Faculty Hiring
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Step 1:

Opening a search (start a posting):

1. LOGIN to CIS 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 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
Click Create from Title

![Create New dialog box](image)

What would you like to use to create this new posting?

Create from Title

Copies in general information from a title. You will need to provide specific information inside the posting.

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

<table>
<thead>
<tr>
<th>Job Title Code</th>
<th>Job Title Description</th>
<th>Job Grade</th>
<th>PATIENT CARE Job Code?</th>
<th>Type</th>
<th>Salary Range</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(None)</td>
<td>Job Title Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Actions▼</td>
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<tr>
<td>123456</td>
<td>Campus Faculty Position</td>
<td>014</td>
<td>No</td>
<td>Faculty</td>
<td>50,000 - 60,000</td>
<td>Actions▼</td>
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<tr>
<td>123456</td>
<td>Campus Faculty New Position</td>
<td>A00</td>
<td>No</td>
<td>Faculty</td>
<td>20000 to 30000</td>
<td>Actions▼</td>
</tr>
<tr>
<td>3050</td>
<td>Adjunct Assistant Librarian</td>
<td>A00</td>
<td>No</td>
<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
</tr>
<tr>
<td>9104</td>
<td>Adjunct Assistant Professor</td>
<td>A00</td>
<td>No</td>
<td>Faculty</td>
<td>20000 to 600000</td>
<td>Actions▼</td>
</tr>
<tr>
<td>9107</td>
<td>Adjunct Associate Librarian</td>
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<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
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<tr>
<td>9102</td>
<td>Adjunct Associate Professor</td>
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<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
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<tr>
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<td>Faculty</td>
<td>20000 to 500000</td>
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<td>Faculty</td>
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<td>Actions▼</td>
</tr>
<tr>
<td>0328</td>
<td>Assistant Dean</td>
<td>000</td>
<td>No</td>
<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
</tr>
<tr>
<td>9222</td>
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<td>Faculty</td>
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<td>Actions▼</td>
</tr>
<tr>
<td>9506</td>
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<td>Faculty</td>
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<td>Actions▼</td>
</tr>
<tr>
<td>9507</td>
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<td>Faculty</td>
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<td>Actions▼</td>
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<tr>
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<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
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<tr>
<td>9140</td>
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<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
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<tr>
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<td>No</td>
<td>Faculty</td>
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<td>Actions▼</td>
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<td>No</td>
<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
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<tr>
<td>0329</td>
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<td>000</td>
<td>No</td>
<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
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<tr>
<td>0410</td>
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<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
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<td>Faculty</td>
<td>20000 to 500000</td>
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<td>9504</td>
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<td>Faculty</td>
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<tr>
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<td>Faculty</td>
<td>20000 to 500000</td>
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<td>Faculty</td>
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<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
</tr>
<tr>
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<td>Faculty</td>
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<td>Actions▼</td>
</tr>
<tr>
<td>9141</td>
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<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
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<tr>
<td>9144</td>
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<td>No</td>
<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
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<tr>
<td>9198</td>
<td>Clinical Attending</td>
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<td>No</td>
<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
</tr>
<tr>
<td>9142</td>
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<td>A00</td>
<td>No</td>
<td>Faculty</td>
<td>20000 to 500000</td>
<td>Actions▼</td>
</tr>
</tbody>
</table>
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

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

![New Posting](image)

* 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
[No Document]
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
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 (ie. Assistant, Tenured, Open)

Track

Tenure Track

Now 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 want is approved to post. Minor changes are made
EEO/Diversity Information and Notice is Auto-filled and required for your posting.

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.

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.

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.

<table>
<thead>
<tr>
<th>Open Date</th>
<th>9/01/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close Date</td>
<td>9/30/2015</td>
</tr>
<tr>
<td>Open Until Filled</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Requisition number is the PRN number and will be auto-filled when submitted.

Requisition Number

Type should be Faculty (is default for position)

Type

Faculty

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 7/1/2016

Hiring Unit(s) Mechanical Engineering

Unit Faculty FTE 25.5

(total of all faculty FTE in Unit)

Faculty Departures

George Smith to Stanford

Projected Faculty Losses

Greg Johnson—Retiring 6/30/2015

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

Angela Morgan
Fred Hill

New Faculty Members In Unit

(list those who were appointed on or after July 1 of this year)
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.

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.

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.

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.

To add a question, choose from the list:
Choose question(s) and then submit.
**Applicant Documents**

Choose required and optional documents.

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

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Not Used</th>
<th>Optional</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appropriate discharge document (such as a DD-214 – Member Copy 4) – Veteran Only – Call 801.581.2169</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Addendum to the University of Utah - Veteran Only - Call 801.581.2169 after submission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Resume</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Cover Letter</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>Transcripts</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>Letter of Recommendation 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Letter of Recommendation 2</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>Letter of Recommendation 3</td>
<td></td>
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</tbody>
</table>

Click Save or Next

[Save]  [<< Prev]  [Next >>]
Posting Documents
Add required documentation.

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

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

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 and transition the candidate through the candidate review workflow. When approved, the candidate
   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. 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
   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.

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

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

Selected Candidate Information

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

Highest Education Level

Information on Candidate Selection

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

Number of Reference Letters Included
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
Note: the Letter from Chair to Dean is no longer required due to the additional questions in the posting and search update.

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.

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.