Recruit for a New Academic Position

Purpose
Use this job aid to create and post for a Continuing, Contingent or Limited Term Academic appointment. The purpose of the Job Opening Request form is to collect the information required to post the job, obtain the necessary approvals in preparation for selecting an appropriate candidate, and assign the role a position number.

*Any ‘vacant’ academic appointment is treated as a new position and therefore, should be submitted following the steps in this job aid.*

To post a Sessional Instructor opportunity, follow the [Request a job opening for a Sessional Instructor](#). To post a new Senior Leadership Team (SLT) position, follow the [Recruit for a New Regular Position](#).

| Note: | If you need help selecting the right appointment type, the [Information on Academic Appointment Types](#) website provides detailed overview of academic appointment types. |

Prerequisites
Before you proceed with this transaction, ensure the following has occurred:

- Upfront conversations with senior management/budget owners to verify the budget exists for this position.
- The job description for this position has been created.

Once the prerequisite steps are complete, you are ready to initiate a Job Opening Request Form following the steps below:

<table>
<thead>
<tr>
<th>Access PeopleSoft</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by logging into the <a href="#">myUofC</a> portal:</td>
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<tr>
<td></td>
<td>• From the mega-menu, click the <a href="#">My work</a> tab.</td>
</tr>
<tr>
<td></td>
<td>• Click the <a href="#">Job opening request</a> link from under the <a href="#">People management</a> heading.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<tr>
<td>------</td>
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<tr>
<td><strong>2.</strong></td>
<td>• For this example, we will be initiating a new transaction. Click the <strong>Add</strong> button.</td>
</tr>
</tbody>
</table>

Click the **Request Type** dropdown list. The **Request Type** chosen drives which fields on the form open up for entry.

- In this example we are hiring a new Academic positioned job, so you will select **New Position – Academic**.

<table>
<thead>
<tr>
<th>Enter Position Information</th>
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<tbody>
<tr>
<td><strong>3.</strong></td>
<td>• Enter the five digit <strong>Department ID</strong>. This is the department number under which the position/appointment resides. If you do not know the home <strong>Department ID</strong>, you can use the <strong>Look Up</strong> button and search for it using the <strong>Description</strong> field.</td>
</tr>
</tbody>
</table>

- **NOTE!** The Faculty/Unit information auto-populates based on the Department selection.

- Click the **Job Code Look Up** button and enter ‘AC’ in the **Job Code** field. All academic job codes will display for selection.

- **NOTE!** The Job Code field is equivalent to the rank of the position. In situations where the rank is unknown, enter the highest possible rank so the approval for the position is given for the highest level. For example, if the qualifications of the successful candidate will determine whether you hire at the Assistant or Associate Professor rank, you would enter ‘Associate Professor’ as the **Job Code**. If the successful candidate is hired at the rank of Assistant Professor, the position information will be updated by HR accordingly.

- **NOTE!** Upon entering the **Job Code**, the **Job Family**, **Classification**, **Phase/Zone** and **Salary Range** fields auto-populate.
### Job Opening Request

<table>
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<tr>
<td>4.</td>
<td><strong>Employee Classification (Empl Class)</strong> is required for all academic employee types. Click the <strong>Look Up</strong> button and select the appropriate <strong>Empl Class</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE!</strong> For more detail regarding Empl Class options, see the <a href="#">Empl Class Quick Reference Sheet</a>.</td>
</tr>
</tbody>
</table>

- In the **Reports To Position** field, enter the Reports to Manager’s position number.

  ![Reports To Position](image)

  **NOTE!** Position number should not be confused with Employee ID number. If you do not know the Reports to Manager's position number, you can use the look up button and search for it using the Reports to Manager’s name.

  **NOTE!** In situations where the Reports to Manager is a Department Head or Dean, ensure the position number identified is their administrative appointment, not their regular academic (i.e. Assistant / Associate /Professor) appointment. This ensures that any changes to the role of Head/Dean will not require changes to reporting relationships.

- Click the **Full/Part Time** dropdown and make your selection.

  ![Full/Part Time](image)

- The **Std Hrs/Wk** field defaults based on the standard weekly hours for the **Job Code** selected. *Adjust the standard hours per week as necessary for part-time positions.*

  ![Std Hrs/Wk](image)

- The **Position Title** field is the title of the position record and is limited to 30 characters in length. This title is often an abbreviated version of the **Posting Title** identified later in the form, which is the title that will be displayed on the job posting.

  ![Position Title](image)
Enter Salary Chartfield Information

<table>
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| 5.   | - The **Length of Term** and, if known, the **Expected Job End Date** fields are only required for Limited Term or Contingent Term appointments.  
  - Enter the **Maximum Approved Salary** if the max salary you have budgeted for is below the top of the salary band for the job (indicated in the Position Information section).  
  
  ![Salary/Benefit Chartfield Information](image)

  - Under the **Salary/Benefits ChartField Information** section, enter the accounting string from which the position will be paid.  
  - Click the **Edit ChartFields** link.  
  - Verify/complete* the following fields:  
    - **Fund** - always required  
    - **DeptID** - always required  
    - **Acct** - always required and will be 54995  
    - **Program / Internal** - only if applicable  

  *For operating-funded jobs only, the default accounting is shown and will populate into the form when you click the **OK** button. The default accounting can be edited as required.

  ![Accounting Information](image)

  **NOTE!** Do NOT enter a **Combination Code (Combo Code)**. Enter the **ChartFields** and the system will populate the correct **Combo Code** based on your entries.

  - Once the chartfield has been entered/verified, click the **OK** button.
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<td>6.</td>
<td>• Additional rows can be added by using the + sign for split distributions. You can split the salary by percentage across multiple ChartFields using the Distrb% field (the total must always add up to 100%) or between specific dates using the From/To Date fields when required.</td>
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<td>7.</td>
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</table>
8. **Under Contacts**, enter those who should be associated with this job opening, meaning those individuals who will be involved in the placement and approval of external advertising.

- The **Reports to Manager** should be entered as the **Primary Hiring Manager**. If you know the **Empl ID** of the **Reports to Manager**, simply enter this here. Otherwise, click the **Look Up** button and search by name.

  - The email will auto-populate, but the phone number does not, so enter it in the **Phone Number** field.

  - If required, **Secondary Hiring Manager(s)** can be specified as well. Additional rows can be added by using the + sign for multiple Secondary Hiring Managers.

  **NOTE!** Only those with the correct security role will display for selection or entry into this field. If you have issues adding someone, please contact your **Talent Acquisition Advisor**.

- Use the **New Position Rationale** box to provide the justification for this position and highlight any budget related information for approvers (e.g. This position was included in the most recent business plan).

- In the **Comments** field, add any additional notes or comments about the request – either for the approvers or those processing the request. As an example, you could enter special requests or ask for external advertising, which should include the account string the expense will be charged to.

9. **At any point, you can click the **Save** button to save the request and return later to complete and submit the form.**
Click Begin Approvals

10. Once you have completed all required fields and have saved the form, click **Begin Approvals** to start the automated approval process.

The **Job Opening Approval** workflow displays the status of the request as **Pending**. This page allows initiators to monitor the progress of their requests. The status remains **Pending** until all approvers have approved the request, at which point, the status changes to **Approved**.

Required approvals are shown in blue in the approval workflow, and display as **Pending** or **Not Yet Routed** when the form is first submitted. Reviewers are shown in grey, and receive notification of the request, but are not required to approve the transaction.

**NOTE!** If a correction to the information on the form is required after it has been submitted for approval, the Initiator can click **Retract** to stop the approval workflow and open up the form for editing.

Once the necessary changes are made, the Initiator should repeats steps 9 and 10 to start the approval process from the beginning.

End of Procedure.

**Results**

Completion of this transaction results in the following:

- Job Opening Request is saved and submitted for approval
- Generation of a Job Opening **Request ID** (which can be used for tracking purposes)

**Next Steps**

Once you have completed this transaction, the following will occur:

- Once approved, the job is posted on the U of C Careers website, and the recruitment process begins
• The initiator and Reports to Manager will be notified by their Talent Acquisition Advisor once the job posting is created. If requested, any external advertising will be placed by the Talent Acquisition Advisor (once the account to be charged has been provided).