Faculty Recruitment Request Reference Guide

You will utilize this guide when you are ready to recruit for your position. Utilize this guide when posting for a Tenure-Track Faculty position.

If you have any questions about faculty recruitment, please reach out to HR:

HR@wwu.edu

Log Into PageUp
Go to https://western.pageuppeople.com to log into the system.

Recruiting for a Faculty Position
From your dashboard, click on New Faculty/Student Job in the Jobs tile.

New Faculty/Student Job

Team Link: Use the drop-down arrow to select your department or college

Position: Enter your position number, if applicable. If you don't have a position number, one will be created.

Template: Select the "Faculty" template

Click "Next" to open the Recruitment Request

RECRUITMENT REQUEST

Division/College: Utilize the drop-down to choose your Division/College

Department/Home Org: Utilize the drop-down to choose your Department/Home Org

Timesheet Org: Utilize the drop-down menu to find your timesheet org.

Campus Location: Utilize the drop-down to choose your campus location.

POSITION INFORMATION

Advertising/Working Title: Enter the title of the position, including area of focus.

Create New Position Number: If this is a new position and you are requiring a position number, select Yes. This will notify HRIS to create and activate a new position number for the position. If you do not need a new position number, enter No and enter the number in the Position Number field.

Position Number: If you are requesting a new position number, leave this field blank. If you have a position number already, enter it into the field. *The information that populates in the blue box is what is currently listed for the position number entered. This will be updated if the position has changed.*

Position Type: Utilize the drop down to choose the position type. (TT Faculty)

Appointment Percentage: Enter the appointment percentage for your position.

If Position is Cyclic…: Enter 9 months for TT Faculty positions

Is this employee expected to work more than 6 consecutive months AND work an average of 80 hours per month AND work at least 8 hours in each month? This question is asked to determine the benefit eligibility of the position. For a TT Faculty position, enter "Not applicable"

Payroll Override Approver: You will need to provide the Name, W# and Position Number of the payroll override approver for this position. The Payroll Override Approver is the one who approves timesheets for the position.

State the Position Will Be Located: If your employee will be working in Washington state, leave this field blank.

POSITION PURPOSE/FUNCTIONS/REQUIREMENTS

Job Summary/Basic Function: You can leave this box blank.

Job Duties: You can leave this box blank.

Required Qualifications: You can leave this box blank.

Preferred Qualifications: You can leave this box blank.

Special Requirements/Conditions of Employment: You can leave this box blank.

Special Instructions to Applicants:

FUNDING INFORMATION

Does your position include funding through Research and Sponsored Programs (RSP): If your position will include funding through RSP, enter Yes. This will notify RSP of your position. **IMPORTANT:** Make sure to choose a routing approval when submitting that includes RSP to ensure they review/approve.

Is the job split funded with 3 or more funding strings: The PageUp system is only able to handle two funding strings. If you have 3 or more, you will need to attach an Excel spreadsheet listing the multiple funding strings. You will click the link to open the Excel spreadsheet. Save this document in the Documents tab at the top of the Recruitment Request form. If you have 3 or more funding strings, you will leave the funding fields blank.

FAST Index One: If you do not know your FAST index, you can leave this field blank.

FOAPAL or Account Code One: If you entered a FAST index, you only need to add your account code. If you left the FAST Index field blank, you need to enter the Fund-Org-Account-Program-Activity (Optional)-Location (Optional). You will need to separate the code utilizing dashes.

Funding Percentage One: Enter the funding percentage without the % sign.

You will only need to utilize the remaining FAST/FOPAL/Percentage fields if your position has two funding strings.

Faculty Salary Notes: Salary notes can be added

SECURITY ASSESSMENT

Please answer the questions regarding the position. This information is utilized to determine the background check level for the position.

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RECRUITMENT PLAN

Recruitment Process: Utilize this drop down to choose between TT Faculty Auto and TT Faculty Manual.

TT Faculty Auto: Invitations to references for confidential letters of recommendation are sent automatically when the applicant submits their application.

TT Faculty Manual: Invitations to references for confidential letters of recommendation are manually sent by the hiring department individually to applicants when needed.

Indicate the total number of positions you intend to hire: This is where you will list the open lines for your position. If you are hiring more than one candidate for this recruitment, you will want to see the same number of lines represented. To add a line add "1" to either the new or replacement field and click Add more.

SEARCH COMMITTEE

Search Committee Chair: Type in the name of your search committee chair.

Search Committee Members: Search committee members will only have access to view applications/materials. They will not be able to make any disposition updates or move candidate(s) into statuses. Click on "Add Search Committee Member"

Type in the first name/last name and Search. You will then click "Add" to the right of their name. When you are done adding names, click on Done at the bottom of the screen. Your Search Coordinator will be added in the Users/Approvers section. The Search Coordinator has the same permissions to the search as the Search Chair (ability to enter dispositions, update statuses, bulk communicate).

> NOTE: If you would like to add a search committee member that does not have a WWU email address, view these instructions Search Committee (Non-Western Employee).

EXTERNAL ADVERTISING

NOTE: If you will be utilizing a search firm for your external advertising, please contact CRTC for additional instructions and provisions.

List all scopes that apply: This is where you will indicate the scope of your recruitment. You will type National, Regional, State, and/or Local.

Once a position is posted externally it will automatically be posted on our site, WorkSource Washington, Veterans.gov (national) and the Higher Education Recruitment Consortium (HERC). Any advertising outside of these sources will be placed by the hiring department. It is best practice to take copies of your advertisements and place those in your recruitment file.

ADVERTISEMENT TEXT

IMPORTANT: You will need to click on "Faculty Advertisement Table" to populate the job posting summary template. Once you click on "Faculty Advertisement Table" the system may bring to back to the top of the form. Scroll back down to the Advertisement Text section to complete your job announcement.

Advertising Summary: The text you enter in this box will be the front facing paragraph under your title on the Western jobs site. Use this area to add text that will draw your candidates in and encourage them apply!

Job Posting Summary (Jobs Page): This is the job advertisement for your position. This information is in table format (like a Word table). You will want to keep it in this format to ensure a consistent job posting. Update the rows as necessary with information about your position.

USERS AND APPROVERS

In this section you will choose your approval process based on the type of position and its funding. Once you choose your approval process, the list of approvers will appear. Some of the names will already be entered. For those without names, update as appropriate. Click Submit on the bottom of the page to start the routing.

ADDING EVALUATION MATRIX

 Add [Evaluation Matrix](#) to Documents Tab

   a. Go to the Documents Tab at the top of the Recruitment Request

   b. In the drop-down list select Document from File

   c. Click 'Upload File' to select the Evaluation Matrix to be used for the Recruitment

   d. Select the 'Evaluation Matrix' Document category

   e. Click 'Save and close' to add the file to the Recruitment Request

Return to the 'Position Info tab and Recruitment Request for approval using the 'TT Faculty' approval routing

    a. 'Submit' sends the Recruitment Request for approval

    b. 'Submit & exit' sends the Recruitment Request for approval and the user returns to the Recruitment Request menu

    c. 'Save a draft' saves the Recruitment Request (does not route for approvals)

SAVING A DRAFT / CHECKING ON STATUS

If you are completing your recruitment request but do not want to submit it yet, you can click on "Save a draft" at the bottom of the screen.

To return to complete, or to check the status of a routing form:

Click on "Jobs" on the top right corner.

You can search for your position by title or recruitment number.

Click on the title and the Recruitment Request will open. If you are completing your form, complete the necessary fields. If you are checking on its current status, scroll to the bottom of the form.

To Restart a Declined Recruitment Request

When a Recruitment Request is declined, departments can restart the declined request, make changes to the form, and resubmit the form for approval.

1. Go to the declined job

    a. Click 'Jobs' to view recruitments that are in process or submitted for approval which you are the search chair or search coordinator. Current status of the Recruitment Request is listed in status column

    b. Search for positions based on several criteria, including but not limited to: Advertising/Working Title, Job No., and Department

2. Scroll to the bottom of the Recruitment Request

3. Click "restart" in the approval routing box

4. Make changes to the Recruitment Request

5. Select the 'TT Faculty' from the drop-down list, add approver names and submit or save

    a. 'Submit' sends the Recruitment Request for approval

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b. 'Submit & exit' sends the Recruitment Request for approval and the user returns to the Recruitment Request menu

c. 'Save a draft' saves the Recruitment Request (does not route for approvals)