additional questions in the posting and search update.**

**Hiring Proposal Documents**

Save << Prev Next >>

Please be sure to include the following language in the text of any offer letter: *In accordance with University of Utah policy, this offer of appointment is contingent upon final approval of the President and Board of Trustees of the University of Utah. Utah state law requires the university to perform a background check on new employees. This offer of employment is conditioned upon your successfully passing a pre-employment criminal background check and a verification of your education.*

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Salary Calculation			Actions ▼
Letter from Chair to Dean (Faculty only)			Actions ▼
Draft Offer Letter			Actions ▼
Patient Care Employee Acknowledgement Form			Actions ▼
Reference Letters			Actions ▼
CDL Signed Drug Testing Program			Actions ▼
Associate Professor/Professor CV			Actions ▼
4th Quartile Salary Approval Memo from Vice President or Cabinet Member			Actions ▼

Save << Prev Next >>

Required documents: Draft offer letter and Reference letters. Reference letters may be included on the application. Please note they are there when it asks for number of reference letters included.

Click next and Review the Summary. If correct, click “Take Action on Summary” and select to send to department approver.

Take Action On Hiring Proposal ▼

 Print Preview

**Workflow:**

Dept Admin → Chair → Dean → AVP Budget → SVP/AVP Faculty

**Offer Accepted or Declined:**

When approved to offer, the admin will have to transition it to offer accepted or offer declined.

Office for Faculty will then move to ready for epaf for it to be go into the peoplesoft system.