

## NTT Faculty Hiring

You will utilize this guide when wanting to hire a non-tenure track faculty out of a pool. If you are hiring a non-tenure track faculty out of a recruitment (once the hire is made the search is closed and completed) please [start here](#).

### [Starting the NTT Faculty Hiring Process \(Pools\)- Step 1](#)

#### [Outreach and Continuing Education Process](#)

### [Requesting to Offer – Step 2](#)

### [Extending the Offer](#)

If you have any questions about your hiring request, please reach out to HR:

[HR@wwu.edu](mailto:HR@wwu.edu)

## Log Into PageUp

Go to <https://western.pageuppeople.com> to log into the system.

### Starting the NTT Faculty Hiring Process (Pools) – Step 1

When you are ready to start the offer process for your non-tenure track faculty member, you must first notify Human Resources to “copy” your pool. Make sure your candidate has applied. As a reminder, you are only able to offer a candidate from an open (currently posted) pool.

1. Click ‘Jobs’ in the top right of your screen.
2. Locate the pool and click on the title.
3. Click ‘View Applications’ to the right of the title.

**View applications**

Please note: If after you click ‘View applications’ your system opens the Applicant Progress Board, and you see List View and Board View on the top right of the screen.

List View

Board view

Click on List View, and then click “Manage Application.”

 **How to use**

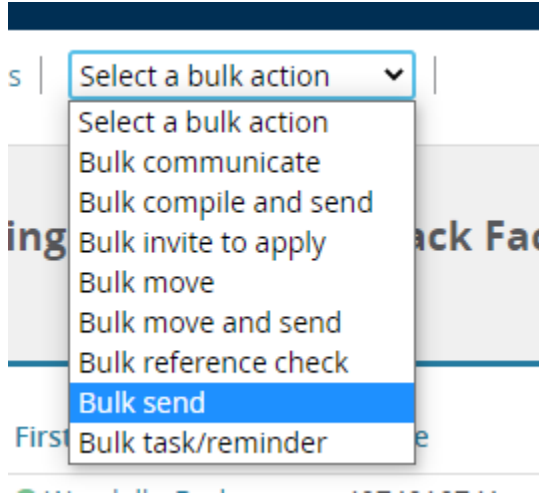
**Manage Applications**

Last Updated 03/22/2022

4. Select the first checkbox (green) next to the applicant's name



5. Utilize the drop-down list at the top of the screen 'Select a bulk action', click 'Bulk send' from the drop-down list.



6. A communication template will open in a new window:

- Select 'NTT Applicant Hire Action Ready (to HR)' in the first drop down.

**NOTE:** For positions funded through Outreach and Continuing Education select 'NTT Outreach and Continuing Education Applicant Hire Action Ready (to HR)'. For information related to Outreach and Continuing Education process, [click here](#).

- Do not enter in the 'from' field
- Click 'Send application' at the bottom of the window
- Enter 'Recruit.HR@wwu.edu' as the 'User' receiving the email
- Change the 'From' email address to the Search Coordinator or Search Chair's address

The system will automatically create the information needed for HR in the body of the email. You will not need to make any changes in the body of the email.

- Click 'Send application' at the bottom of the window

Once Human Resources receives this email, they will create a copy of the job and the application pool for hiring. You will receive an email once it has been completed with the subject 'NTT Applicant Ready to Request Offer'.

## Outreach and Continuing Education Process

If your position is funded through Outreach and Continuing Education, they will complete the request to make offer, the online offer, and hiring process as follows:

1. OCE will generate a contract for the new faculty when they receive notice either by approved planning document or change form.
2. OCE will route the contract to the department for the appropriate approvals, and once obtained will lock the contract and upload it and the NTT funding spreadsheet into Page Up, then generate the 'Request to Make Offer'. This will route through the Chair and the Dean.
3. Once the 'Request to Make Offer' is approved, OCE will make the official offer online on behalf of the appropriate college's Dean.
4. Once the offer has been accepted, and the new hire has completed all the necessary hiring documents, the information will be sent over to HRIS Banner to create an ID and accounts.
5. OCE will receive the accounts ready email and will send instructions to the new hire to activate accounts. OCE will copy in the department contact on all emails sent to the new hire.

## Requesting to Offer – Step 2

Once HR has finished setting up the pool copy, you will receive an email with the subject 'NTT Applicant Request Offer'. This email communication will include the position's title, recruitment number, and the applicant identified from your hiring action request.

If you are hiring from a non-tenure track recruitment, this is where you will start.

1. Complete the [Non-Tenure Track Faculty Contract Letter](#) and print the form as pdf. This form will not be sent to your candidate at this time. Route for proper approvals according to your college's instructions. The Department will lock the contract.

Login to PageUp (western.pageuppeople.com).

Click 'Jobs' in the top menu bar

Locate the position (either indicated in the email for a pool hire – or NTT recruitment title)

Click 'View Applications' and locate the applicant you are hiring

Click their current status (status is to the left of their first name) and select 'Request to Offer'

This will open your offer form. Fill out the following fields:

- Start Date
- Mail Stop/Room Number
- External Mailing Fields (if applicable)

In the 'Offer Letter' section attach two files (Click on Add Document):

- The NTT Faculty Contract esign (PDF saved earlier) utilizing the "Offer Letter" document category from the drop down.

- The NTT Funding Spreadsheet utilizing the "NTT Funding Spreadsheet" document category from the drop down.

Choose your NTT Faculty approval routing. Reminder: No offer of employment can be given until the offer has been approved.

Click 'Submit & Exit'

### Extending the Offer

Once the Offer form has been approved, the Originator of the Request to Offer will receive an email notification.

- It is highly recommended to contact the candidate to let them know that the offer will be coming via email. (The email will be the same one utilized to submit the application).

Click “Jobs’ in the top right hand of the screen

Find the position, and click the job title to open the job

Click ‘View Applications’ (Reminder: Click Manage Applications if Applicant Progress Board is active).

Click on the application status (next to your candidate’s name)

Select “Online offer made”

- Review and customize the email to the application; this email is sent which will provide instructions on how to view/accept their offer.

Once the offer has been accepted, a notification will be sent to the Search Coordinator/Originator of the Recruitment Request and the Supervisor or Onboarding Coordinator.

**When hiring through PageUp, you will not need to submit a Personal Action (PA) form. If you need to make changes to a record that has already been processed through PageUp, please contact your HR Consultant, and submit a PA with the updates. You will need to submit a PA form if you are offering relocation and/or recruitment incentive for those payments.**