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.

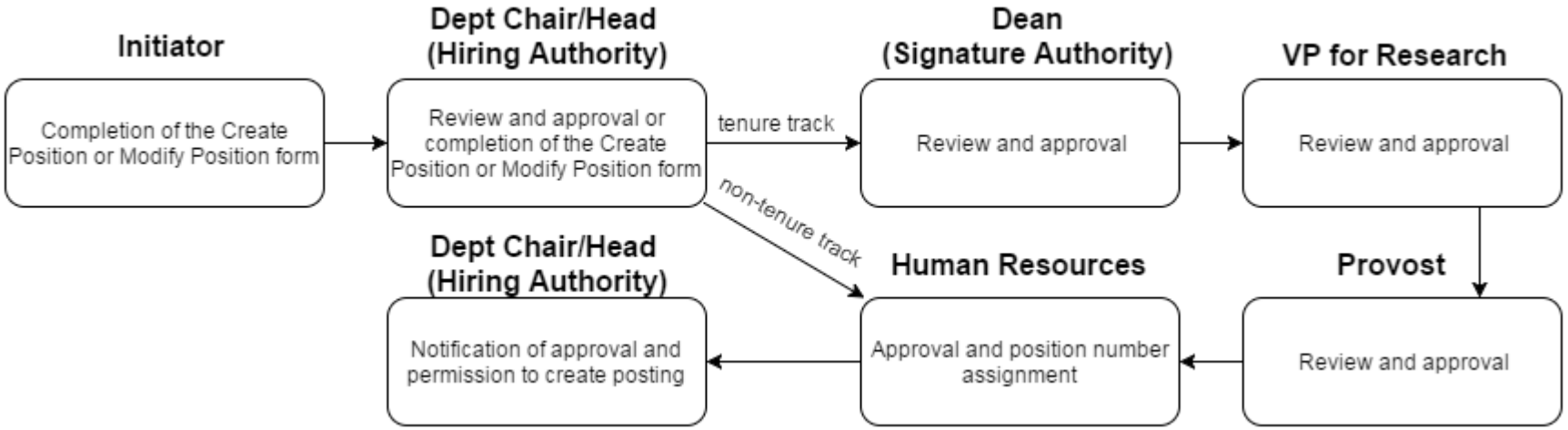
Last Updated: 2/1/2018

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.



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

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.**

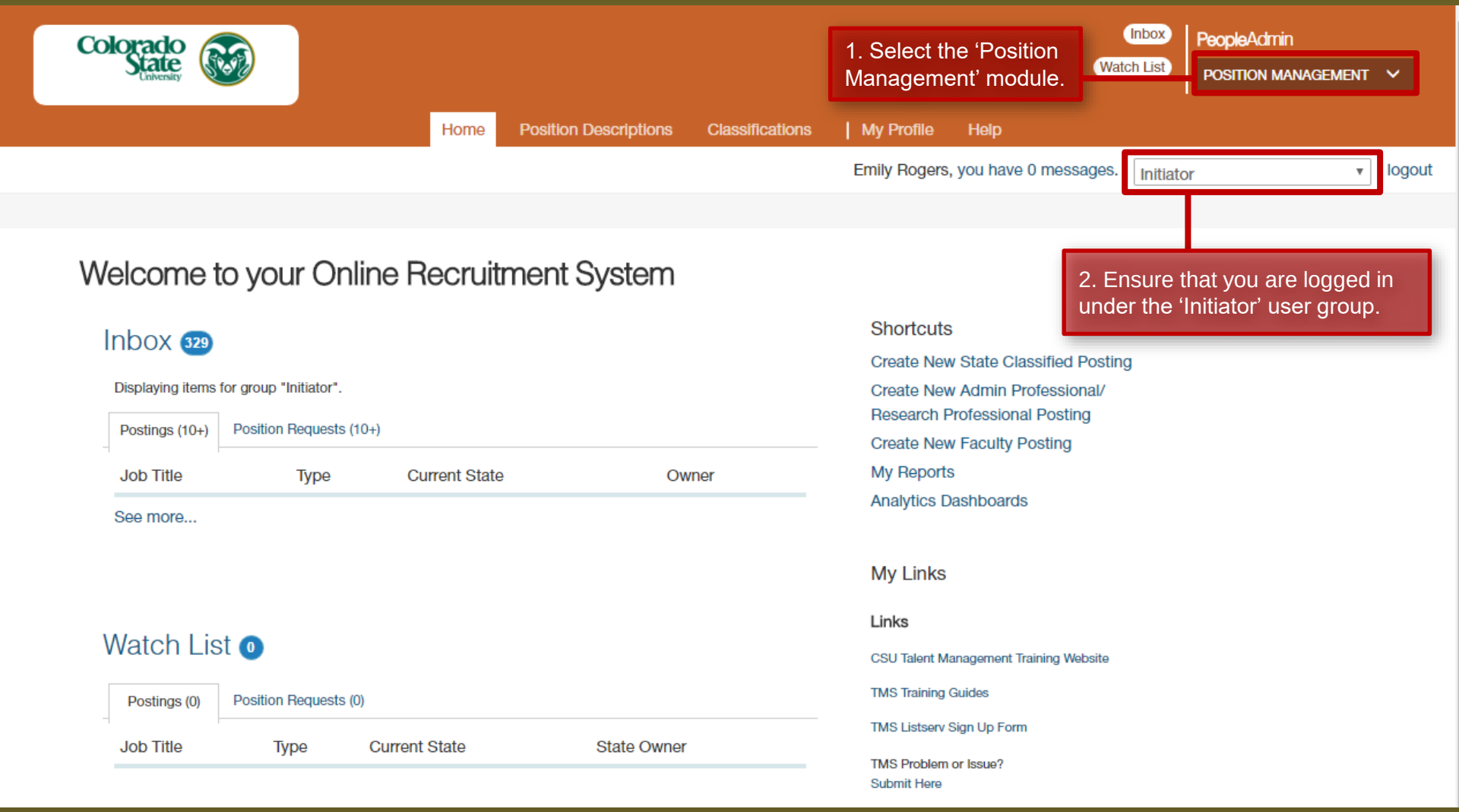
  - Please note, if the **modification of a position results in a new Version Number** (e.g. .0001 to .0002), departments will need to complete an Oracle action to finalize the change. Please contact HR Records at hr_records@mail.colostate.edu if you have any questions.

- 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.

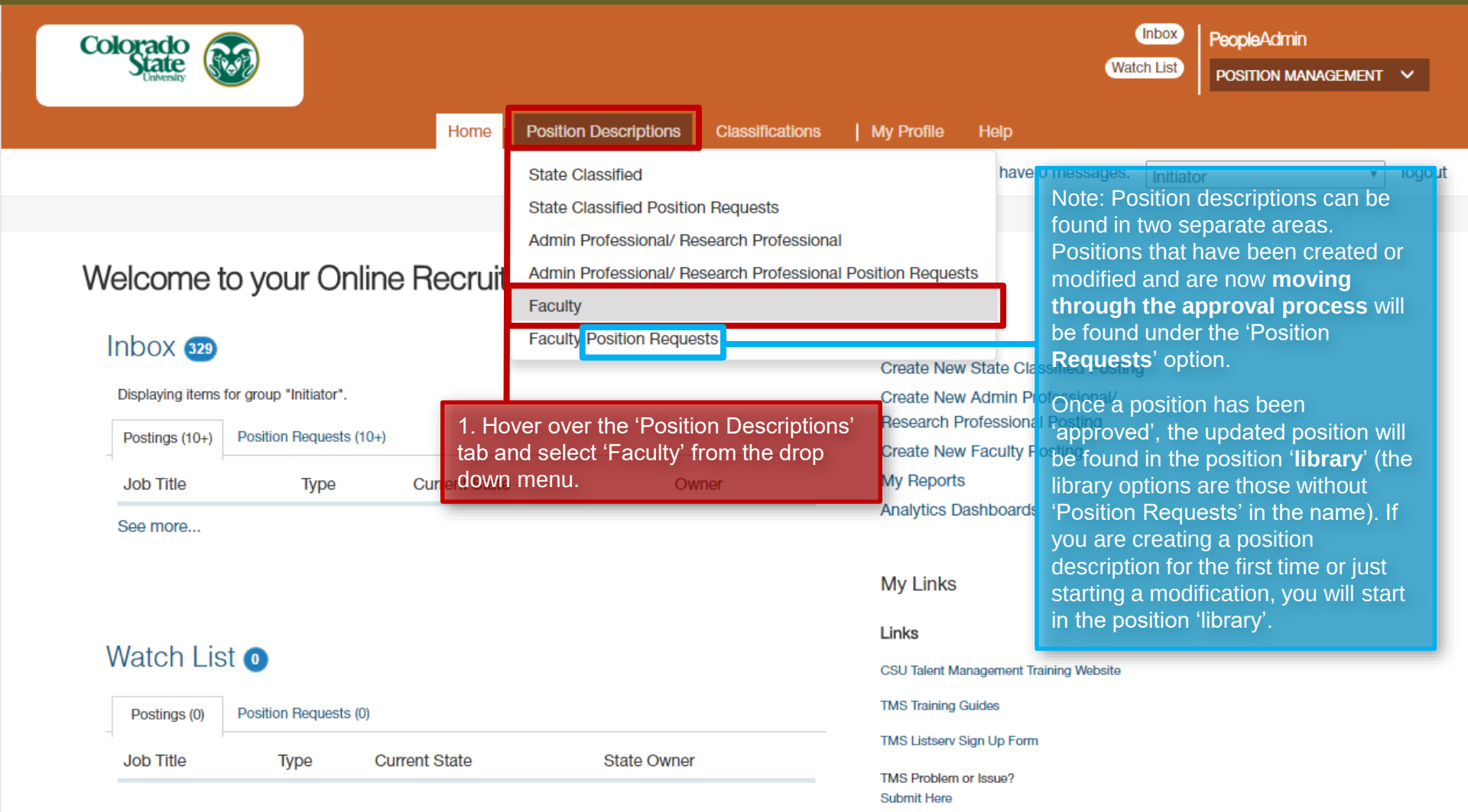
- If you need to **transfer** a position description to a new department or unit, please see the user guide and transfer request form located here.

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

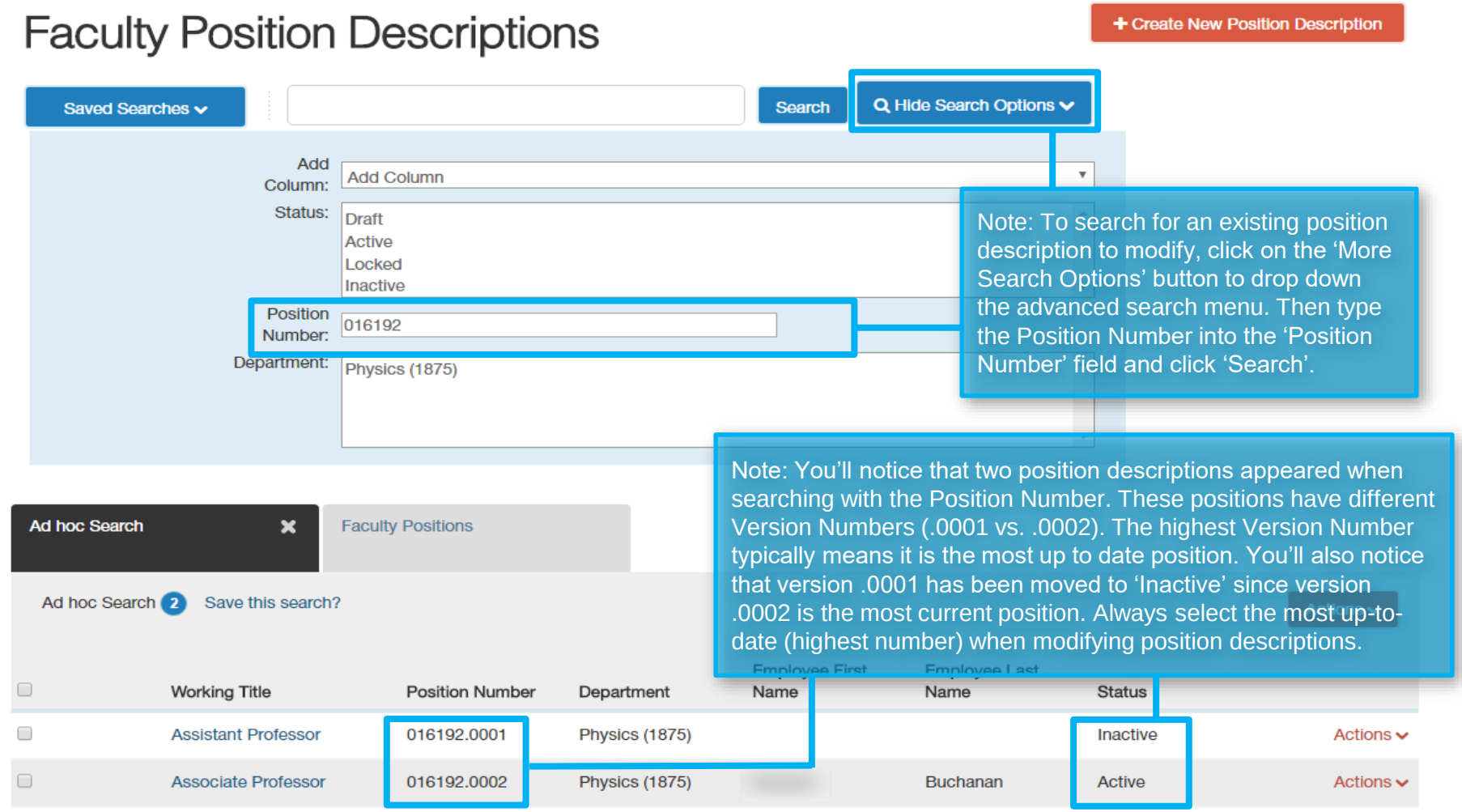
How to *Modify* a Position Description



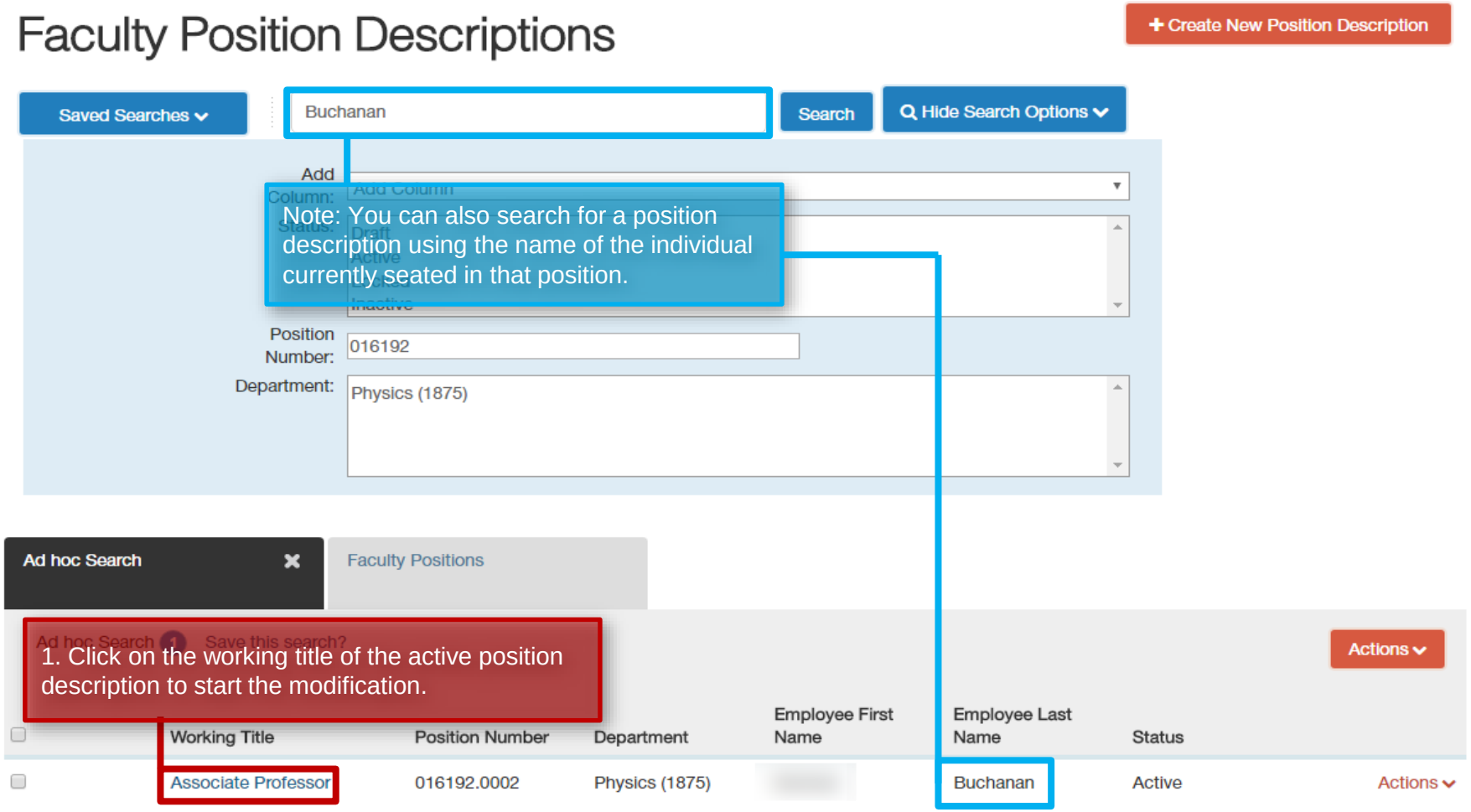
How to *Modify* a Position Description



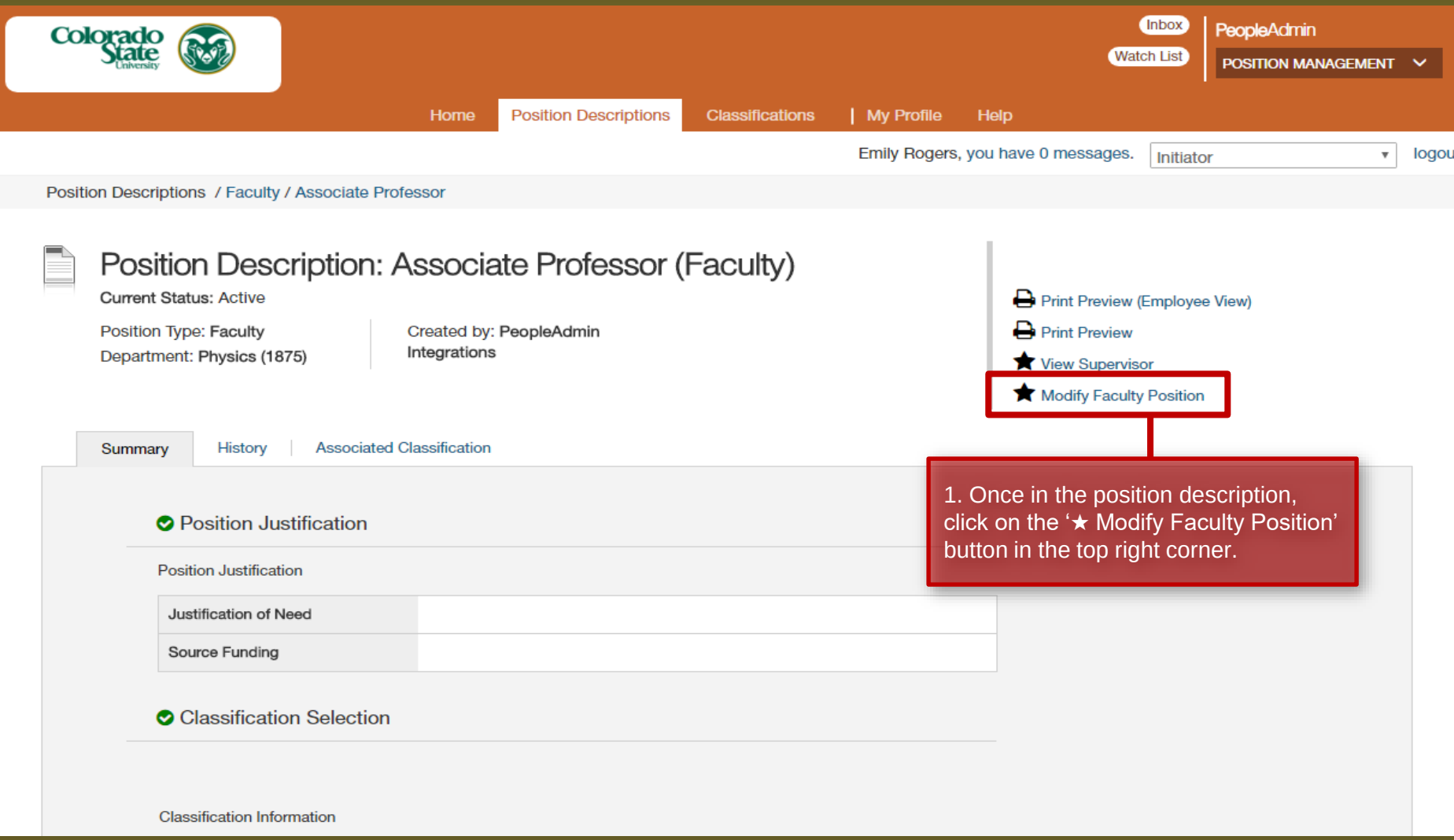
How to search for a Position Description to *Modify*



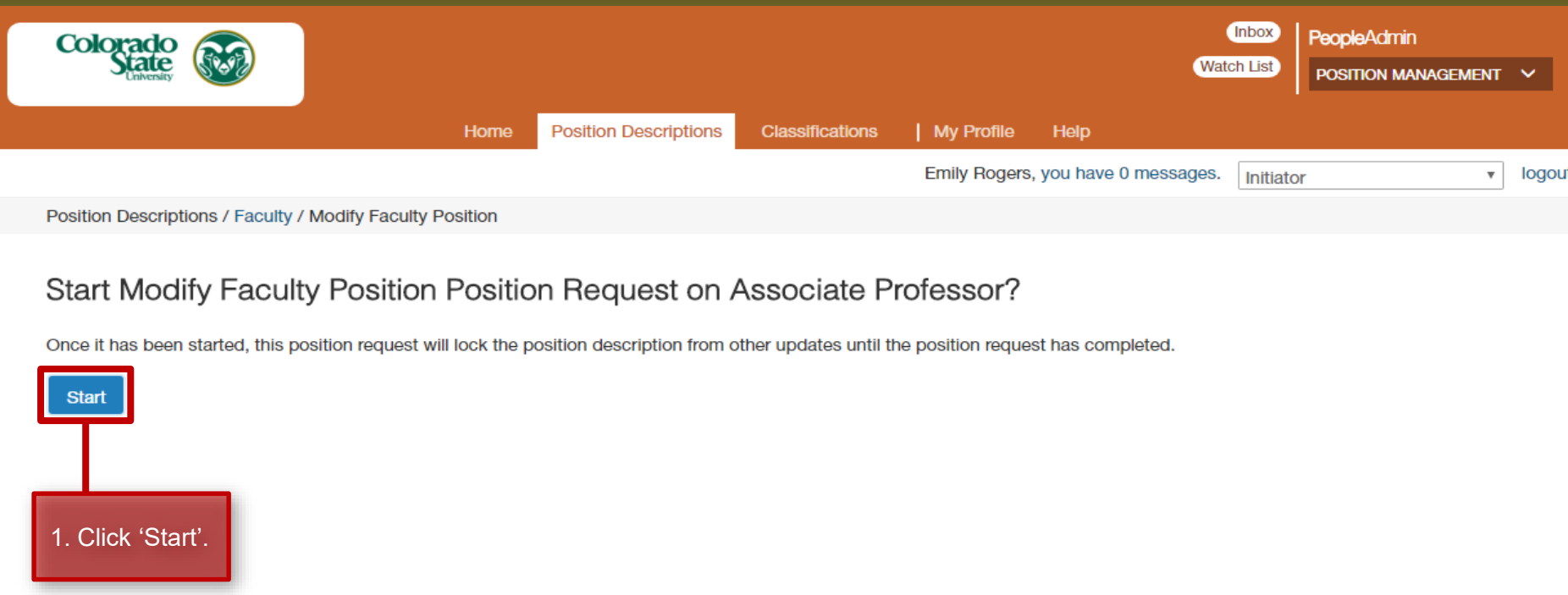
How to search for a Position Description to *Modify*



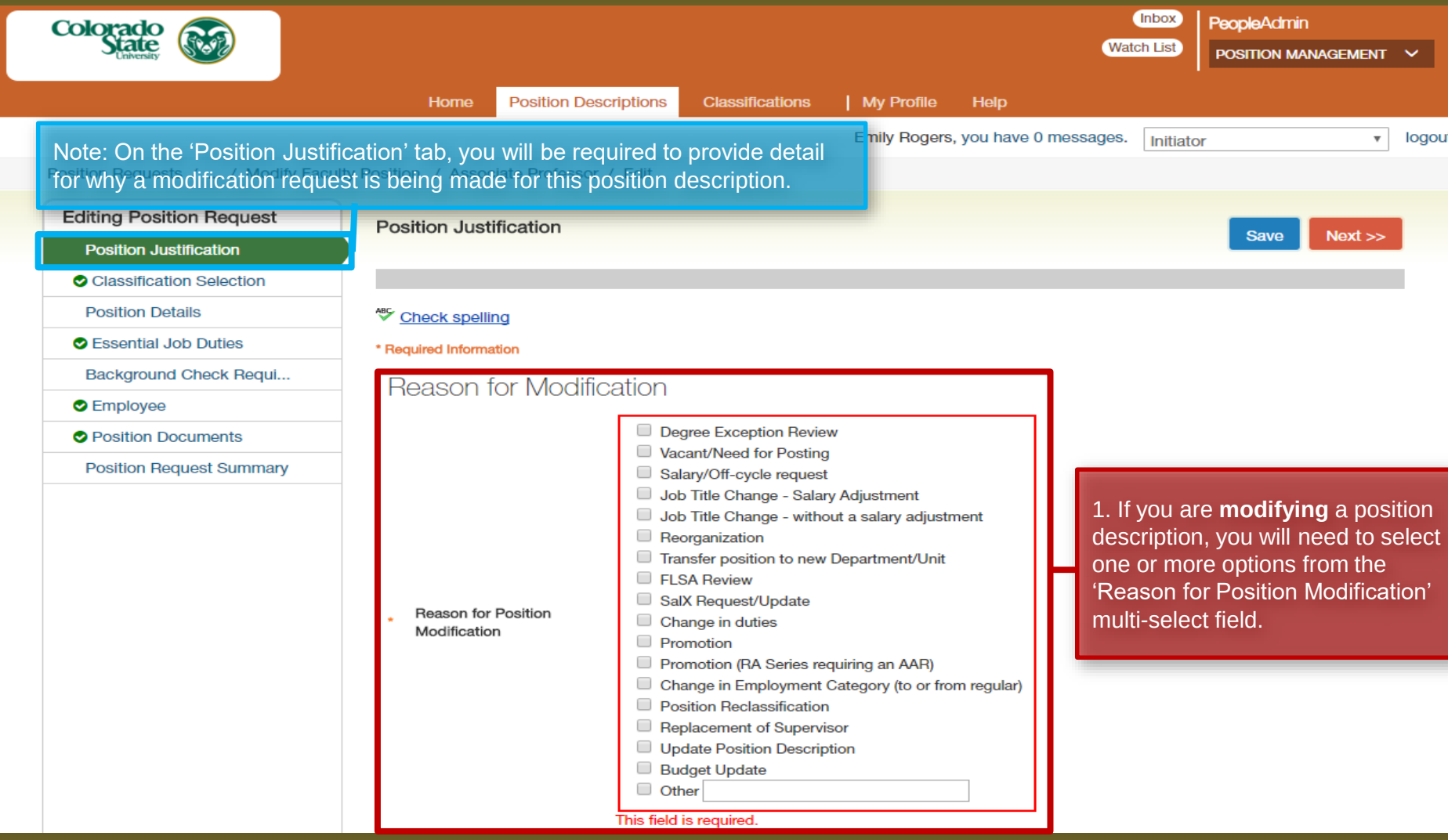
How to *Modify* a Position Description



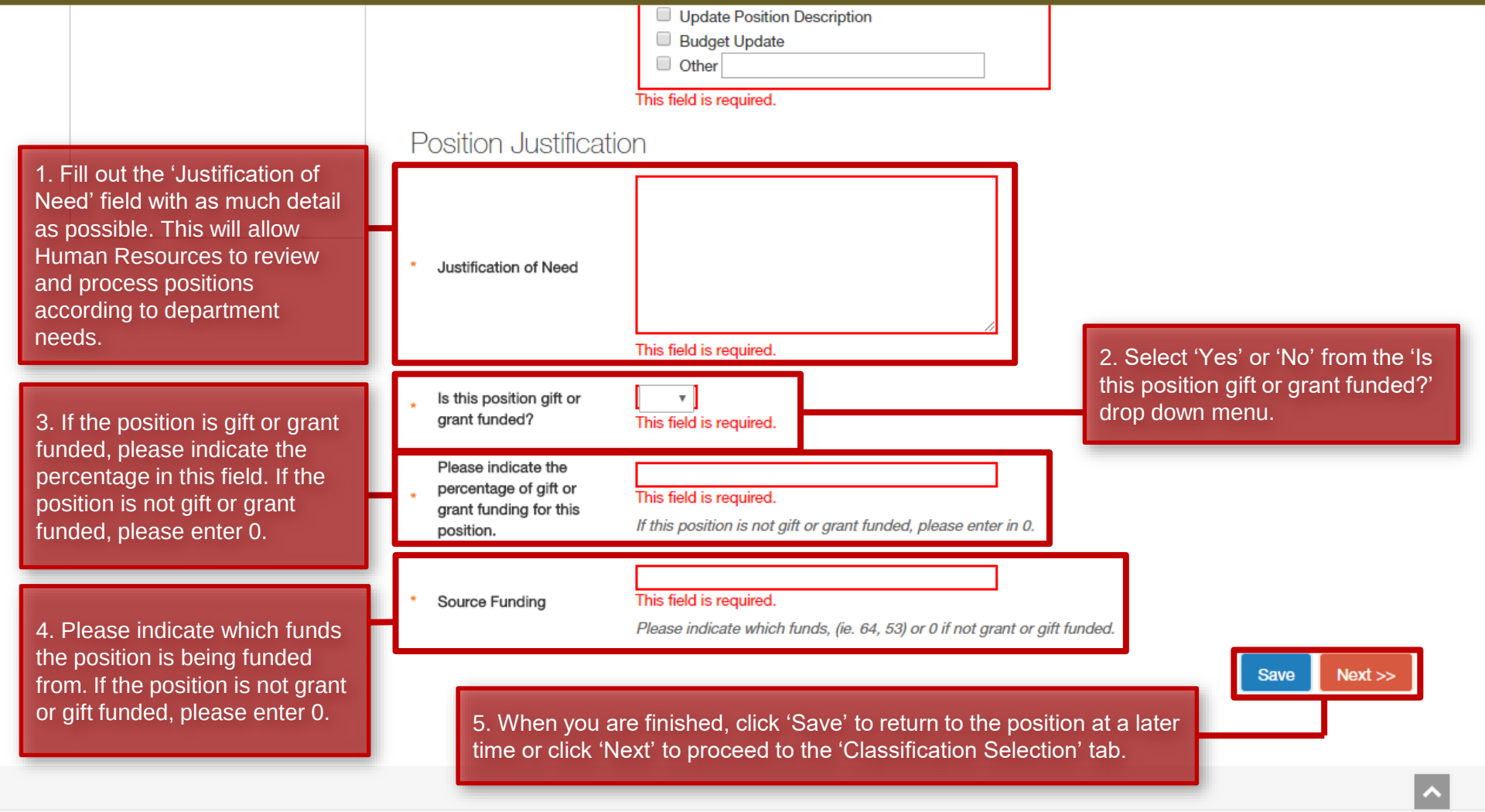
How to *Modify* a Position Description



Modify a Position Description – Position Justification tab



Modify a Position Description – Position Justification tab



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.

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

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.

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

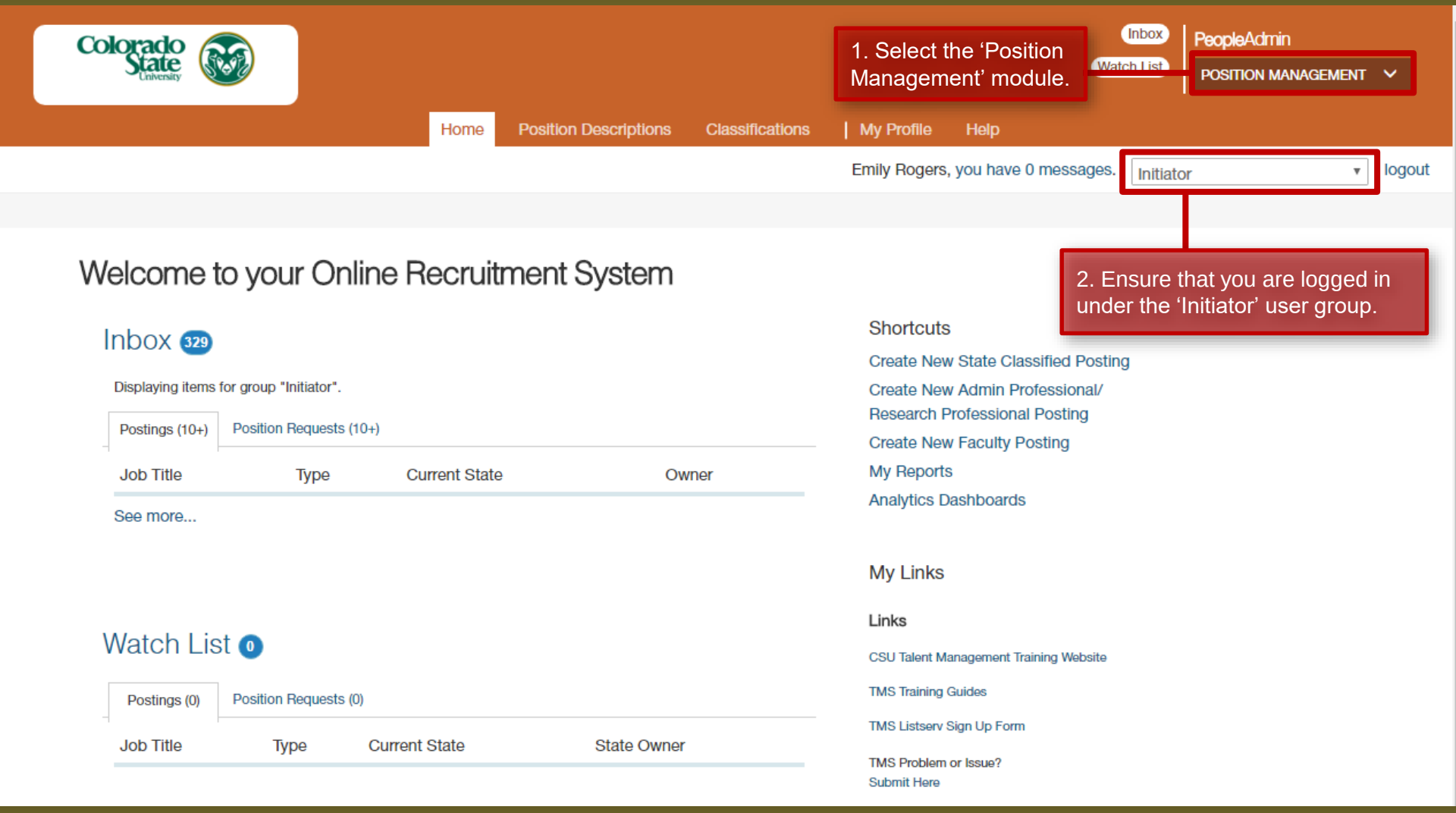
5. When you are finished, click 'Save' to return to the position at a later time or click 'Next' to proceed to the 'Classification Selection' tab.

How to *Modify* a Position Description

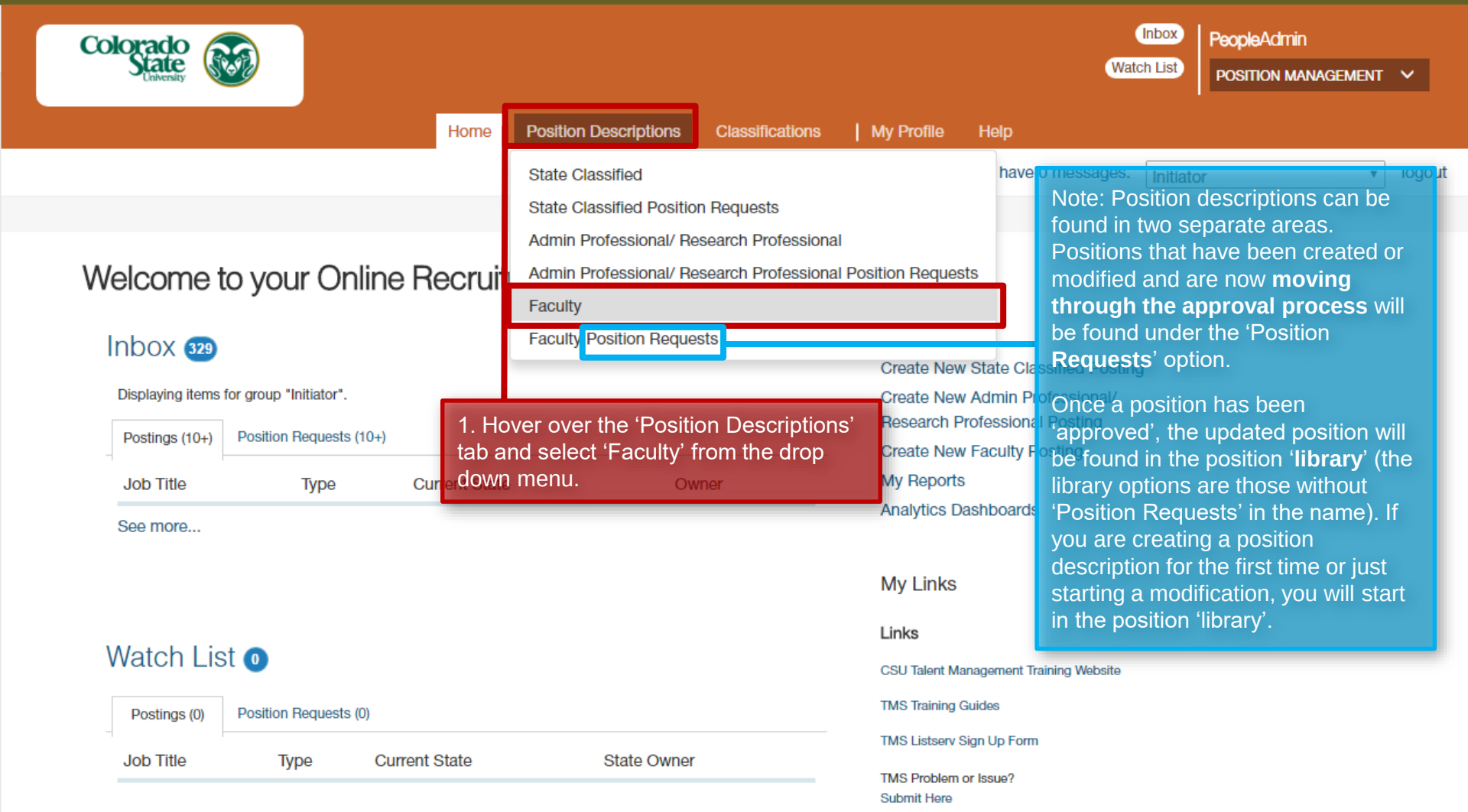
From here, you may now skip to page 21 and continue following the guide.

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

How to *Create* a Position Description



How to *Create* a Position Description



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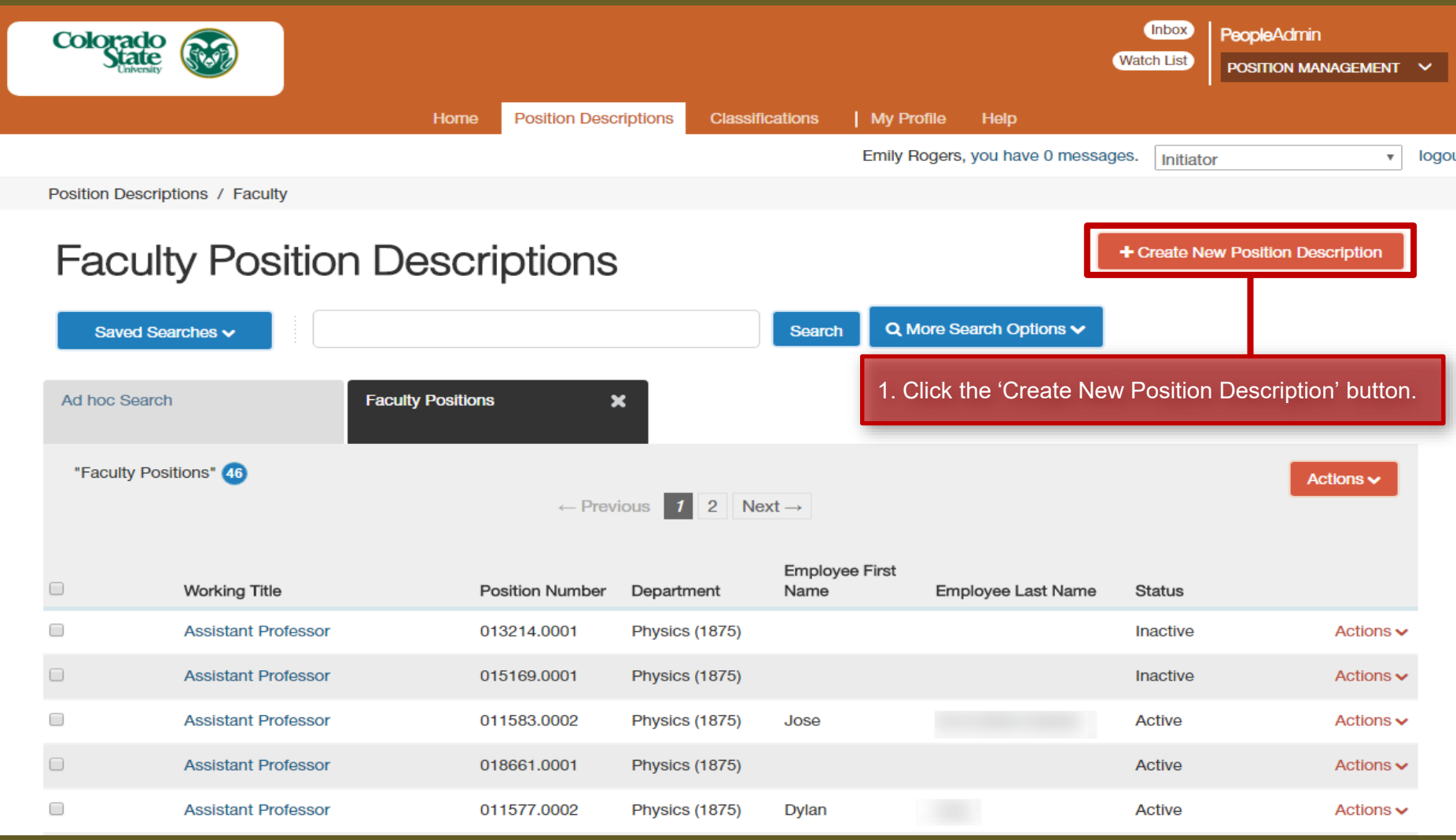

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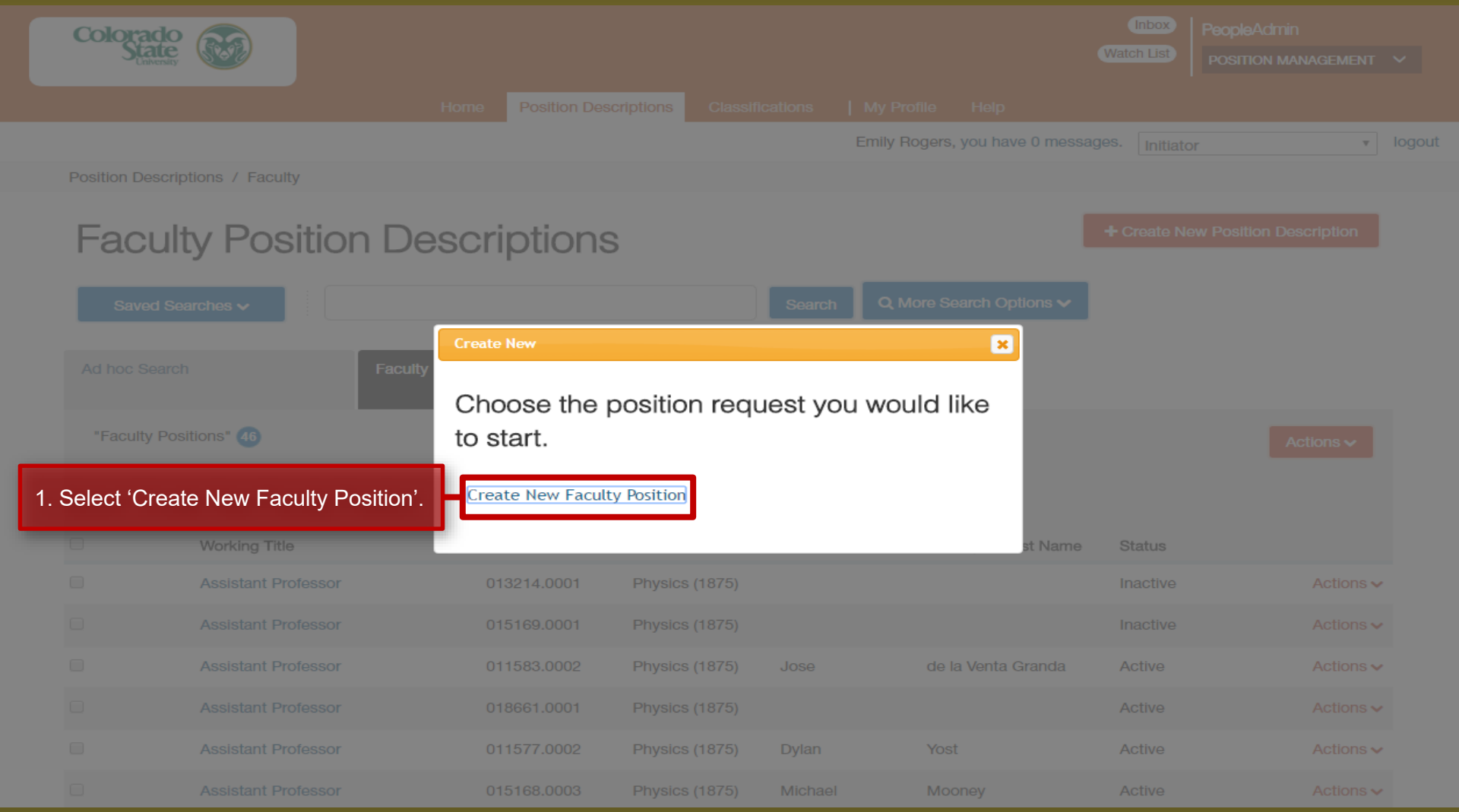

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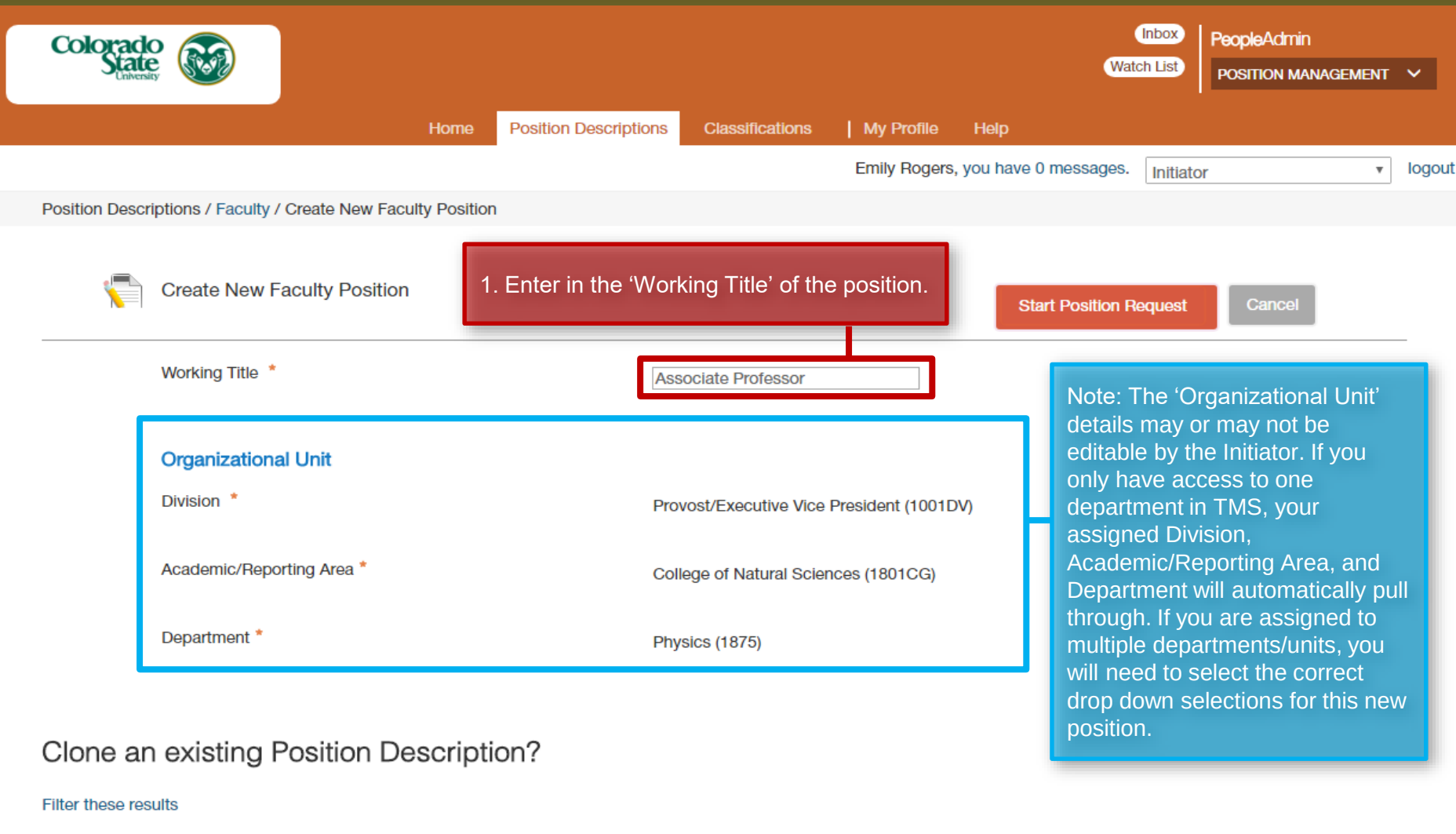
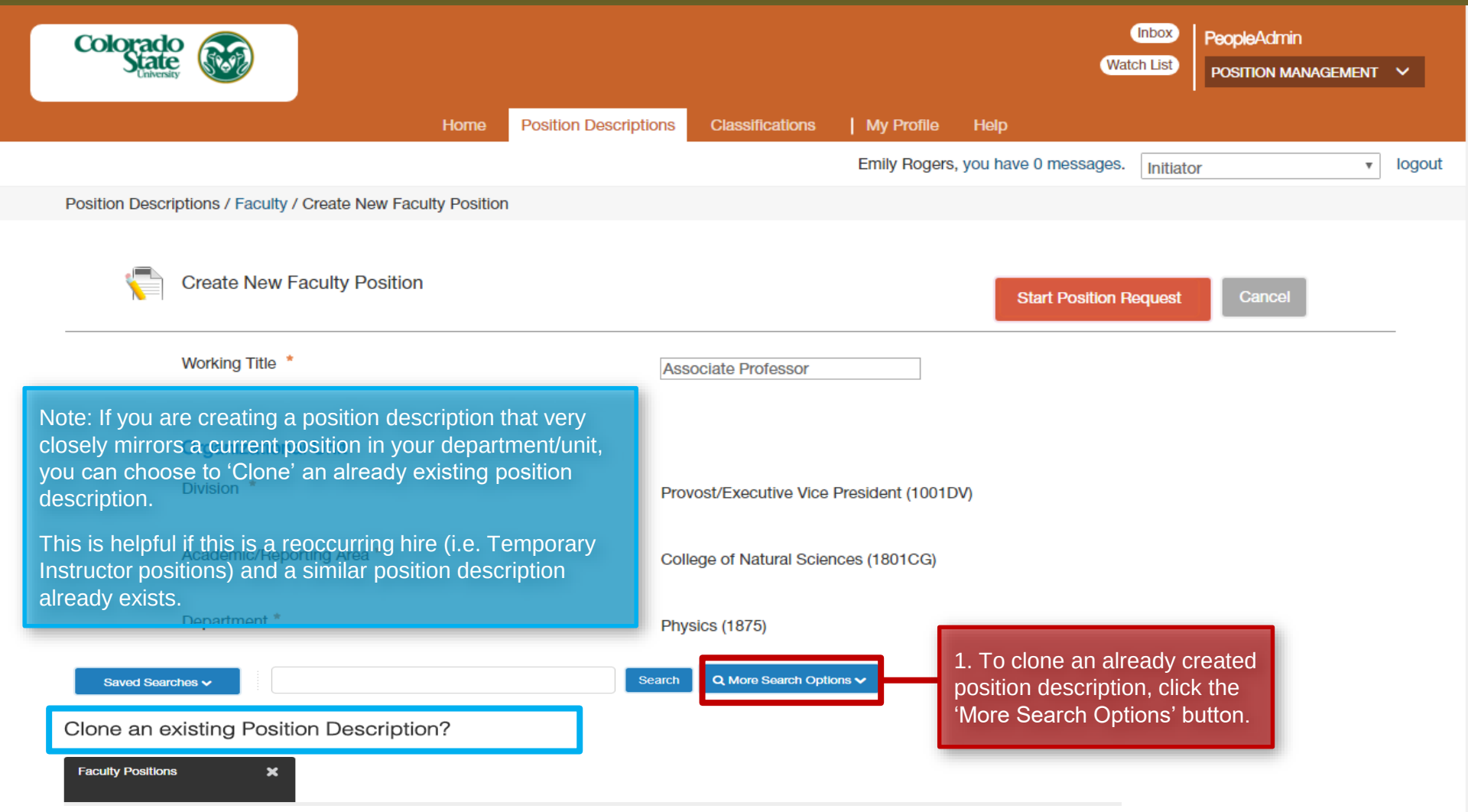


How to *Create* a Position Description – *Cloning option*

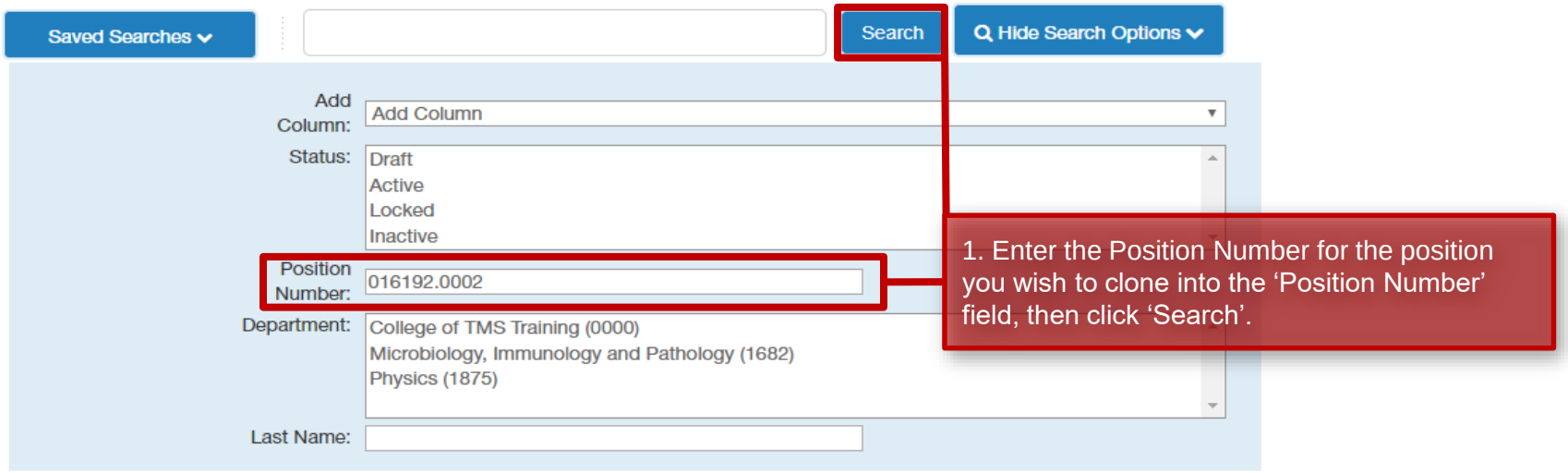


Note: If you are creating a position description that very closely mirrors a current position in your department/unit, you can choose to 'Clone' an already existing position description.

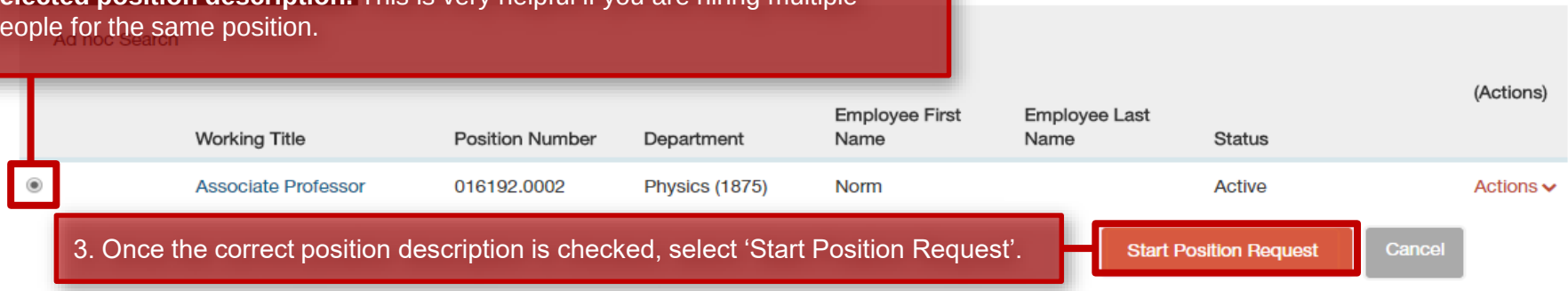
This is helpful if this is a reoccurring hire (i.e. Temporary Instructor positions) and a similar position description already exists.

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

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

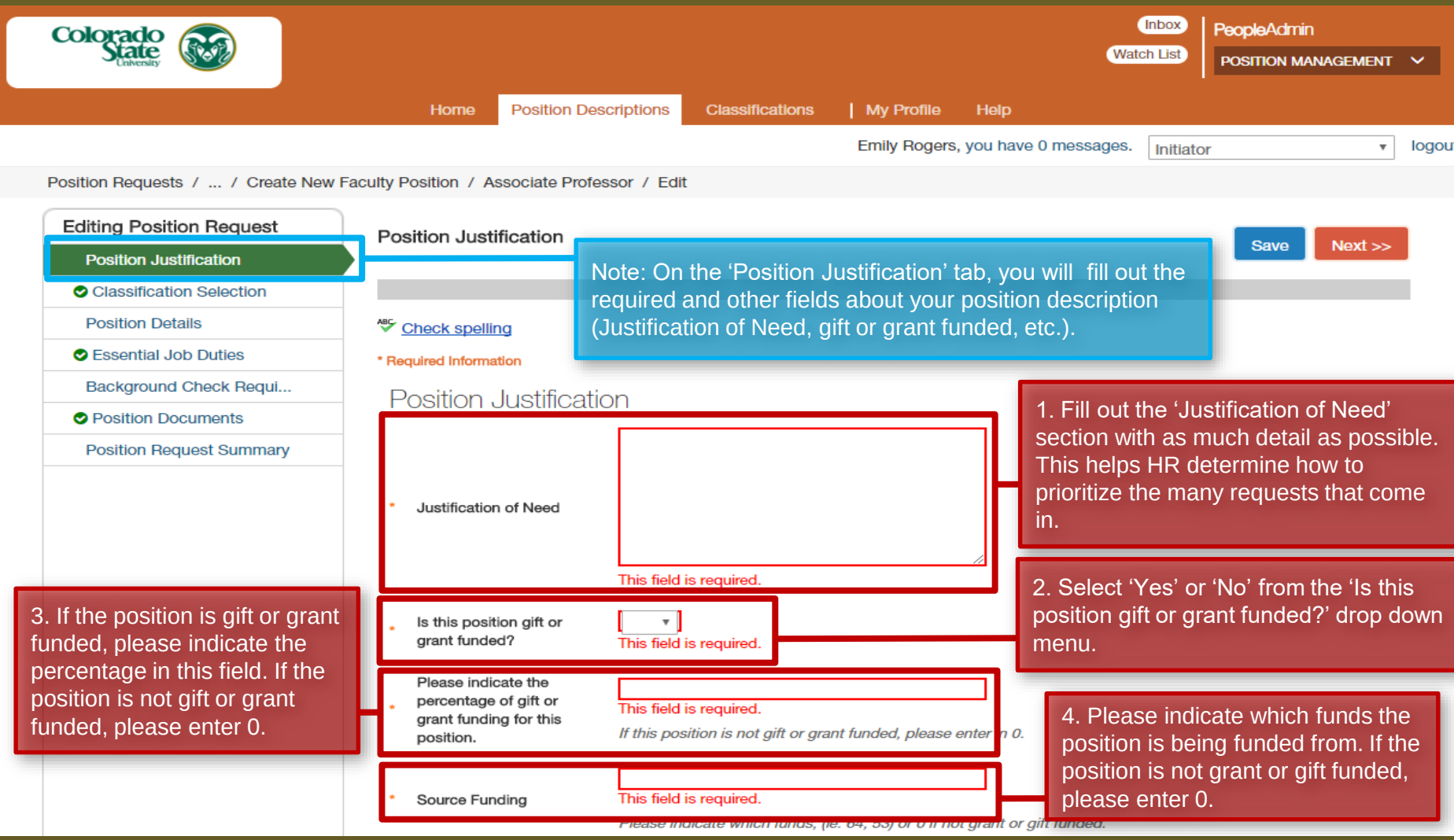


2. The position you wish to clone will pop up in the list below. Select the radio check box next to the working title. This indicates that you will be creating a new position description which **will clone/pull over many of the fields from this selected position description.** This is very helpful if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

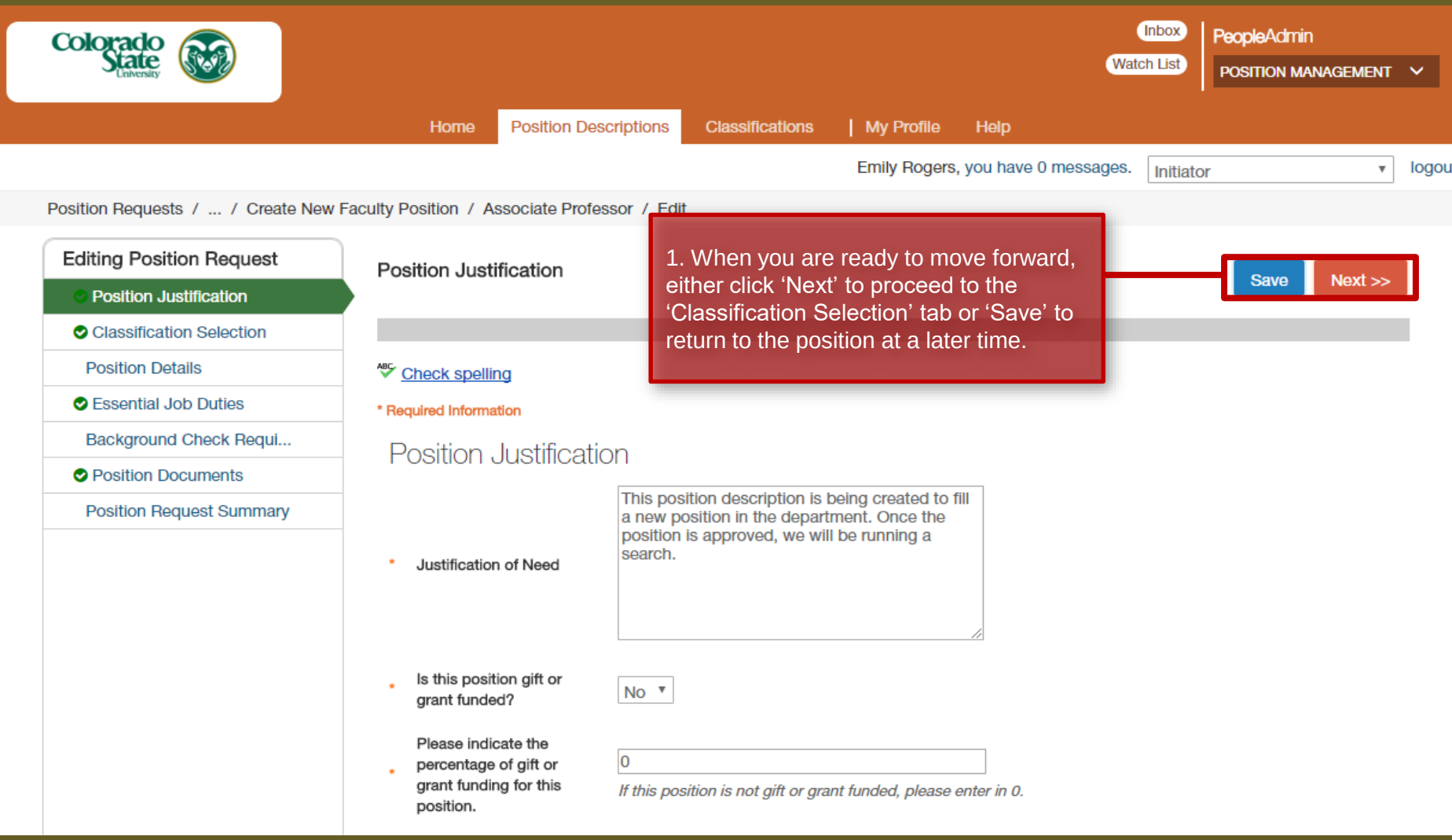


Colorado State University

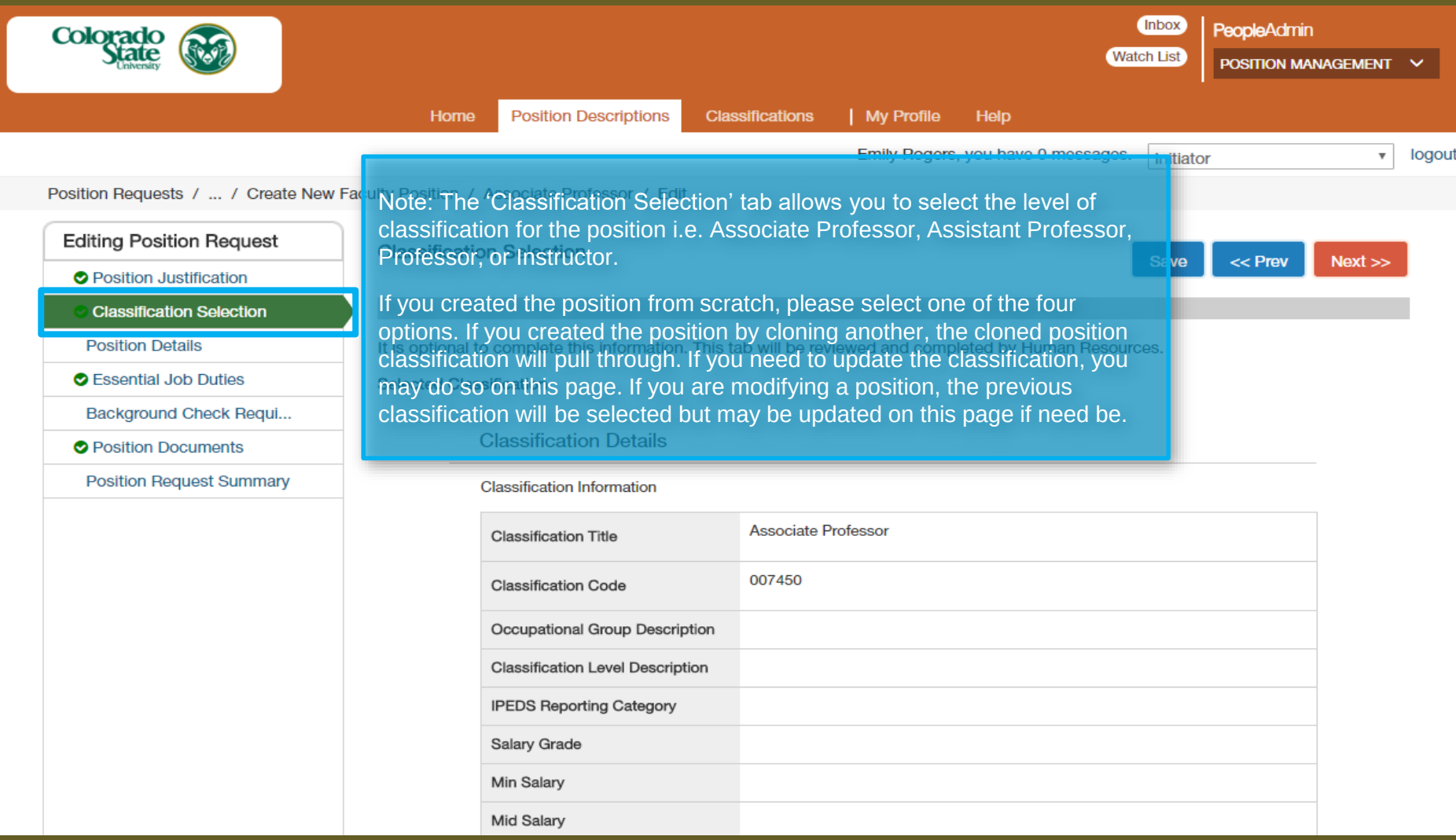
Creating a Position Description – Position Justification tab



Position Justification tab



Classification Selection Tab



Note: The 'Classification Selection' tab allows you to select the level of classification for the position i.e. Associate Professor, Assistant Professor, Professor, or Instructor.

If you created the position from scratch, please select one of the four options. If you created the position by cloning another, the cloned position classification will pull through. If you need to update the classification, you may do so on this page. If you are modifying a position, the previous classification will be selected but may be updated on this page if need be.

Classification Selection Tab (cont.)

Salary Grade	
Min Salary	
Mid Salary	
Max Salary	

Classifications - Filter these results

All Classifications

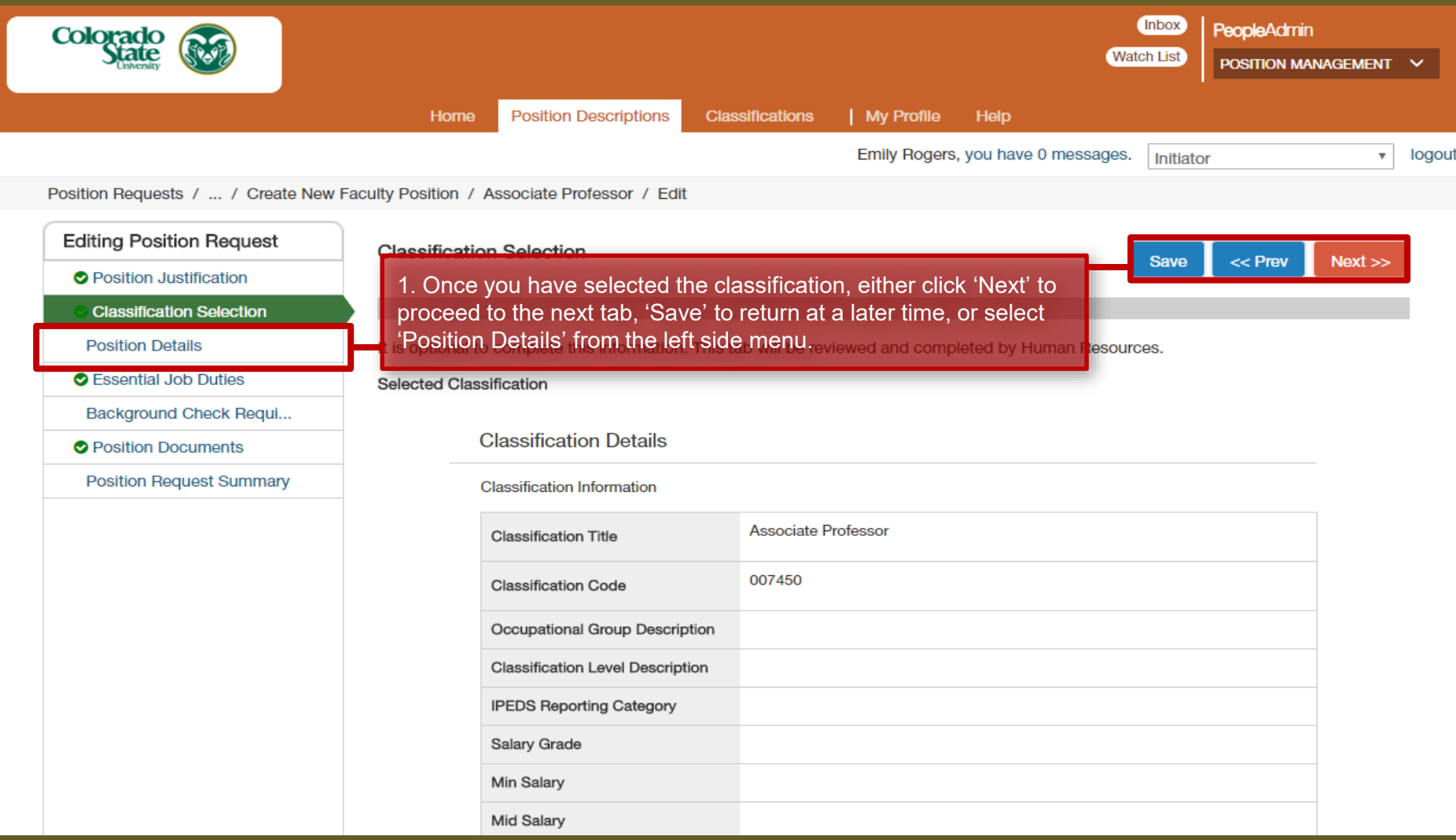
"All Classifications" 4

	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

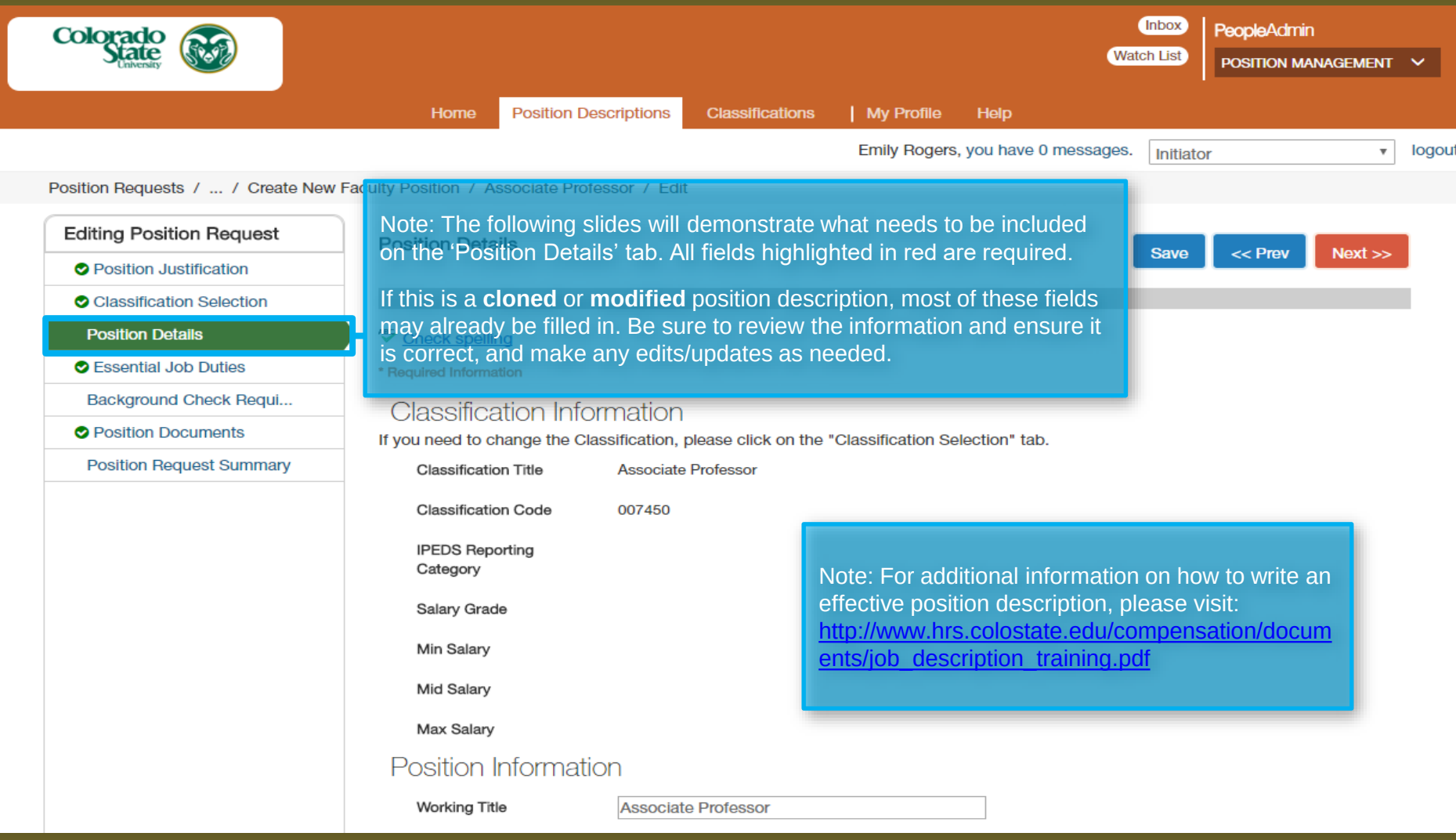
1. If you need to update or select the classification, scroll down to the bottom of the page and select one of the four options, then click 'Save'.

Save << Prev Next >>

Classification Selection Tab



Position Details Tab



Position Details Tab (cont.)

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.

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

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

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.

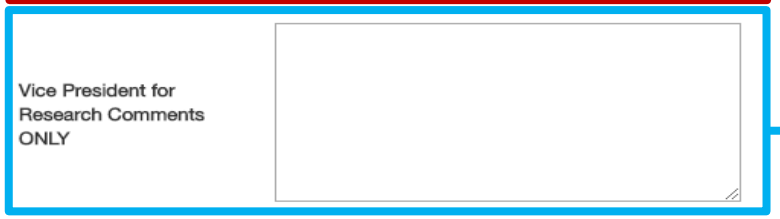
2. Enter a salary range in the 'Proposed Annual Salary Range' field.

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

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

Position Details Tab (cont.)

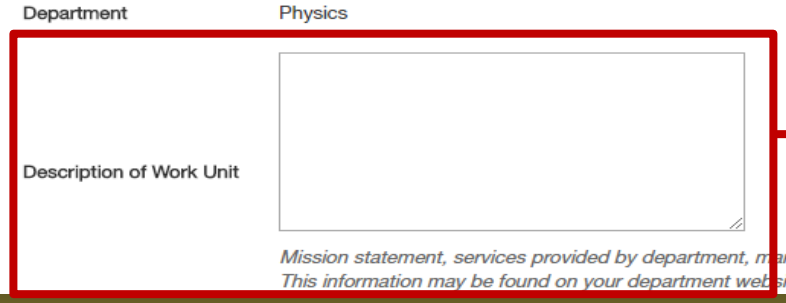
6. Fill in this field with as much detail as possible. Detailed rationale in this field will help expedite the approval process.



Note: You may leave this field blank.

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

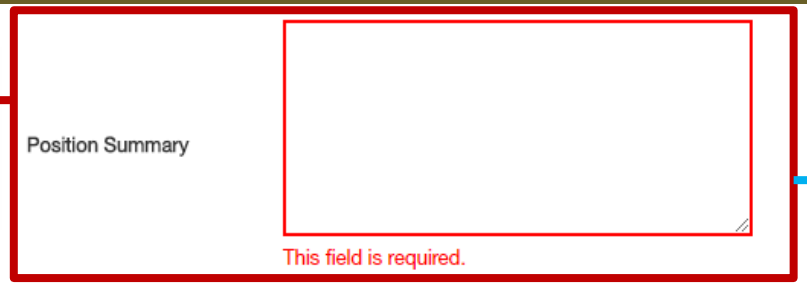
1. Enter the percentage break down for each category.



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.

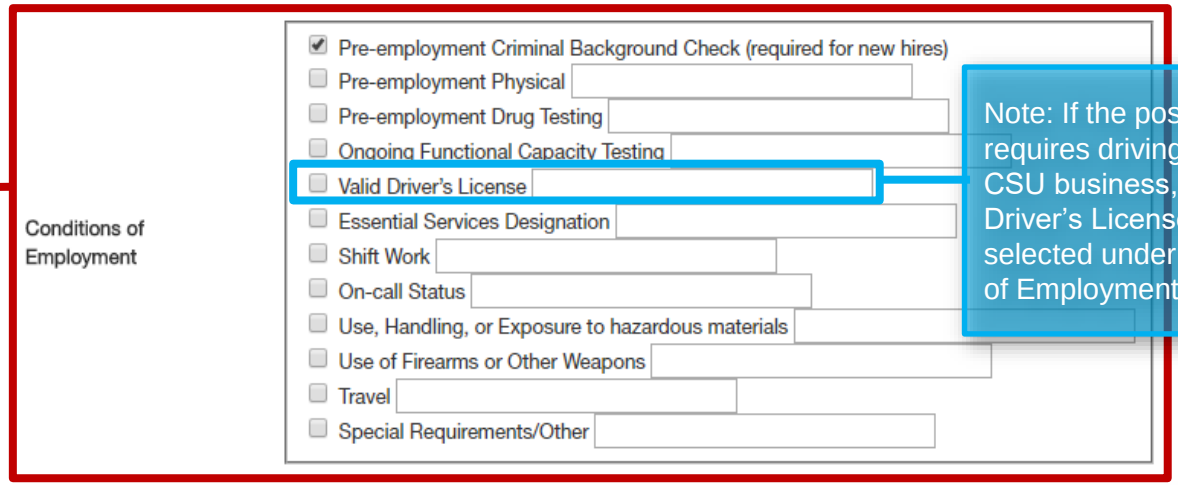
Position Details Tab (cont.)

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



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.

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.



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

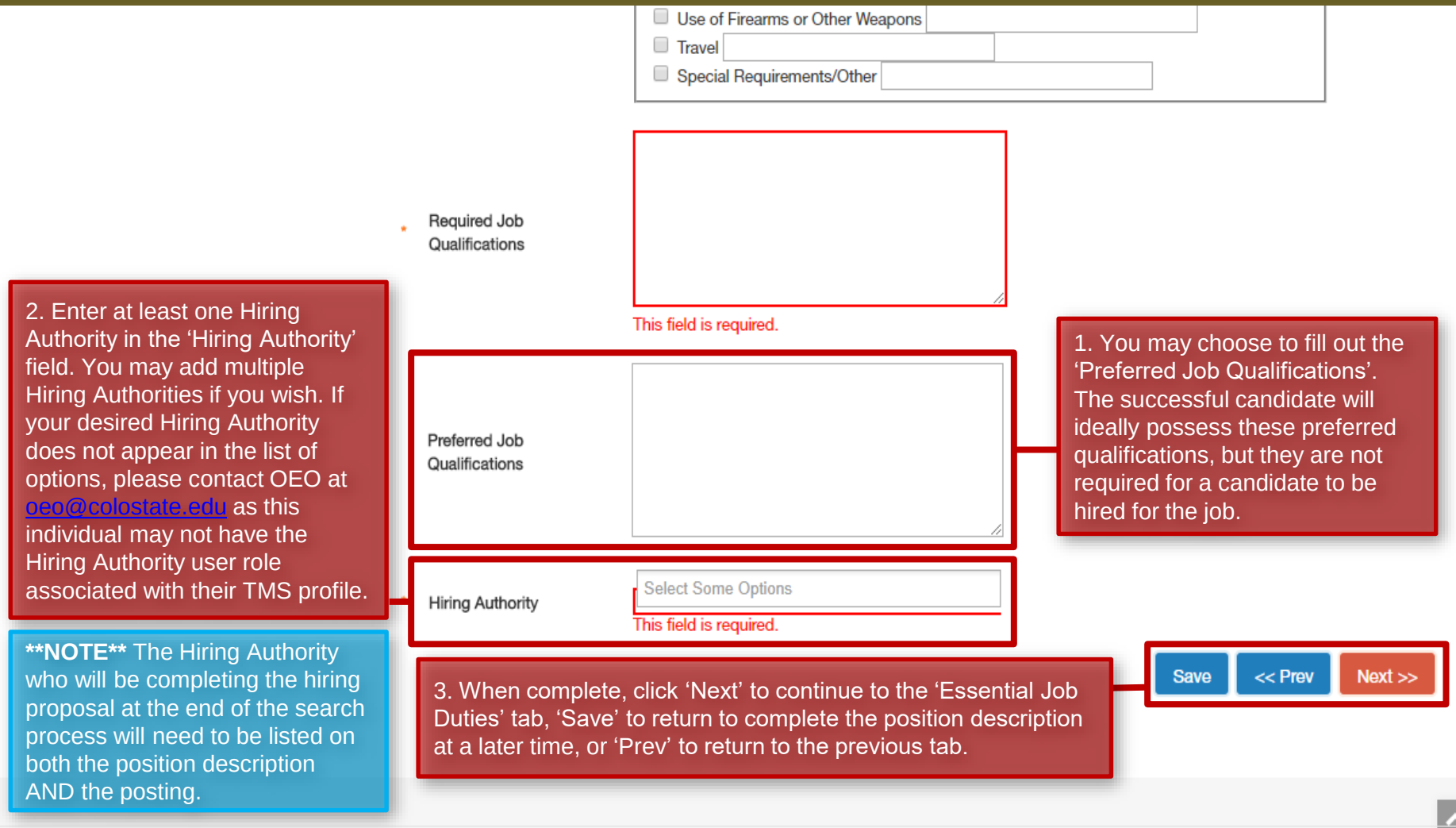
3. Fill in the 'Required Job Qualifications'. These are the required qualifications that **must** be met by candidates to be hired for the position. This field outlines the required education, years of experience, and skills needed to successfully perform the job.

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

*(space) before sections of text.

Ex: * Master's Degree in….

Position Details Tab (cont.)



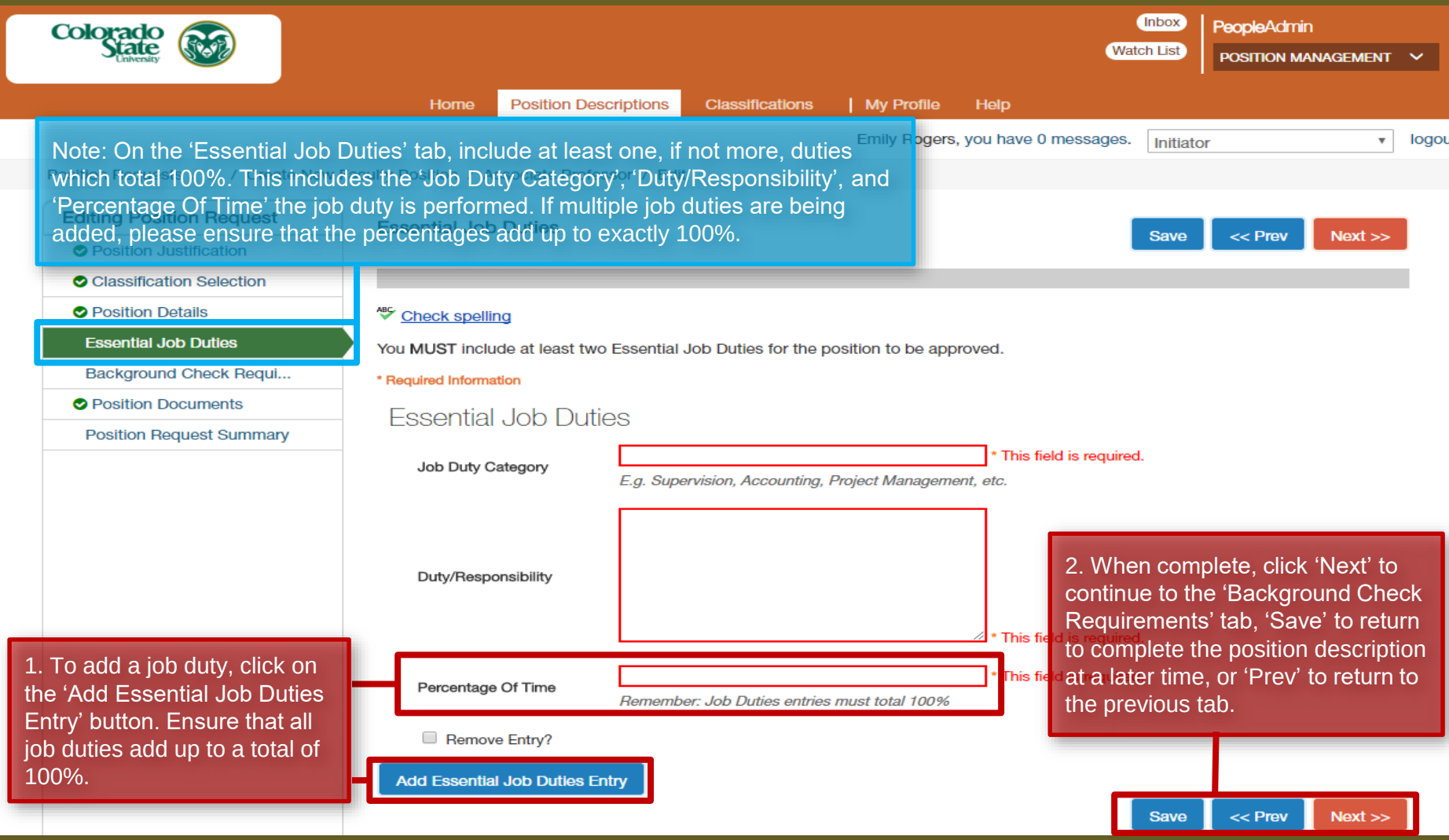
2. Enter at least one Hiring Authority in the 'Hiring Authority' field. You may add multiple Hiring Authorities if you wish. If your desired Hiring Authority does not appear in the list of options, please contact OEO at oeo@colostate.edu as this individual may not have the Hiring Authority user role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

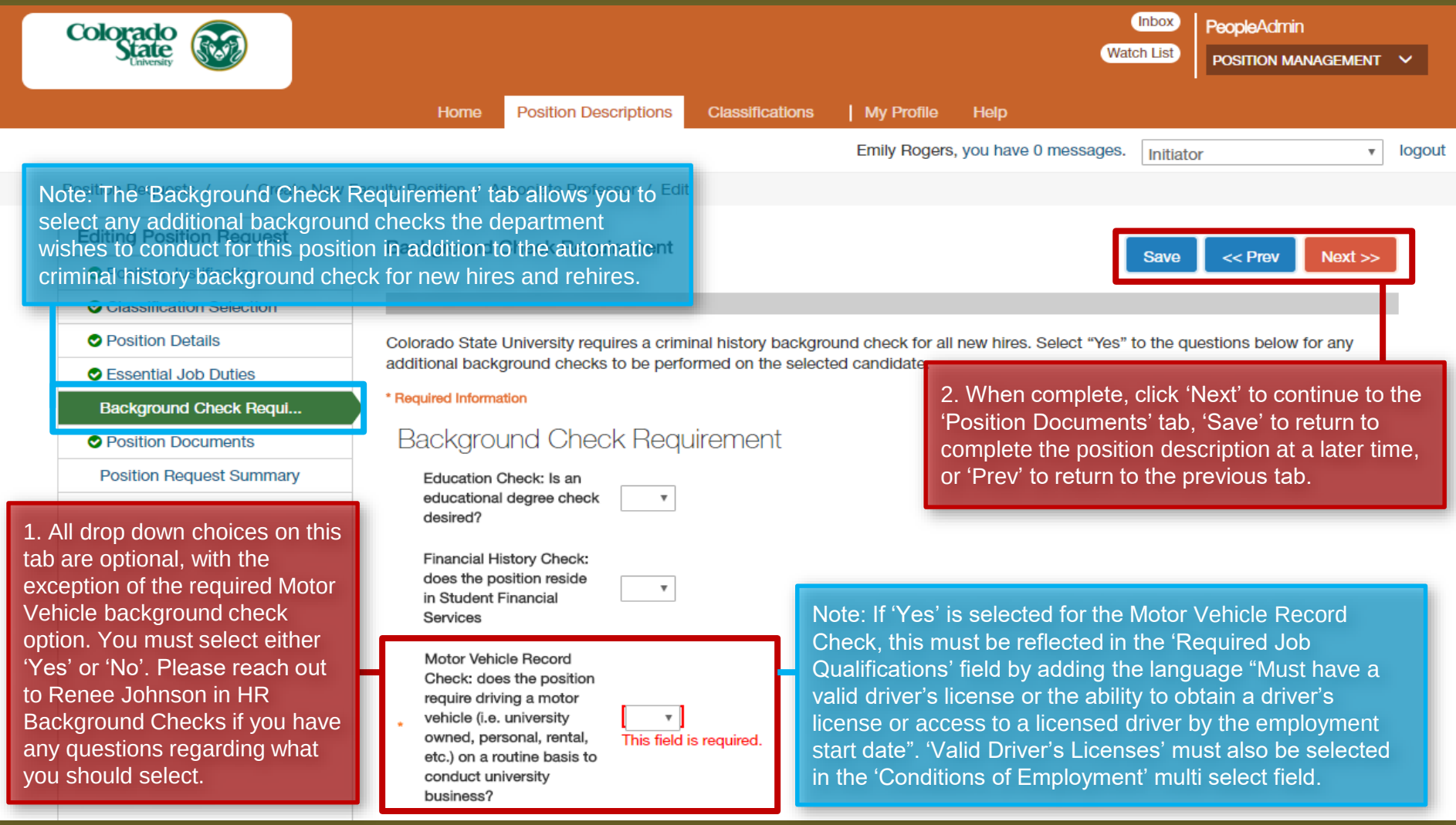
****NOTE**** The Hiring Authority who will be completing the hiring proposal at the end of the search process will need to be listed on both the position description AND the posting.

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.

Essential Job Duties Tab



Background Check Requirement Tab



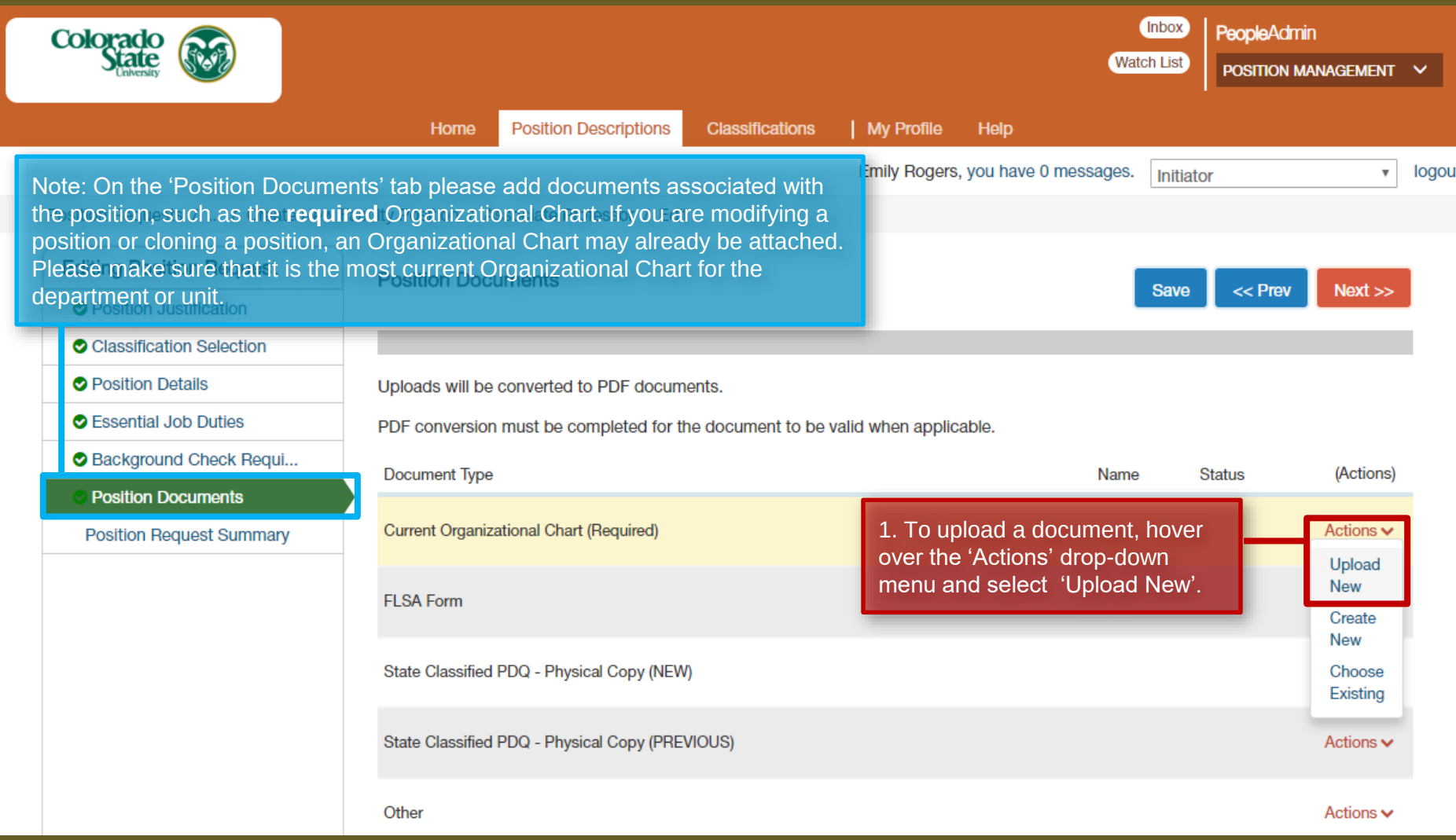
Note: The 'Background Check Requirement' tab allows you to select any additional background checks the department wishes to conduct for this position in addition to the automatic criminal history background check for new hires and rehires.

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.

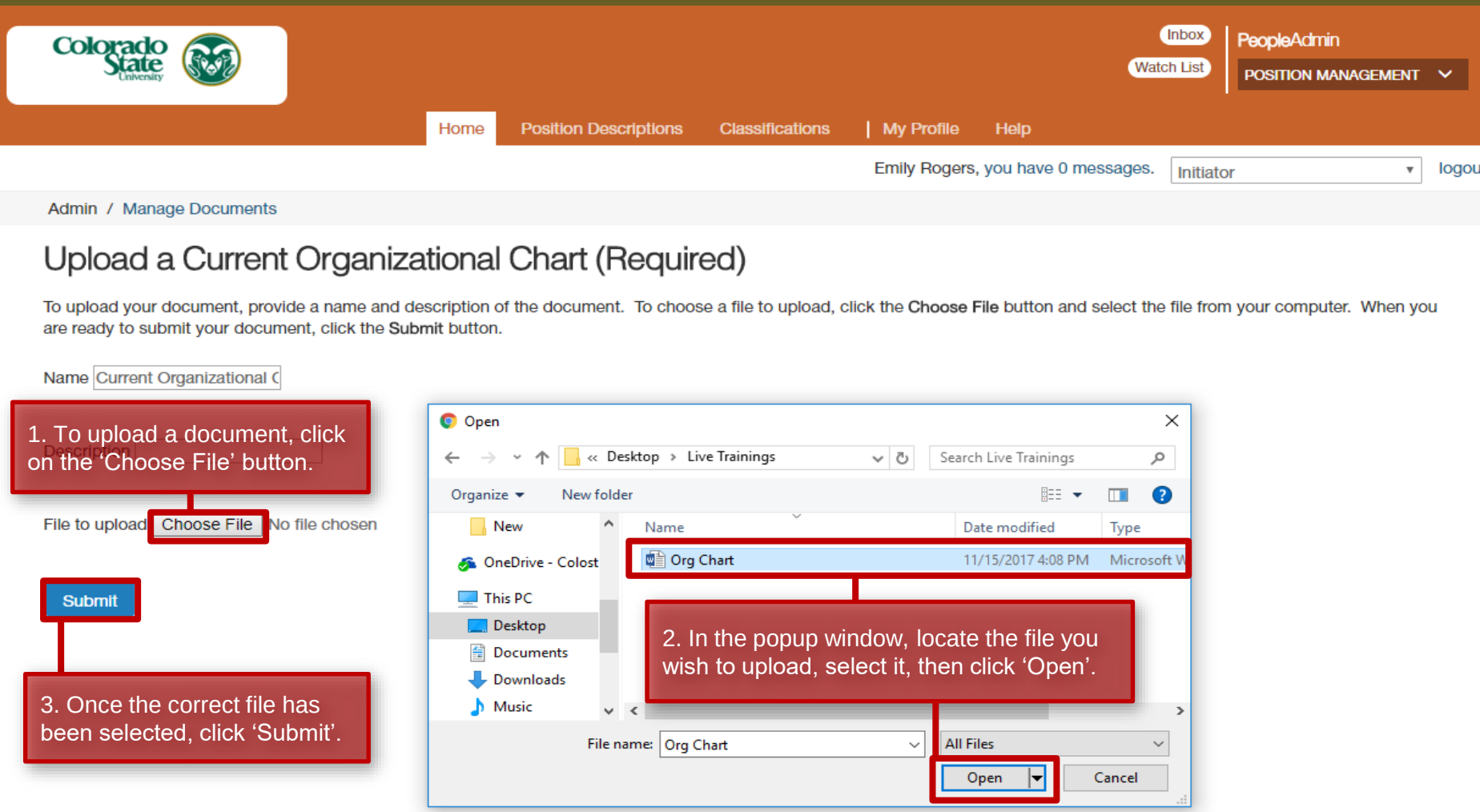
Position Documents Tab



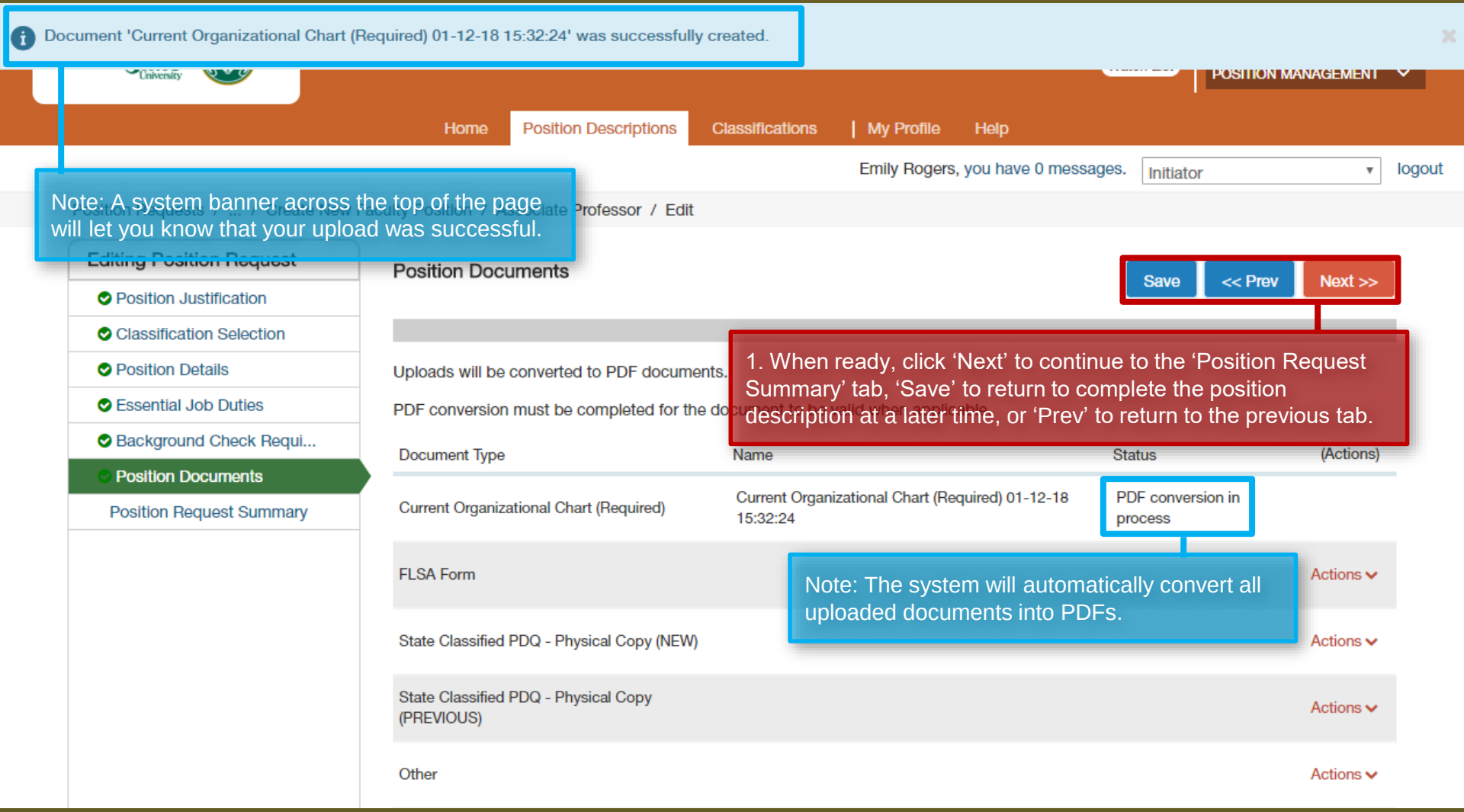
Note: On the 'Position Documents' tab please add documents associated with the position, such as the **required** Organizational Chart. If you are modifying a position or cloning a position, an Organizational Chart may already be attached. Please make sure that it is the most current Organizational Chart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

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

Position Documents Tab (cont.)



Position Documents Tab (cont.)



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

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.

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

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.

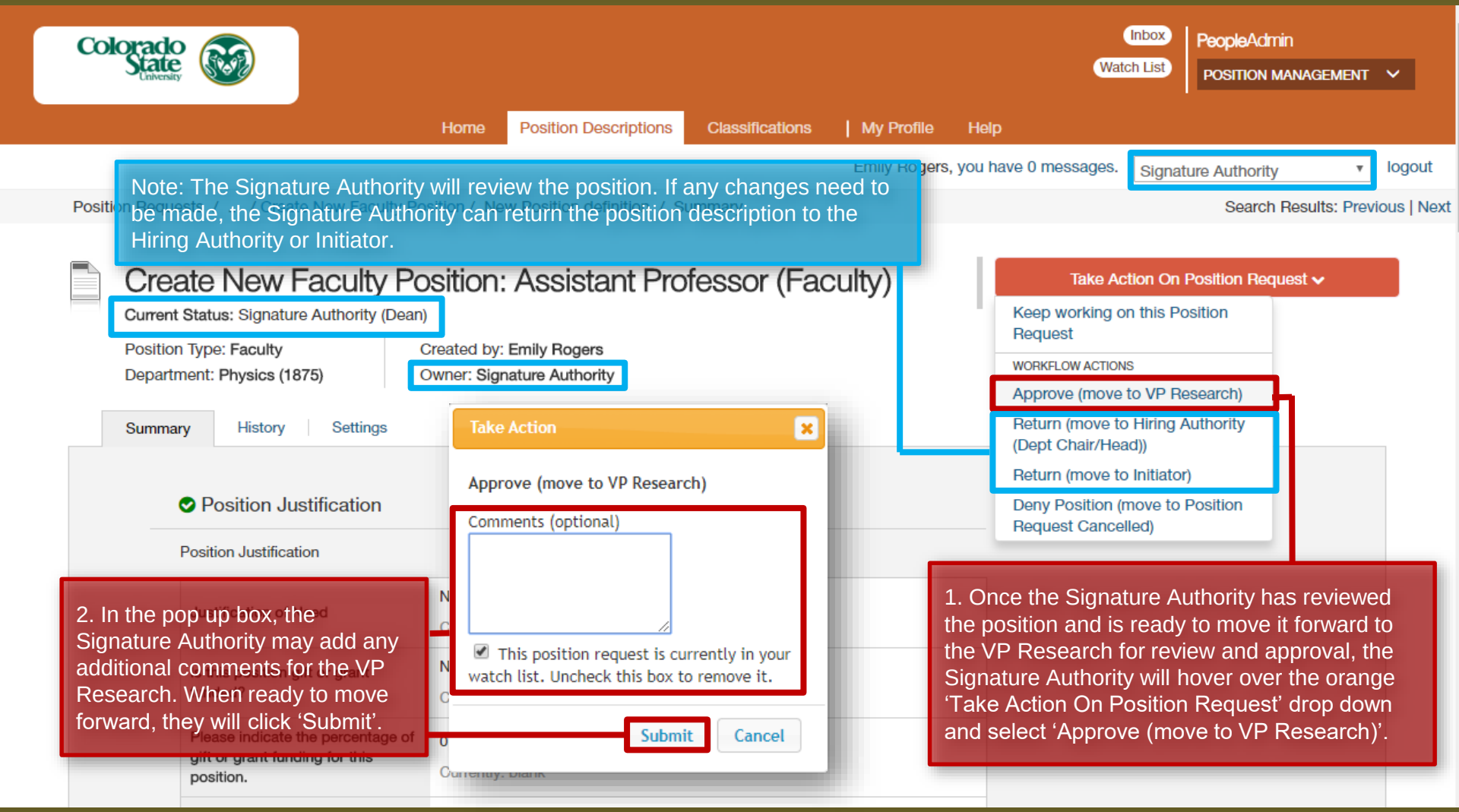
1. Once you have sufficiently reviewed the position description and are ready to move it forward to the Hiring Authority, hover over the orange 'Take Action On Position Request' drop down menu and select 'Submit (move to Hiring Authority (Dept Chair/Head))'.

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'.

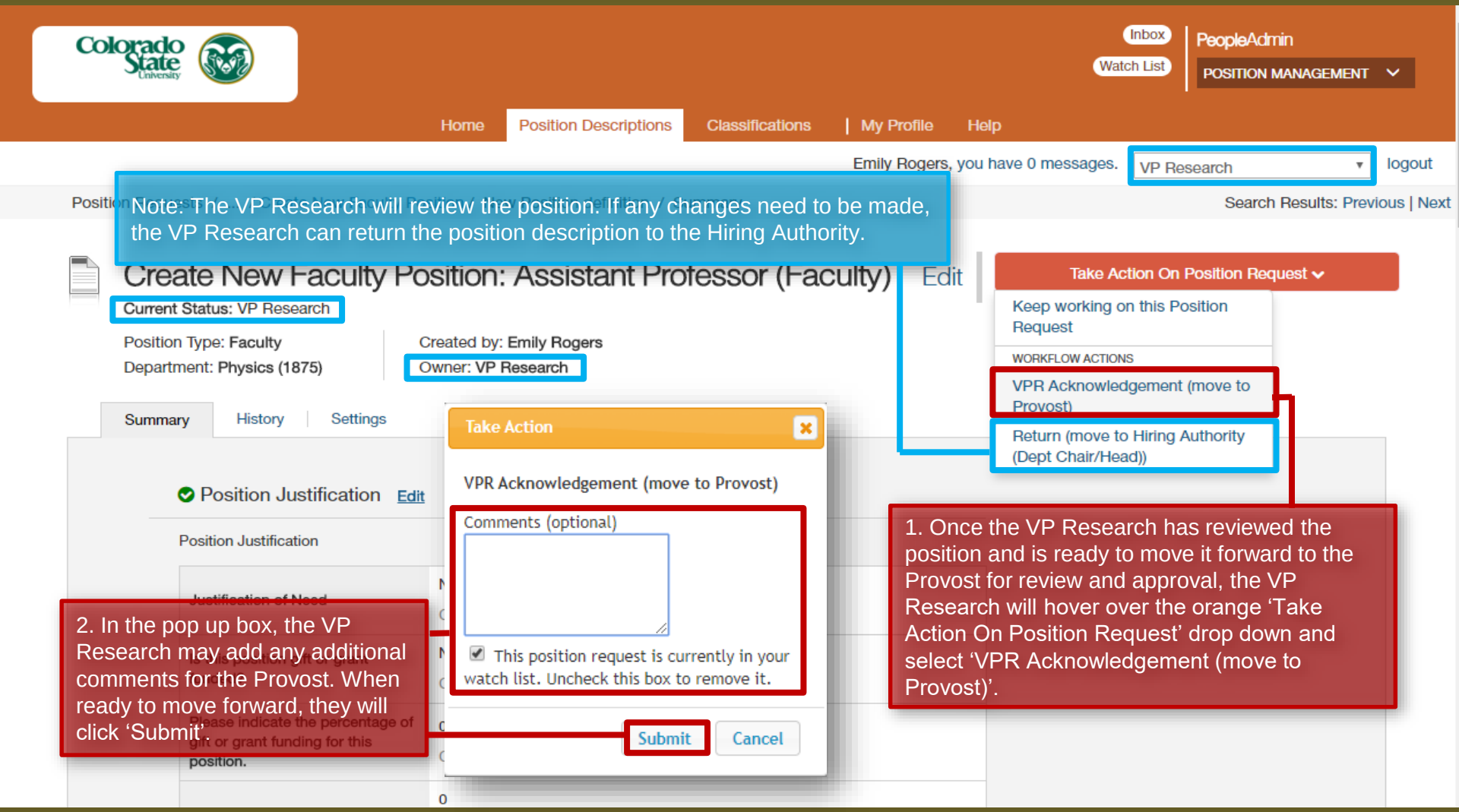
Note: 'Submit to Initiator (move to Initiator)' allows you to delegate the position description request to another individual. If you know you are going to be out of the office and have not had the chance to finish the position request, use this option to move it into someone else's 'ownership'. Be sure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

Review and Approval – Hiring Authority

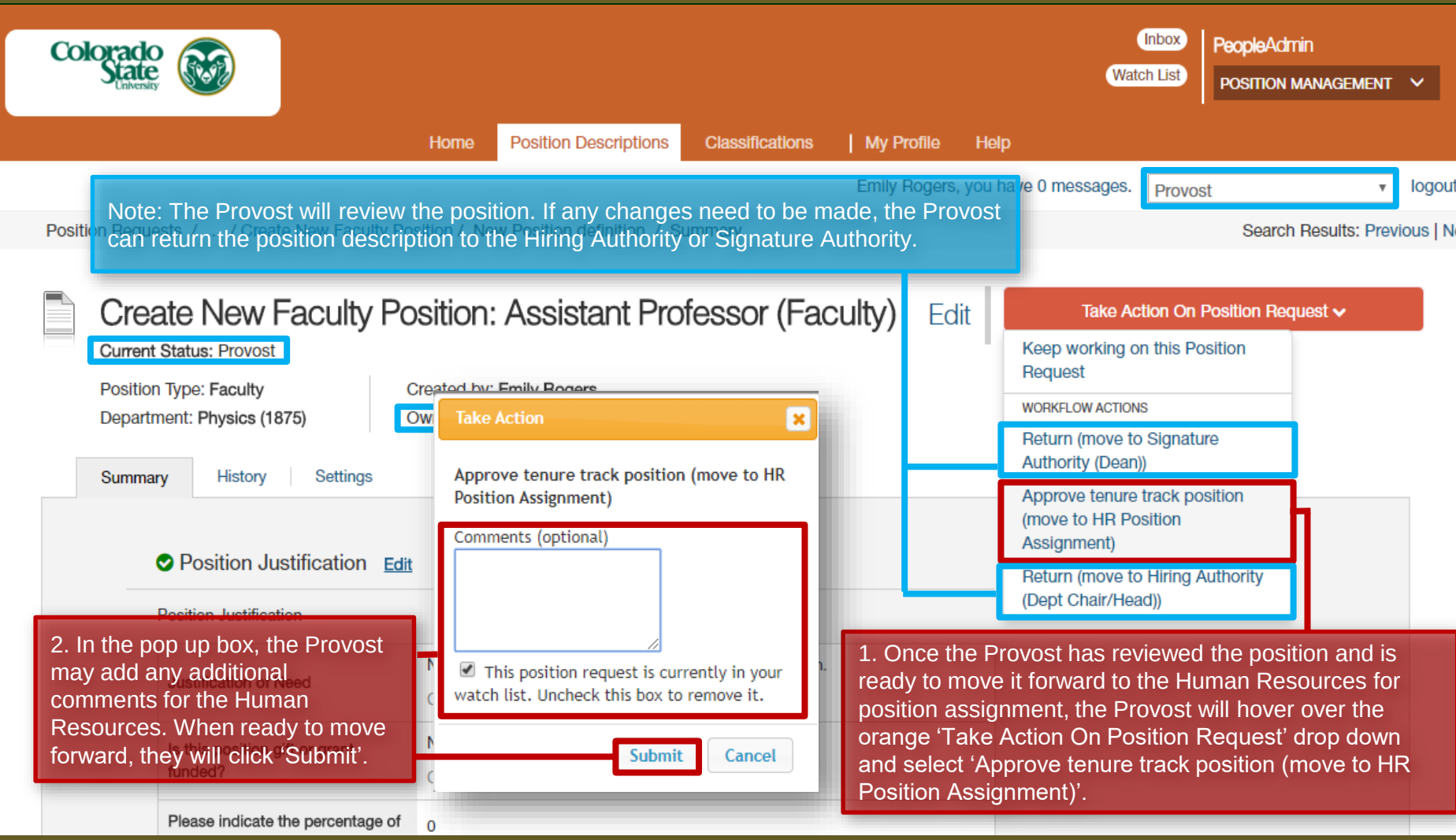
Review and Approval – Signature Authority



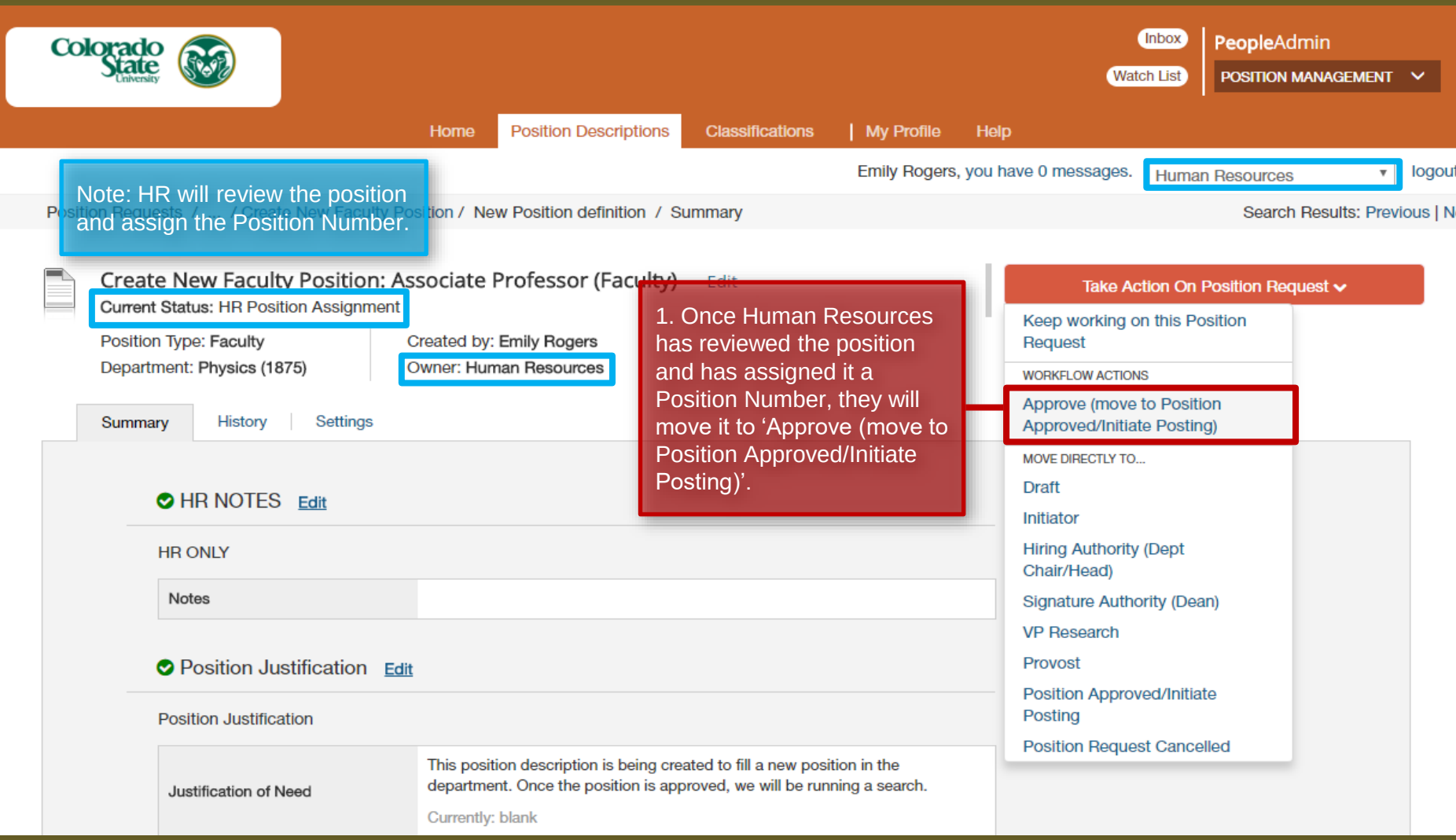
Review and Approval – VP Research



Review and Approval – Provost



Approval and Position Number Assignment– Human Resources



Position Approved Email Notification- Hiring Authority

Colorado State University

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
Colorado State University

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

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

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