Colorado State University

CSU Talent Management System
User Guide – Faculty (Tenure/Tenure Track)
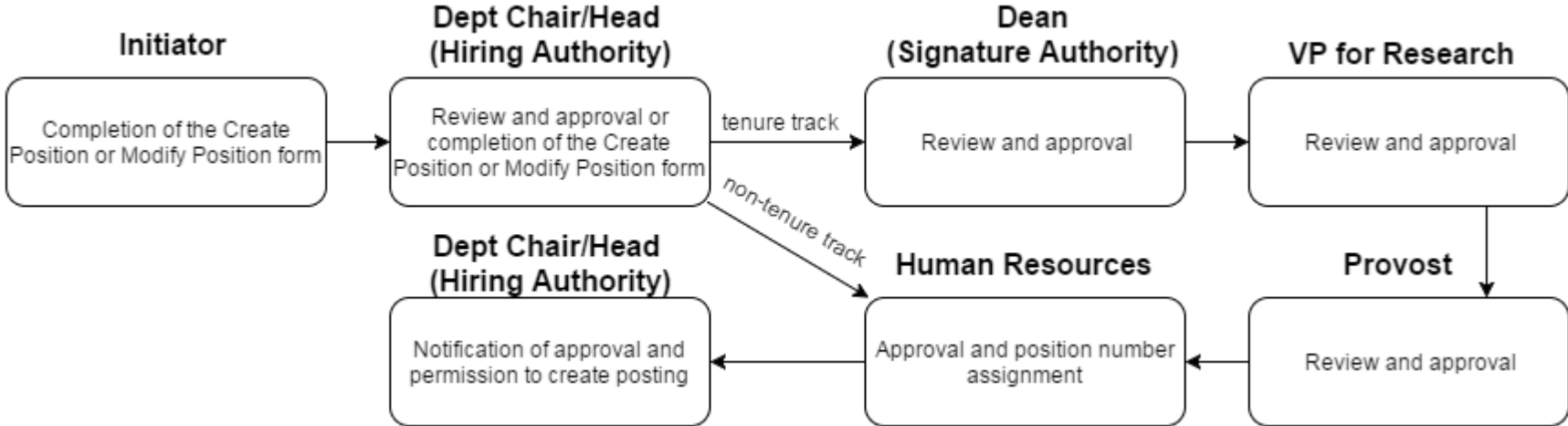
How to Create or Modify a Position Description

my HR
Working together.

Create or Modify a Faculty Position Description

Position Descriptions represent a job within the University and describe the job in its present state.

Faculty Position Descriptions may *only* be created by Initiators.

Below are the steps in the creation/modification and approval of a Position Description.

Initiator

Completion of the Create Position or Modify Position form

Dept Chair/Head (Hiring Authority)

Review and approval or completion of the Create Position or Modify Position form

tenure track

Dean (Signature Authority)

Review and approval

VP for Research

Review and approval

non-tenure track

Dept Chair/Head (Hiring Authority)

Notification of approval and permission to create posting

Human Resources

Approval and position number assignment

Provost

Review and approval

The steps in the following slides explain how to create or modify a position description.

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Creating a new Position Description or Modifying a current one

- In most cases, you will be **modifying** a current position description for an existing Position.Version Number (position that has already been created), which is stored in the position library of the Talent Management System. To do this please follow the **next 8 pages.**

  - ➢ Please note, if the **modification of a position results in a new Version Number** (e.g. .0001 to .0002), departments will need to complete an Oracle action to finalize the change. Please contact HR Records at hr_records@mail.colostate.edu if you have any questions.

- If you are **creating a new** position description or **cloning** a current position description, requiring a new Position.Version# (creating a position that doesn't exist yet) please skip to page 11.

- If you need to **transfer** a position description to a new department or unit, please see the user guide and transfer request form located here.

  Please contact the Human Resources Classification/Compensation unit if you have any questions at hr_cca@mail.colostate.edu

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How to *Modify* a Position Description

1. Select the 'Position Management' module.

2. Ensure that you are logged in under the 'Initiator' user group.

How to _Modify_ a Position Description

Note: Position descriptions can be found in two separate areas. Positions that have been created or modified and are now **moving through the approval process** will be found under the 'Position Requests' option.

Once a position has been 'approved', the updated position will be found in the position '**library**' (the library options are those without 'Position Requests' in the name). If you are creating a position description for the first time or just starting a modification, you will start in the position 'library'.

1. Hover over the 'Position Descriptions' tab and select 'Faculty' from the drop down menu.

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How to search for a Position Description to *Modify*

Faculty Position Descriptions

+ Create New Position Description

Saved Searches ▾ | [   ] | Search | Q Hide Search Options ▾

Add Column: [Add Column ▾]

Status: Draft / Active / Locked / Inactive

Position Number: 016192

Department: Physics (1875)

Note: To search for an existing position description to modify, click on the 'More Search Options' button to drop down the advanced search menu. Then type the Position Number into the 'Position Number' field and click 'Search'.

Ad hoc Search ✕ | Faculty Positions

Ad hoc Search ② Save this search?

Note: You'll notice that two position descriptions appeared when searching with the Position Number. These positions have different Version Numbers (.0001 vs. .0002). The highest Version Number typically means it is the most up to date position. You'll also notice that version .0001 has been moved to 'Inactive' since version .0002 is the most current position. Always select the most up-to-date (highest number) when modifying position descriptions.

	Working Title	Position Number	Department	Employee First Name	Employee Last Name	Status	
☐	Assistant Professor	016192.0001	Physics (1875)			Inactive	Actions ▾
☐	Associate Professor	016192.0002	Physics (1875)		Buchanan	Active	Actions ▾

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How to search for a Position Description to _Modify_

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How to _Modify_ a Position Description

1. Once in the position description, click on the '★ Modify Faculty Position' button in the top right corner.

How to *Modify* a Position Description

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PeopleAdmin

POSITION MANAGEMENT

Home   Position Descriptions   Classifications | My Profile   Help

Emily Rogers, you have 0 messages.   Initiator   logout

Position Descriptions / Faculty / Modify Faculty Position

Start Modify Faculty Position Position Request on Associate Professor?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

Start

1. Click 'Start'.

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Modify a Position Description – Position Justification tab

Note: On the 'Position Justification' tab, you will be required to provide detail for why a modification request is being made for this position description.

Editing Position Request
- Position Justification
- ✅ Classification Selection
- Position Details
- ✅ Essential Job Duties
- Background Check Requi...
- ✅ Employee
- ✅ Position Documents
- Position Request Summary

Position Justification

Save   Next >>

✅ Check spelling

* Required Information

Reason for Modification

* Reason for Position Modification

- ☐ Degree Exception Review
- ☐ Vacant/Need for Posting
- ☐ Salary/Off-cycle request
- ☐ Job Title Change - Salary Adjustment
- ☐ Job Title Change - without a salary adjustment
- ☐ Reorganization
- ☐ Transfer position to new Department/Unit
- ☐ FLSA Review
- ☐ SalX Request/Update
- ☐ Change in duties
- ☐ Promotion
- ☐ Promotion (RA Series requiring an AAR)
- ☐ Change in Employment Category (to or from regular)
- ☐ Position Reclassification
- ☐ Replacement of Supervisor
- ☐ Update Position Description
- ☐ Budget Update
- ☐ Other

This field is required.

1. If you are **modifying** a position description, you will need to select one or more options from the 'Reason for Position Modification' multi-select field.

Modify a Position Description – Position Justification tab

Update Position Description
Budget Update
Other
This field is required.

Position Justification

1. Fill out the 'Justification of Need' field with as much detail as possible. This will allow Human Resources to review and process positions according to department needs.

* Justification of Need

This field is required.

2. Select 'Yes' or 'No' from the 'Is this position gift or grant funded?' drop down menu.

* Is this position gift or grant funded?

This field is required.

3. If the position is gift or grant funded, please indicate the percentage in this field. If the position is not gift or grant funded, please enter 0.

Please indicate the percentage of gift or grant funding for this position.

This field is required.

If this position is not gift or grant funded, please enter in 0.

4. Please indicate which funds the position is being funded from. If the position is not grant or gift funded, please enter 0.

* Source Funding

This field is required.

Please indicate which funds, (ie. 64, 53) or 0 if not grant or gift funded.

Save   Next >>

5. When you are finished, click 'Save' to return to the position at a later time or click 'Next' to proceed to the 'Classification Selection' tab.

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How to *Modify* a Position Description

From here, you may now skip to page 21 and continue following the guide.

The next 8 pages show the process of **creating** a position description.

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How to _Create_ a Position Description

Page 13

How to *Create* a Position Description

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Inbox
Watch List

PeopleAdmin

POSITION MANAGEMENT ▼

Home   Position Descriptions   Classifications | My Profile   Help

State Classified

State Classified Position Requests

Admin Professional/ Research Professional

Admin Professional/ Research Professional Position Requests

Faculty

Faculty Position Requests

Welcome to your Online Recrui...

...have 0 messages.   Initiator ▼   logout

Inbox 329

Displaying items for group "Initiator".

Postings (10+)   Position Requests (10+)

Job Title   Type   Current State   Owner

See more...

Watch List 0

Postings (0)   Position Requests (0)

Job Title   Type   Current State   State Owner

Create New State Classified Posting

Create New Admin Professional/ Research Professional Posting

Create New Faculty Posting

My Reports

Analytics Dashboards

My Links

Links

CSU Talent Management Training Website

TMS Training Guides

TMS Listserv Sign Up Form

TMS Problem or Issue?
Submit Here

1. Hover over the 'Position Descriptions' tab and select 'Faculty' from the drop down menu.

Note: Position descriptions can be found in two separate areas. Positions that have been created or modified and are now **moving through the approval process** will be found under the 'Position **Requests**' option.

Once a position has been 'approved', the updated position will be found in the position '**library**' (the library options are those without 'Position Requests' in the name). If you are creating a position description for the first time or just starting a modification, you will start in the position 'library'.

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How to _Create_ a Position Description

How to *Create* a Position Description

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How to *Create* a Position Description

Colorado State University — PeopleAdmin, POSITION MANAGEMENT

Home | Position Descriptions | Classifications | My Profile | Help

Emily Rogers, you have 0 messages.   Initiator   logout

Position Descriptions / Faculty / Create New Faculty Position

Create New Faculty Position

1. Enter in the 'Working Title' of the position.

Start Position Request   Cancel

Working Title *   Associate Professor

Organizational Unit

Division *   Provost/Executive Vice President (1001DV)

Academic/Reporting Area *   College of Natural Sciences (1801CG)

Department *   Physics (1875)

Note: The 'Organizational Unit' details may or may not be editable by the Initiator. If you only have access to one department in TMS, your assigned Division, Academic/Reporting Area, and Department will automatically pull through. If you are assigned to multiple departments/units, you will need to select the correct drop down selections for this new position.

Clone an existing Position Description?

Filter these results

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How to *Create* a Position Description – *Cloning option*

Create New Faculty Position

Position Descriptions / Faculty / Create New Faculty Position

Start Position Request   Cancel

Working Title *   Associate Professor

Note: If you are creating a position description that very closely mirrors a current position in your department/unit, you can choose to 'Clone' an already existing position description.

This is helpful if this is a reoccurring hire (i.e. Temporary Instructor positions) and a similar position description already exists.

Division *   Provost/Executive Vice President (1001DV)

Academic/Reporting Area   College of Natural Sciences (1801CG)

Department *   Physics (1875)

Saved Searches ∨   Search   Q More Search Options ∨

Clone an existing Position Description?

Faculty Positions   ✕

1. To clone an already created position description, click the 'More Search Options' button.

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How to _**Create**_ a Position Description – _**Cloning option**_

Saved Searches ⌄

Search   Q Hide Search Options ⌄

Add Column: Add Column ▼

Status:
Draft
Active
Locked
Inactive

Position Number: 016192.0002

Department:
College of TMS Training (0000)
Microbiology, Immunology and Pathology (1682)
Physics (1875)

Last Name:

1. Enter the Position Number for the position you wish to clone into the 'Position Number' field, then click 'Search'.

Clone an existing Position Description?

2. The position you wish to clone will pop up in the list below. Select the radio check box next to the working title. This indicates that you will be creating a new position description which will clone/pull over many of the fields from this selected position description. This is very helpful if you are hiring multiple people for the same position.

Ad hoc Search

	Working Title	Position Number	Department	Employee First Name	Employee Last Name	Status	(Actions)
⦿	Associate Professor	016192.0002	Physics (1875)	Norm		Active	Actions ⌄

3. Once the correct position description is checked, select 'Start Position Request'.

Start Position Request   Cancel

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Creating a Position Description – Position Justification tab

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Position Justification tab

1. When you are ready to move forward, either click 'Next' to proceed to the 'Classification Selection' tab or 'Save' to return to the position at a later time.

Classification Selection Tab

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Classification Selection Tab (cont.)

Salary Grade	
Min Salary	
Mid Salary	
Max Salary	

Classifications - Filter these results

All Classifications ✕

"All Classifications" 4

	Classification Title	Classification Code	Classification Status	(Actions)
○	Assistant Professor	007480	Approved	Actions ⌄
⦿	Associate Professor	007450	Approved	Actions ⌄
○	Instructor	007510	Approved	Actions ⌄
○	Professor	007420	Approved	Actions ⌄

1. If you need to update or select the classification, scroll down to the bottom of the page and select one of the four options, then click 'Save'.

Save   << Prev   Next >>

Colorado State University

Classification Selection Tab

Position Details Tab

Position Details Tab (cont.)

Position Information

Working Title: Associate Professor

Position Number:

Supervisor Email Address: Emily.Rogers@colostate.edu

Employment Category: Please select ▾
This field is required.

Proposed Annual Salary Range: $70,000 – $85,000
Provide the estimated starting salary or range. If faculty, provide the estimated pay per course.

Salary Basis: 9-month assignment ▾
This field is required.

Work Hours/Week: 40
This field is required.
Please enter a value from 0 to 40 representing the number of work hours per week for this position.

Tenure/Tenure Track? Yes ▾
This field is required.

If Tenure Track: Space Requirements and Proposed Location:

---

1. Select the position's 'Employment Category' from the drop down menu. For positions that are under 50% time or will be less than a one year appointment please select 'Temporary'. Positions that are partially or fully grant/gift funded are 'Special' and all other position types are 'Regular'. If you need assistance selecting an employment category, please contact Human Resources.

Note: You may update the 'Working Title' of the position in this field.

Note: Please fill in the position's supervisor's email. If supervisor is unknown, please enter TBD.

2. Enter a salary range in the 'Proposed Annual Salary Range' field.

3. Select the salary basis from the 'Salary Basis' drop down menu. Most Faculty positions will be 9 - month.

4. Enter the amount of work hours a week this position will be working. You may enter a range if you are unsure.

5. Select 'Yes' from the 'Tenure/Tenure Track' drop down menu.

6. Fill in this field with as much detail as possible. Detailed rationale in this field will help expedite the approval process.

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Position Details Tab (cont.)

If Tenure Track: Estimated Start-Up Costs With Justification

6. Fill in this field with as much detail as possible. Detailed rationale in this field will help expedite the approval process.

Vice President for Research Comments ONLY

Note: You may leave this field blank.

* % Research
This field is required.

* % Teaching
This field is required.

* % Service
This field is required.

* % Administration
This field is required.

Note: If you are modifying a position description or creating one from a clone, many of these fields may already be filled out.

1. Enter the percentage break down for each category.

Department   Physics

Description of Work Unit

Mission statement, services provided by department, marketing language, etc. that will populate the job posting.
This information may be found on your department website

2. Enter a Description of the Work Unit. This could be the department's mission statement, services provided by the department, marketing language, etc. Typically this field is used to showcase and highlight the department's goals and achievements to help recruit talented applicants.

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Position Details Tab (cont.)

1. Fill in the 'Position Summary' field. This should be a brief summary of what the position entails.

2. In the 'Conditions of Employment' multi-select field, select any items that pertain to the position. If you are creating or modifying this position description to fill an open vacancy, be sure to check the top box as a 'Pre-employment Criminal Background Check' is required for all new hires and rehires.

3. Fill in the 'Required Job Qualifications'. These are the required qualifications that **must** be met by candidates to be hired for the position. This field outlines the required education, years of experience, and skills needed to successfully perform the job.

* Position Summary

This field is required.

Conditions of Employment

☑ Pre-employment Criminal Background Check (required for new hires)
☐ Pre-employment Physical
☐ Pre-employment Drug Testing
☐ Ongoing Functional Capacity Testing
☐ Valid Driver's License
☐ Essential Services Designation
☐ Shift Work
☐ On-call Status
☐ Use, Handling, or Exposure to hazardous materials
☐ Use of Firearms or Other Weapons
☐ Travel
☐ Special Requirements/Other

* Required Job Qualifications

This field is required.

Note: Please do not include job duties in the Position Summary field. Job duties will need to be entered on the 'Essential Job Duties' tab.

Note: If the position requires driving to conduct CSU business, 'Valid Driver's License' must be selected under Conditions of Employment.

Note: To format any text field with bullets, use the process of adding

*(space) before sections of text.

Ex: * Master's Degree in….

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Position Details Tab (cont.)

☐ Use of Firearms or Other Weapons
☐ Travel
☐ Special Requirements/Other

* Required Job Qualifications

This field is required.

Preferred Job Qualifications

Hiring Authority

Select Some Options

This field is required.

2. Enter at least one Hiring Authority in the 'Hiring Authority' field. You may add multiple Hiring Authorities if you wish. If your desired Hiring Authority does not appear in the list of options, please contact OEO at oeo@colostate.edu as this individual may not have the Hiring Authority user role associated with their TMS profile.

1. You may choose to fill out the 'Preferred Job Qualifications'. The successful candidate will ideally possess these preferred qualifications, but they are not required for a candidate to be hired for the job.

NOTE The Hiring Authority who will be completing the hiring proposal at the end of the search process will need to be listed on both the position description AND the posting.

3. When complete, click 'Next' to continue to the 'Essential Job Duties' tab, 'Save' to return to complete the position description at a later time, or 'Prev' to return to the previous tab.

Save   << Prev   Next >>

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Essential Job Duties Tab

Note: On the 'Essential Job Duties' tab, include at least one, if not more, duties which total 100%. This includes the 'Job Duty Category', 'Duty/Responsibility', and 'Percentage Of Time' the job duty is performed. If multiple job duties are being added, please ensure that the percentages add up to exactly 100%.

1. To add a job duty, click on the 'Add Essential Job Duties Entry' button. Ensure that all job duties add up to a total of 100%.

2. When complete, click 'Next' to continue to the 'Background Check Requirements' tab, 'Save' to return to complete the position description at a later time, or 'Prev' to return to the previous tab.

Background Check Requirement Tab

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Inbox | Watch List

PeopleAdmin
POSITION MANAGEMENT

Home | Position Descriptions | Classifications | My Profile | Help

Emily Rogers, you have 0 messages. | Initiator | logout

Note: The 'Background Check Requirement' tab allows you to select any additional background checks the department wishes to conduct for this position in addition to the automatic criminal history background check for new hires and rehires.

Editing Position Request

- Classification Selection
- Position Details
- Essential Job Duties
- **Background Check Requi...**
- Position Documents
- Position Request Summary

Save | << Prev | Next >>

Colorado State University requires a criminal history background check for all new hires. Select "Yes" to the questions below for any additional background checks to be performed on the selected candidate.

* Required Information

Background Check Requirement

Education Check: Is an educational degree check desired?

Financial History Check: does the position reside in Student Financial Services

Motor Vehicle Record Check: does the position require driving a motor vehicle (i.e. university owned, personal, rental, etc.) on a routine basis to conduct university business?

This field is required.

2. When complete, click 'Next' to continue to the 'Position Documents' tab, 'Save' to return to complete the position description at a later time, or 'Prev' to return to the previous tab.

1. All drop down choices on this tab are optional, with the exception of the required Motor Vehicle background check option. You must select either 'Yes' or 'No'. Please reach out to Renee Johnson in HR Background Checks if you have any questions regarding what you should select.

Note: If 'Yes' is selected for the Motor Vehicle Record Check, this must be reflected in the 'Required Job Qualifications' field by adding the language "Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date". 'Valid Driver's Licenses' must also be selected in the 'Conditions of Employment' multi select field.

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Position Documents Tab

Note: On the 'Position Documents' tab please add documents associated with the position, such as the **required** Organizational Chart. If you are modifying a position or cloning a position, an Organizational Chart may already be attached. Please make sure that it is the most current Organizational Chart for the department or unit.

Uploads will be converted to PDF documents.

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

Document Type	Name	Status	(Actions)
Current Organizational Chart (Required)			Actions ⌄
FLSA Form			
State Classified PDQ - Physical Copy (NEW)			
State Classified PDQ - Physical Copy (PREVIOUS)			Actions ⌄
Other			Actions ⌄

1. To upload a document, hover over the 'Actions' drop-down menu and select 'Upload New'.

Actions ⌄
Upload New
Create New
Choose Existing

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Position Documents Tab (cont.)
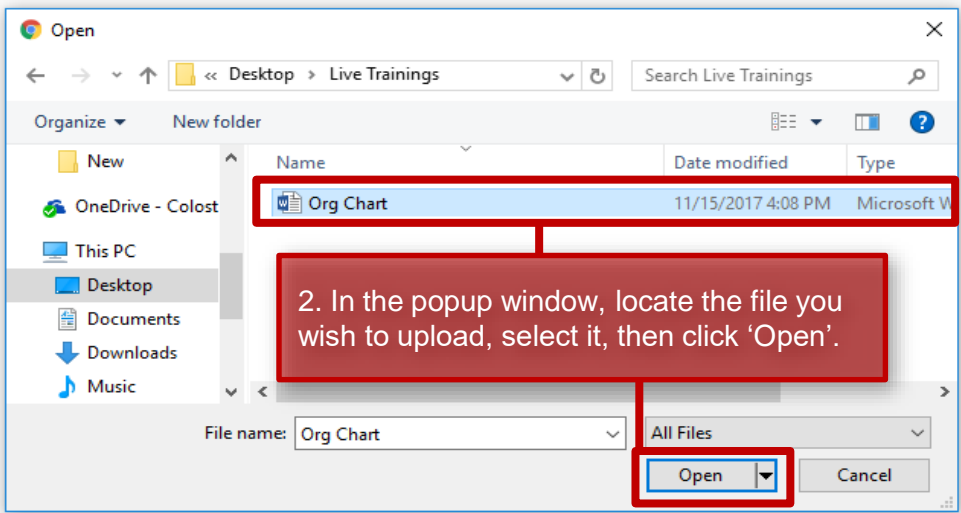
Position Documents Tab (cont.)

Document 'Current Organizational Chart (Required) 01-12-18 15:32:24' was successfully created.

Home   Position Descriptions   Classifications | My Profile   Help

POSITION MANAGEMENT

Emily Rogers, you have 0 messages.   Initiator   logout

Note: A system banner across the top of the page will let you know that your upload was successful.

Editing Position Request

- ✓ Position Justification
- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Background Check Requi...
- ✓ Position Documents
- Position Request Summary

Position Documents

Save   << Prev   Next >>

Uploads will be converted to PDF documents.

PDF conversion must be completed for the do

1. When ready, click 'Next' to continue to the 'Position Request Summary' tab, 'Save' to return to complete the position description at a later time, or 'Prev' to return to the previous tab.

Document Type	Name	Status	(Actions)
Current Organizational Chart (Required)	Current Organizational Chart (Required) 01-12-18 15:32:24	PDF conversion in process	
FLSA Form			Actions ⌄
State Classified PDQ - Physical Copy (NEW)			Actions ⌄
State Classified PDQ - Physical Copy (PREVIOUS)			Actions ⌄
Other			Actions ⌄

Note: The system will automatically convert all uploaded documents into PDFs.

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Summary Tab

Note: On the 'Summary' tab you may review and edit any of the previous tabs before moving it forward to the Hiring Authority.

1. Once you have sufficiently reviewed the position description and are ready to move it forward to the Hiring Authority, hover over the orange 'Take Action On Position Request' drop down menu and select 'Submit (move to Hiring Authority (Dept Chair/Head))'.

2. In the pop up box, add any additional comments for the Hiring Authority. Check the 'Add this position request to your watch list?' box if you wish to add the request to your watch list. When you are ready to move forward, click 'Submit'.

Note: 'Submit to Initiator (move to Initiator)' allows you to delegate the position description request to another individual. If you know you are going to be out of the office and have not had the chance to finish the position request, use this option to move it into someone else's 'ownership'. Be sure to select their name from the drop down menu in the pop up window before clicking 'Submit'.

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Review and Approval – Hiring Authority

Note: The Hiring Authority will review the position. If any changes need to be made, the Hiring Authority can return the position description to the Initiator, or they can make the changes themselves by clicking the 'Edit' button.

2. In the pop up box, the Hiring Authority may add any additional comments for the Signature Authority. When ready to move forward, they will click 'Submit'.

1. Once the Hiring Authority has reviewed the position and is ready to move it forward to the Signature Authority for review and approval, the Hiring Authority will hover over the orange 'Take Action On Position Request' drop down and select 'Approve **tenure/tenure-track** position (move to Signature Authority (Dean)).

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Review and Approval – Signature Authority

Note: The Signature Authority will review the position. If any changes need to be made, the Signature Authority can return the position description to the Hiring Authority or Initiator.

Create New Faculty Position: Assistant Professor (Faculty)

Current Status: Signature Authority (Dean)

Position Type: Faculty
Department: Physics (1875)

Created by: Emily Rogers
Owner: Signature Authority

Take Action On Position Request ⌄

Keep working on this Position Request

WORKFLOW ACTIONS

Approve (move to VP Research)

Return (move to Hiring Authority (Dept Chair/Head))

Return (move to Initiator)

Deny Position (move to Position Request Cancelled)

Take Action

Approve (move to VP Research)

Comments (optional)

☑ This position request is currently in your watch list. Uncheck this box to remove it.

Submit   Cancel

2. In the pop up box, the Signature Authority may add any additional comments for the VP Research. When ready to move forward, they will click 'Submit'.

1. Once the Signature Authority has reviewed the position and is ready to move it forward to the VP Research for review and approval, the Signature Authority will hover over the orange 'Take Action On Position Request' drop down and select 'Approve (move to VP Research)'.

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Review and Approval – VP Research

Note: The VP Research will review the position. If any changes need to be made, the VP Research can return the position description to the Hiring Authority.

1. Once the VP Research has reviewed the position and is ready to move it forward to the Provost for review and approval, the VP Research will hover over the orange 'Take Action On Position Request' drop down and select 'VPR Acknowledgement (move to Provost)'.

2. In the pop up box, the VP Research may add any additional comments for the Provost. When ready to move forward, they will click 'Submit'.

Review and Approval – Provost

Note: The Provost will review the position. If any changes need to be made, the Provost can return the position description to the Hiring Authority or Signature Authority.

Create New Faculty Position: Assistant Professor (Faculty)

Current Status: Provost

Take Action On Position Request

Keep working on this Position Request

WORKFLOW ACTIONS

Return (move to Signature Authority (Dean))

Approve tenure track position (move to HR Position Assignment)

Return (move to Hiring Authority (Dept Chair/Head))

Take Action

Approve tenure track position (move to HR Position Assignment)

Comments (optional)

☑ This position request is currently in your watch list. Uncheck this box to remove it.

Submit   Cancel

2. In the pop up box, the Provost may add any additional comments for the Human Resources. When ready to move forward, they will click 'Submit'.

1. Once the Provost has reviewed the position and is ready to move it forward to the Human Resources for position assignment, the Provost will hover over the orange 'Take Action On Position Request' drop down and select 'Approve tenure track position (move to HR Position Assignment)'.

Approval and Position Number Assignment– Human Resources

Note: HR will review the position and assign the Position Number.

Create New Faculty Position: Associate Professor (Faculty) Edit

Current Status: HR Position Assignment
Position Type: Faculty
Department: Physics (1875)
Created by: Emily Rogers
Owner: Human Resources

Summary | History | Settings

1. Once Human Resources has reviewed the position and has assigned it a Position Number, they will move it to 'Approve (move to Position Approved/Initiate Posting)'.

Take Action On Position Request ⌄

Keep working on this Position Request

WORKFLOW ACTIONS

Approve (move to Position Approved/Initiate Posting)

MOVE DIRECTLY TO...

Draft
Initiator
Hiring Authority (Dept Chair/Head)
Signature Authority (Dean)
VP Research
Provost
Position Approved/Initiate Posting
Position Request Cancelled

⊘ HR NOTES Edit

HR ONLY

Notes

⊘ Position Justification Edit

Position Justification

Justification of Need

This position description is being created to fill a new position in the department. Once the position is approved, we will be running a search.

Currently: blank

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Hello Emily Rogers,

The Associate Professor position has been placed in the status of "Position Approved/Initiate Posting"

If you are planning to conduct a search for this position, you may proceed by creating a posting from this position description. Please forward this email to your Initiator to begin the posting process.

If you will request to hire someone through the **Alternative Appointment Request (AAR)** process, please create an Alternative Appointment Request posting from this position description. For further instructions for creating an AAR posting, please review the training guide at this link: How to Create and Edit an Administrative Professional Alternative Appointment Request (AAR).

If you are unsure if an Alternative Appointment Request (AAR) is needed for this new/modified position, please contact OEO at oeo@colostate.edu or 491-5836.

If you are only updating the position description to fill in missing information, you do not need to initiate a posting request.

For further instructions regarding the Administrative Professional posting process, please review the training guide at this link: How to Create and Edit an Administrative Professional Job Posting.

For further help with creating a Faculty posting, please review the training guide at this link: How to Create or Edit a Faculty Job Posting.

Position #: 012345.0001
Job Title: Associate Professor
Department: Physics
Status: Position Approved/Initiate Posting

Thank you,
Human Resources
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Note: The Hiring Authority will receive an email notification from the system alerting them that the position has been approved.

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Next Steps

Once a position description request, either new or modified, has reached the status of '**Position Approved/Initiate Posting**' all required steps on the Position Management (orange) side of TMS are now complete.

If the position description creation/modification request was created to **fill a vacancy in the department**, the Initiator may now transition to the Applicant Tracking (blue) side of TMS to start the process of creating a **Posting Request** from this newly approved position description. For detailed directions on how to create a job posting, please view our Faculty Posting guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Job-Posting.pdf

If the position description creation/modification request was created to hire someone through the **Alternative Appointment Request (AAR)** process, the Initiator may now transition to the Applicant Tracking (blue) side of TMS to create an **AAR Posting Request.** For detailed directions, please see our Faculty AAR guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Alt-Appt-Request.pdf

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Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at: www.oeo.colostate.edu/talent-management-system-tms

For assistance/questions regarding the creation of Position Descriptions, please contact the classification/compensation unit in Human Resources at hr_cca@mail.colostate.edu

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