



Colorado State University

# CSU Talent Management System

## User Guide – Faculty

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How to Create or Modify a Faculty Position Description

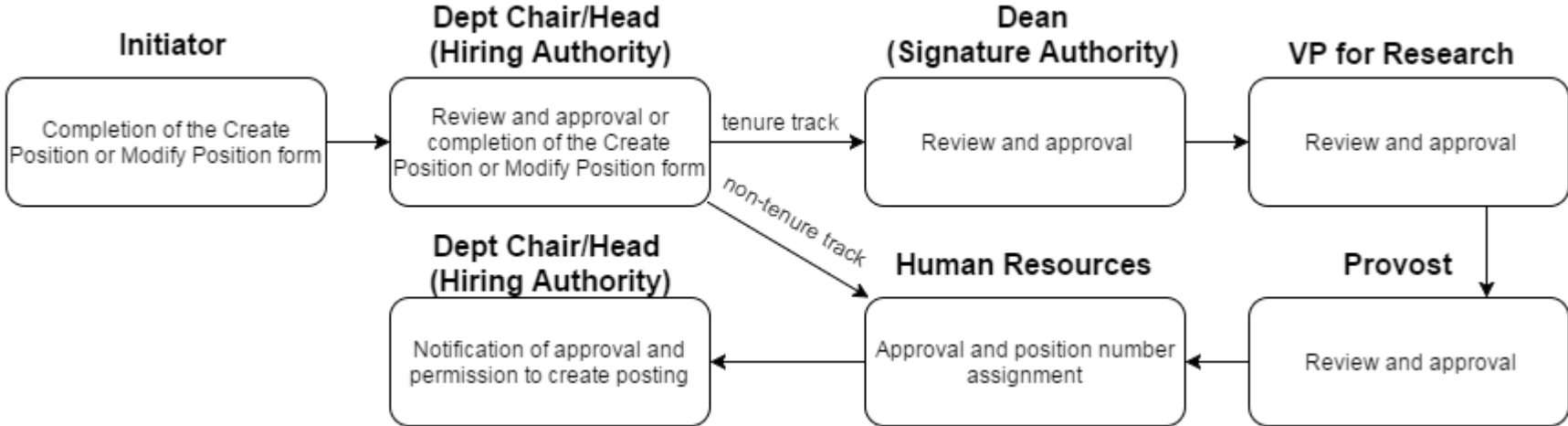
my HR  
Working together.

# 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.



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

# Create or Modify a Faculty Position Description (cont.)

- In most cases, you will be **'modifying'** a current position description for an existing Position.Version # (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 7 pages.
  - If you are modifying a **current employee's** position description to add or change duties, updating the salary, updating the working title, or preparing the position for a promotion, please reach out to OEO prior to initiating the position modification as these change may result in an AAR. If an AAR is not required, please know that a Promotional Announcement Posting will be required as soon as the modification is finalized. [Please see the Promotional Announcement guide for additional details.](#)
- If you are **creating a new** position description or **cloning** (page 14) a current position description, please skip to page 10.
- 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](#). All transfers will result in a new 'version' number.



# How to Modify a Position Description

The screenshot shows the 'Position Management' interface. In the top-left corner, three dots are highlighted with a red box. A red callout box points to them with the text: '1. Select the Position Management module by clicking the three dots in the top-left corner of the screen.' In the top-right corner, a 'User Group' dropdown menu is highlighted with a red box, showing 'Initiator' selected. A red callout box points to it with the text: '2. Select Initiator from the User Group drop-down menu.' The main content area features a table with columns for 'CURRENT STATE' and 'DAYS IN CURRENT STATE'. The table lists three entries, all with 'Initiator' as the current state. A right-hand sidebar shows '0 Active Applicants' and '14 Committees Served By Department last 365 Days'.

Position Management

Welcome, Test User [My Profile](#) [Help](#) [logout](#)

Applicant Tracking System

Position Management

OTHER TOOLS

Colorado State University Employee Portal

Descriptions ▾ Classifications ▾ Shortcuts ▾

Online Recruitment System

Postings 3 Hiring Proposals Position Requests 3 Onboarding Tasks

Filters

	CURRENT STATE	DAYS IN CURRENT STATE
OSTDOCTORAL FELLOWSHIP	Initiator	1900
	Initiator	1867
essor	Initiator	896

0 Active Applicants

0

Evaluated Applicants  
Unevaluated Applicants

14 Committees Served By Department last 365 Days

# How to Modify a Position Description

Position Management Welcome, Test User [My Profile](#) [Help](#) [logout](#)

Colorado State University User Group: Initiator

Home **Position Descriptions** Classifications Jobs

Welcome to Jobs

Inbox

SEARCH

1. Click on Position Descriptions from the top menu and select Faculty.

Note: Position descriptions can be found in two separate areas of the system. Positions that have already been created or modified and are moving through the approval process or have been saved for later will be found under the 'Requests' options.

Once a created or modified position has been 'approved', the updated position can be found in the position 'library' (the library options are those without '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'.

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
SURGICAL ONCOLOGY POSTDOCTORAL FELLOWSHIP Clinical Sciences	Initiator	1900
Assistant Professor Clinical Sciences	Initiator	1867
Assistant/Associate Professor Clinical Sciences	Initiator	896

Legend: ■ Evaluated Applicants ■ Unevaluated Applicants

14 Committees Served By Department last 365 Days

# How to search for a Position Description to Modify

Position Descriptions / Faculty

Note: When you first navigate to the position library, you will be able to see every active position description within the department(s) for which you have the Initiator user group assigned.

1. To search for the specific position description you wish to modify, click the More Search Options Button to expand the additional search option fields.

Search interface with fields for Add Column, Status (Active), Position Number (010001.0001), Department, and Last Name (Potter). A 'Hide Search Options' button is highlighted.

Note: There are two ways to search for a position description in the library. If you know the position number, enter it into the Position Number field then click Search. Or, if someone currently occupies the position description you are wishing to modify, type in their last name into the Last Name field then click Search.

2. When you have located the position you wish to modify, click on its working title.


Ad hoc Search Faculty Positions

Words 0 Clear selection?

<input type="checkbox"/>	Working Title	Position Number	Department	Employee First Name	Employee Last Name	Status	(Actions)
<input type="checkbox"/>	Assistant / Associate Professor - Defense Against the Dark Arts	010001.0001	College of TMS Training (0000)	Harry	Potter	Active	Actions ▾


# How to Modify a Position Description

Position Management Welcome, Test User [My Profile](#) [Help](#) [logout](#)

 User Group: Initiator

Home **Position Descriptions** Classifications Shortcuts

Position Descriptions / Faculty / Assistant / Associate Professor - Defense Against the Dark Arts

 Print Preview  
Print Preview (Employee View)  
**★ Modify Faculty Position**

**1. Click Modify Faculty Position.**

## Position Description: Assistant / Associate Professor - Defense Against the Dark Arts (Faculty)

Current Status: Active

Position Type: Faculty  
Department: College of TMS Training (0000)

Summary | History | Associated Classification

Position Justification

Position Justification

Justification of Need	We need to fill this position ASAP. The current professor in this position disappeared without notice.
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Note: If Modify Faculty Position is not an option, this may mean that there is an outstanding position modification request for this position. If you are trying to locate an 'in-progress' modification, please navigate to the Faculty Position **Requests**.

If the request is old, please reach out to HR to cancel the modification. This will allow you to start the modification process from the beginning.

# How to Modify a Position Description

Position Management Welcome, Test User [My Profile](#) [Help](#) [logout](#)

 User Group: Initiator

Home **Position Descriptions** Classifications Shortcuts

Position Descriptions / Faculty / Modify Faculty Position ☆

## Start Modify Faculty Position Position Request on Assistant / Associate Professor - Defense Against the Dark Arts?

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.



# How to Modify a Position Description

From here, you may now follow the remaining instructions starting on page 17.



# How to Create a Position Description

The screenshot shows the 'Position Management' interface. In the top-left corner, three dots are highlighted with a red box. A red callout box points to them with the text: '1. Select the Position Management module by clicking the three dots in the top-left corner of the screen.' In the top-right corner, a 'User Group' dropdown menu is highlighted with a red box, showing 'Initiator' selected. A red callout box points to it with the text: '2. Select Initiator from the User Group drop-down menu.' The main content area features a navigation bar with 'Descriptions', 'Classifications', and 'Shortcuts'. Below this is a 'Recruitment System' section with tabs for 'Postings' (3), 'Hiring Proposals', 'Position Requests' (3), and 'Onboarding Tasks'. A search bar and a 'Filters' button are also present. A table displays the following data:

	CURRENT STATE	DAYS IN CURRENT STATE
OSTDOCTORAL FELLOWSHIP	Initiator	1900
	Initiator	1867
essor	Initiator	896

On the right side, there is a summary card for '0 Active Applicants' with a large '0' and a legend for 'Evaluated Applicants' (blue) and 'Unevaluated Applicants' (purple). Below it is another card for '14 Committees Served By Department last 365 Days' with a partial pie chart.

# How to Create a Position Description

Position Management Welcome, Test User [My Profile](#) [Help](#) [logout](#)

Colorado State University User Group: Initiator

Home **Position Descriptions** Classifications

Welcome to **Inbox**

SEARCH

1. Click on Position Descriptions from the top menu and select Faculty.

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Once a created or modified position has been 'approved', the updated position can be found in the position 'library' (the library options are those without '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'.

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
SURGICAL ONCOLOGY POSTDOCTORAL FELLOWSHIP Clinical Sciences	Initiator	1900
Assistant Professor Clinical Sciences	Initiator	1867
Assistant/Associate Professor Clinical Sciences	Initiator	896

14 Committees Served By Department last 365 Days

# How to Create a Position Description



User Group:  
Initiator

Position Descriptions / Faculty

## Faculty Position Descriptions

1. Click Create New Position Description.

[+ Create New Position Description](#)

Saved Searches  Search [More Search Options](#)


Ad hoc Search  Faculty Positions

Ad hoc Search **1** Save this search? Selected records **0**  Clear selection? [Actions](#)

<input type="checkbox"/>	Working Title	Position Number	Department	Employee First Name	Employee Last Name	Status	(Actions)
<input type="checkbox"/>	Assistant / Associate Professor - Defense Against the Dark Arts	010001.0001	College of TMS Training (0000)	Harry	Potter	Active	<a href="#">Actions</a>

# How to Create a Position Description

Position Management Welcome, Test User [My Profile](#) [Help](#) [logout](#)

 User Group: Initiator

Home **Position Descriptions** Classifications Shortcuts

Position Descriptions / Faculty / Create New Faculty Position ☆

Create New Faculty Position

2. When ready, click the Start Position Request button.

Start Position Request Cancel

1. Enter the title of the position in the Working Title field.

To create a new Position Description, select a Position Description below to clone from an existing Position Description.

Working Title \* Assistant / Associate Professor - Defe

Organizational Unit	
Division *	Provost/Executive Vice President (1001DV)
Academic/Reporting Area *	College of TMS Training Rptg Area (0000RA)
Department *	College of TMS Training (0000)

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 information from these drop-down menus.

Saved Searches  Search [More Search Options](#)

# How to Create a Position Description – Cloning option



Create New Faculty Position

Start Position Request

Cancel

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Working Title \*

Organizational Unit

Note: If you are creating a position description that closely mirrors a current position description or is identical to a current position description in your department/unit, you may choose to 'Clone' an already existing position description as opposed to creating a new one.

This is helpful option if this is a 'reoccurring' hire and a similar position description already exists, or if the department is making multiple hires out of a single search and you need an identical copy of the original position.

Saved Searches ▾

Search

More Search Options ▾

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

Clone an existing Position Description?

Faculty Positions ×

# How to Create a Position Description – Cloning option

Search interface showing filters and search options:

- Search button (highlighted)
- Hide Search Options button
- Position Number field: 010001.0001 (highlighted)
- Status: Active
- Department: Department
- Last Name: [Empty]

1. To search for the position you wish to clone, enter its position number in the Position Number field found in the More Search Options drop-down menu, then click Search.

## Clone an existing Position Description?

2. The position you wish to clone should appear in the list below. Select the position by checking the radio button next to the working title. This tells the system that you will be creating a **new** position description based on the selected position description which in turn **will clone/pullover many of the fields found on the selected position description.**

	Working Title	Position Number	Department	Employee First Name	Employee Last Name	Status	(Actions)
<input checked="" type="radio"/>	Assistant / Associate Professor - Defense Against the Dark Arts	010001.0001	College of TMS Training (0000)	Harry	Potter	Active	Actions ▾

3. When the correct position description is selected, click Start Position Request.

Start Position Request (highlighted) Cancel

# Position Justification Page – Creating a New Position

## Editing Position Request

✓ Position Justification

✓ Classification Selection

✓ Position Details

Note: When you **create** or **clone** a position description, you will be redirected to the Position Justification page. If a position was cloned, information from the cloned position description will appear in the fields below. Please be sure to update these fields accordingly. Please note that this is the only page that is different between the create/clone option and the modify option. Please navigate to page 17 to view the 'modification' required fields. To continue the create/clone process, please navigate to page 19 once you are finished filling out the Position Justification page.

## Position Justification

Save

Save & Continue

ABC [Check spelling](#)

\* Required Information

### Position Justification

\* Justification of Need

We are cloning a position description to use it for a second hire out of a current search. The position is exactly the same as the one that was cloned (02341.0001).

1. Fill out the Justification of Need field with as much detail as possible. This helps HR determine how to prioritize the many requests that come in.

\* Is this position gift or grant funded? No ▾

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

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

0

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

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.

\* Source Funding

0

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

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





# Position Justification Page – Modifying a Position



User Group:  
Initiator

- Editing Position Request
- Position Justification
- Classification Selection
- Position Details

## Position Justification

Save Save & Continue

[Check spelling](#)  
**\* Required Information**

### Reason for Modification

- Vacant/Need for Posting
- Change to Current Employee's Position - With Salary Adjustment
- Change to Current Employee's Position - Without Salary Adjustment
- Research Series Promotion - Not Skipping Levels
- Research Series Promotion - Skipping Levels (AAR required)
- SalX Position Modification
- Transfer position to new Department/Unit
- Degree Exception Review
- Reorganization
- FLSA Review
- Change in Employment Category
- Position Reclassification
- Replacement of Supervisor
- Budget Update
- Other

### Position Justification

**B I**

Why are you modifying

Note: When you **modify** a position description, you will be redirected to the Position Justification page. Please note that the Position Justification page is the only page with differences between the create/clone option and the modify option as it has the additional Reason for Modification multiselect field. All other fields are the same.

1. Select your reason for modification. Multiple options may be selected. The selections made here help HR determine how to prioritize the many requests that come in.

# Position Justification Page – Modifying a Position (cont.)

1. Fill in the Why are modifying this position description? field with as much detail as possible. It's helpful to include information regarding the specific modifications you will be making to the position description i.e. "We are updating the degree requirement from a Bachelor's to a Masters". "We are updating the Supervisor essential job duty entry to include additional responsibilities" etc..

Reason for Position Modification \*

- Transfer position to new Department/Unit
- Degree Exception Review
- Reorganization
- FLSA Review
- Change in Employment Category
- Position Reclassification
- Replacement of Supervisor
- Budget Update
- Other

This field is required.

## Position Justification

Why are you modifying this position description? \*

New Requested Salary

*If this position modification is associated with a salary adjustment for the current*

Is this position gift or grant funded? \*

This field is required.

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

*If this position is not gift or grant funded, please enter in 0.*  
This field is required.

Source Funding \*

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

Note. If you are modifying a position of a current employee who will be receiving a new salary based on the position changes, please enter the new desired salary in the New Requested Salary field. For additional information, related to salary changes tied to additional duties/responsibilities, [please see HR's website.](#)

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 ready, click Save & Continue



# Classification Selection Page

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

User Group:  
Initiator

Shortcuts

Save << Prev Save & Continue

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

It is optional to complete this information. This tab will be reviewed and completed by Human Resources.

### Selected Classification

#### Classification Details

#### Classification Information

Classification Title	Assistant Professor
Classification Code	007480
Occupational Group Description	
Classification Level Description	
IPEDS Reporting Category	
Salary Grade	
Min Salary	

# Classification Selection Page (cont.)

Mid Salary

Max Salary

Classifications - Filter these results

All Classifications



"All Classifications" 6

	Classification Title	Classification Code	Classification Status	(Actions)
<input checked="" type="radio"/>	Assistant Professor	007480	Approved	Actions ▾
<input type="radio"/>	Associate Professor	007450	Approved	Actions ▾
<input type="radio"/>	Instructor	007510	Approved	Actions ▾
<input type="radio"/>	Master Instructor	007514	Approved	Actions ▾
<input type="radio"/>	Professor	007420	Approved	Actions ▾
<input type="radio"/>	Senior Instructor	007512	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 six options, then click Save & Continue.

Save

<< Prev

Save & Continue



# Position Details Tab



User Group:  
Initiator

Note: The following slides will demonstrate what needs to be included on the Position Details page. All fields highlighted in red are required.

If this is a cloned or modified position description, many of these fields may already be filled in. Be sure to review the information to ensure it is correct and make any edits/updates as needed.

Note: For additional help/information regarding writing/creating position descriptions, please see the [How to Write an Effective Position Description guide](#).

Shortcuts

Save & Continue

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

[Check spelling](#)  
**\* Required Information**

### Classification Information

If you need to change the Classification, please click on the "Classification Selection" tab.

Classification Title	Assistant Professor
Classification Code	007480
IPEDS Reporting Category	
Salary Grade	
Min Salary	
Mid Salary	
Max Salary	

1. Many of the top fields on the Position Details page will not be editable. Scroll down to continue filling out the page.

Employee Information

# Position Details Tab (cont.)

3. Select the position's employment category from the drop-down menu. If this is a modified or cloned position, a selection may already be made.

For Tenure-Track positions, please select Regular.

Please note, CCAF (aka non-tenure-track) positions are always 'Special' or Temporary' depending on the NTT Faculty Appointment Type.

Temporary = Adjunct

Special = Contract or Continuing

6. Enter the position's work hours per week.

8. If the position is CCAF, select the appropriate NTT Faculty Appt Type from this drop-down menu.

## Employee Information

Employee First Name	Harry
Employee Last Name	Potter
Employee Id	

Note: The Employee Information section will only appear on modified positions. If you modify an occupied position description, the current incumbent's information will appear here.

## Position Information

Working Title	Assistant / Associate Professor - Defense Against the
Position Number	010001.0001
Supervisor Email Address	albus.dumbledore@hogwarts.com
Employment Category	Special
Proposed Annual Salary Range	\$50,000 to \$60,000
Salary Basis	9-month assignment
Work Hours/Week	25
Tenure/Tenure Track?	No
NTT Faculty Appt Type	Contract

1. The position's Working Title will appear in this field. You may make edits if needed.

Note: A Position Number will only appear if you are modifying a position description.

2. Enter the position's supervisor's email address.

4. Enter the position's salary or salary range.

5. Select a salary basis from the Salary Basis drop-down menu. Most Faculty positions are 9-month.

7. Select Yes or No from the Tenure/Tenure Track? drop-down field.

If Tenure Track: Space Requirements and Proposed Location



# Position Details Tab (cont.)

If Tenure Track: Space Requirements and Proposed Location	
If Tenure Track: Estimated Start-Up Costs With Justification	
Vice President for Research Comments ONLY	

Note: If the position is Tenure-Track, please fill in these fields.

% Research	<input type="text" value="0"/>
% Teaching	<input type="text" value="80"/>
% Service	<input type="text" value="10"/>
% Administration	<input type="text" value="10"/>

1. Enter the percentage break down for each category.

Department      College of TMS Training

# Position Details Tab (cont.)

**Description of Work Unit**

Hogwarts School of Witchcraft and Wizardry is the British Wizarding School, located in the Highlands of Scotland. Established around the 10th century, Hogwarts is considered to be one of the finest magical institutions in the wizarding world. Children with magical abilities are enrolled at birth, and acceptance is confirmed by owl post at age eleven. Hogwarts provides the utmost quality in magical education and is continually rated among the top 3 witchcraft and wizardry schools in the world. For more information about the school, please see our website located here: <http://www.hogwartsishere.com/>

1. Fill in the Description of Work Unit field. Use the gray help text below this field if you need help crafting language. This information may be available on your department's website. For additional language about CSU, Fort Collins and employee benefits, please see the [Sample Language Guide](#).

**Position Summary**

The individual in this position is responsible for educating Hogwarts students on how to properly defend themselves against the dark arts and dark magic.

2. 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 page.

**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

3. In the Conditions of Employment multi-select field, select any items that are required for this 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 Licenses' must be selected under Conditions of Employment.



# Position Details Tab (cont.)

- On-call Status
- Use, Handling, or Exposure to hazardous materials
- Use of Firearms or Other Weapons
- Travel
- Special Requirements/Other

**Required Job Qualifications**

- \* Ph.D. in Dark Arts Studies, Magical Defence, Spells & Curses or related field.
- \* Previous Auror experience
- \* Demonstrated ability to conduct scholarly research and publish in peer-reviewed journals

1. Fill in the Required Job Qualifications field. These requirements must be met by candidates to be hired for the job. This field outlines the required education, experience, and skills needed to successfully perform the job.

**Preferred Job Qualifications**

- \* Previous experience teaching in a wizarding education setting
- \* Interested in or experience with interdisciplinary, collaborative and engaged research
- \* Commitment to diversity as evidenced by success in delivering successful programming to diverse student audiences which may include first-generation at university, underrepresented populations, or economic disadvantage to achieving a higher education degree.

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

**Hiring Authority**

3. Enter at least one Hiring Authority in the Hiring Authority field by typing in their name. You may list multiple Hiring Authorities. If your desired Hiring Authority does not appear in the list of options, please contact OEO at [ceo@colostate.edu](mailto:ceo@colostate.edu)

4. When complete, click Save & Continue.

# Essential Job Duties Tab



User Group:

Initiator

Shortcuts ▾

Note: On the Essential Job Duties page you will be required to enter at least two 'duties' which total 100%. This includes the Job Duty Category, Duty/Responsibility, and Percentage Of Time the job duty is performed.

This section is required to provide information for the Duties Basis test for FMLA exemption status.

If this is a modified or cloned position, essential job duties may already be filled in. Make any updates if needed.

Save

<< Prev

Save & Continue

✔ Classification Selection

✔ Position Details

✔ Essential Job Duties

✔ Background Check Requi...

✔ Employee

✔ Position Documents

Position Request Summary

[Check spelling](#)

You **MUST** include at least two Essential Job Duties for the position to be approved.

\* Required Information

## Essential Job Duties

\* Job Duty Category

Teaching

*E.g. Supervision, Accounting, Project Management, etc.*

\* Duty/Responsibility

\* Teach the 'Defense Against the Dark Arts' class to upper and lower classmen  
\* Lead practicum labs for the N.E.W.T. examinations

\* Percentage Of Time

70

*Remember: Job Duties entries must total 100%*

Remove Entry?

Add Essential Job Duties Entry

Note: If you need to remove an entry, check the Remove Entry? checkbox and click Save.

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 Save & Continue.

Save

<< Prev

Save & Continue



# Background Check Requirement Tab



User Group:

Initiator

Shortcuts ▾

Defense Against the Dark Arts / Edit

Note: On the Background Check Requirement page 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

Position Justification

✔ Classification Selection

✔ Position Details

✔ Essential Job Duties

✔ Background Check Requi...

✔ Employee

✔ Position Documents

Position Request Summary

## Background Check Requirement

Save

<< Prev

Save & Continue

### \* 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?

Motor Vehicle Record Check: does the position require a commercial

2. When ready, click Save & Continue.

1. All drop-down choices on this page are optional, with the exception of the required Motor Vehicle background check option. You must select either Yes or No.

Note: If a Motor Vehicle Record Check is required for the position, it 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



User Group:  
Initiator

Shortcuts

Note: On the Position Documents page 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.

Associate Professor - Defense Against the Dark Arts / Edit

Save << Prev Save & Continue

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

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			Upload New
State Classified PDQ - Physical Copy (NEW)			Create New
State Classified PDQ - Physical Copy (PREVIOUS)			Choose Existing
Other			Actions
State Classified - Individual Allocation Notice			Actions

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

- Upload New
- Create New
- Choose Existing

# Position Documents Tab (cont.)



User Group:  
Initiator

## Upload a Current Organizational Chart (Required)

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Choose File** button and select the file from your computer. When you are ready to submit your document, click the **Submit** button.

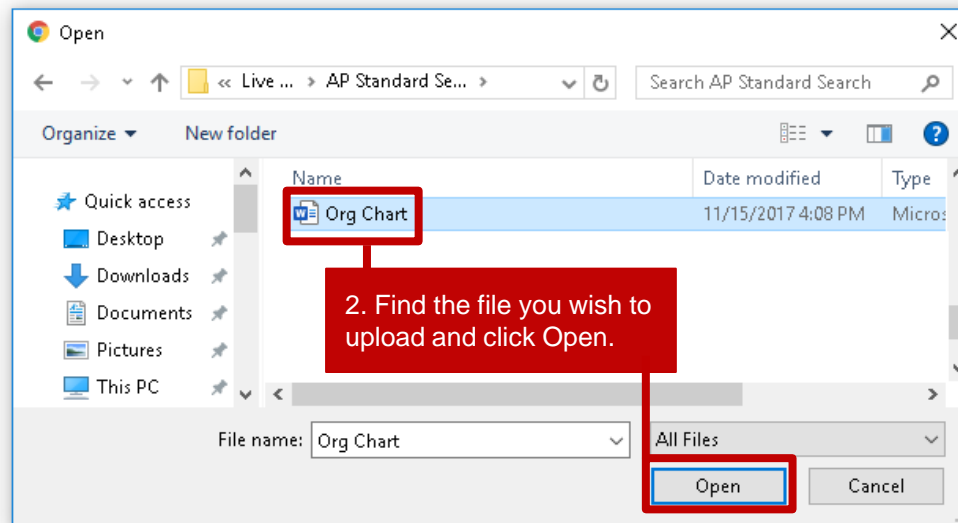
1. Click on the Choose File button.

Description

File to upload  No file chosen

[Write Current Organizational Chart \(Required\)](#)

3. Once the correct file has been selected, click Submit.



# Position Documents Tab (cont.)

Document 'Current Organizational Chart (Required) 11-12-20 10:47:50 (MST)' was successfully created.

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

User Group:  
Initiator ▼

Position Requests / ... / Create New Faculty Position / Assistant / Associate Professor - Defense Against the Dark Arts / Edit

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

### Position Documents

Save << Prev **Save & Continue**

Uploads will be converted to PDF documents.  
PDF conversion must be completed for the document to be valid when applicable.

1. When complete, click Save & Continue to progress to the Summary page.

Document Type	Name	Status	(Actions)
Current Organizational Chart (Required)	Current Organizational Chart (Required) 11-12-20 10:47:50 (MST)	PDF complete	Actions ▾
FLSA Form			
State Classified PDQ - Physical Copy (NEW)			
State Classified PDQ - Physical Copy (PREVIOUS)			Actions ▾
Other			Actions ▾

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

# Summary Tab

Position Management

Welcome, Test User | My Profile | Help | Logout

User Group: Initiator

Home | Position Descriptions | Classifications | Shortcuts

Position Requests / Create New Faculty Position / New

Search Results: Previous | Next

Note: While on the Summary page you may review and edit any of the previous pages prior to moving it forward to the Hiring Authority.

1. Once you have sufficiently reviewed the position description and are ready to move it to the Hiring Authority, hover over the orange Take Action on Position Request drop-down menu and select Submit (move to Hiring Authority).

2. In the pop-up box, add any additional comments for the Hiring Authority. When you are ready to move the request forward, click Submit.

Note: Submit to Initiator (move to Initiator) allows you to delegate the position description request to another individual. Be sure to select the correct name from the drop-down menu in the pop-up window before clicking Submit.

Create New Faculty Position: Assistant / Associate Professor - Defense Agair (Faculty)

Edit

Current Status: Draft

Position Type: Faculty | Created by: Test User  
Department: College of TMS Training (0000) | Owner: Test User

Summary | History | Settings

Take Action On Position Request

- Keep working on this Position Request
- Workflow Actions
  - Cancelled (move to Position Request Cancelled)
  - Submit to Initiator (move to Initiator)
  - Submit (move to Hiring Authority (Dept Chair/Head))

Take Action

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

Comments (optional)

Submit | Cancel

Position Justification

Position Justification

Justification of Need

We need disapp

Current

No

https://colostate-sb.peopleadmin.com/hr/actions/22047#

# Review and Approval – Hiring Authority (non-tenure-track)



User Group:  
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.

## Create New Faculty Position: Assistant / Associate Professor - Defense Against

**Edit**

Current Status: Hiring Authority (Dept Chair/Lead)  
Position Type: Faculty Created by: Test User  
Department: College of TMS Owner: Hiring Authority  
Training (0000)

Take Action On Position Request

- Keep working on this Position Request

WORKFLOW ACTIONS

- Approve non-tenure track position (move to HR Position Assignment)
- Approve tenure/tenure-track position (move to Signature Authority (Dean))
- Return (move to Initiator)
- Cancel (move to Position Request Cancelled)

Take Action

Approve non-tenure track position (move to HR Position Assignment)

Comments (optional)

**Submit** **Cancel**

1. Once the Hiring Authority has reviewed the position and is ready to move it to Human Resources for position number assignment, the Hiring Authority will hover over the orange Take Action On Position Request drop-down and select Approve **non-tenure track** position (move to HR Position Assignment). (Skip to page 37 for non-tenure-track approval).

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



# Review and Approval – Hiring Authority (tenure-track)

Position Management

Welcome, Test User | My Profile | Help | Logout

Colorado State University

User Group: Hiring Authority

Home | Position Descriptions | Classifications | Shortcuts

Position Requests / Create New Faculty Position / New Position Definition / Summary

Search Results: Previous | Next

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.

## Create New Faculty Position: Assistant / Associate Professor - Defense Agair... (Faculty)

**Edit**

Current Status: Hiring Authority (Dept Chair/Lead)

Position Type: Faculty | Created by: Test User

Department: College of TMS Training (0000) | Owner: Hiring Authority

Summary | History | Settings

Position Justification **Edit**

Position Justification

Justification of Need

**Take Action** [X]

**Approve non-tenure track position (move to HR Position Assignment)**

Comments (optional)

**Submit** | **Cancel**

**Take Action On Position Request** [v]

- Keep working on this Position Request
- WORKFLOW ACTIONS
- Approve non-tenure track position (move to HR Position Assignment)
- Approve tenure/tenure-track position (move to Signature Authority (Dean))**
- Return (move to Initiator)
- Cancel (move to Position Request Cancelled)

1. Once the Hiring Authority has reviewed the position and is ready to move it to Human Resources for position number assignment, 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)).

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

# Review and Approval – Signature Authority (tenure-track)

The screenshot displays the 'Position Management' interface. At the top, the user is identified as 'Emily Rogers' with a 'logout' link. The 'User Group' is set to 'Signature Authority'. The navigation bar includes 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The breadcrumb trail shows 'Position Requests / Faculty / New Position definition'. A blue callout box notes: '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 Initiator or Hiring Authority.' The main content area shows 'Create New Faculty Position: Assistant Professor' with a 'Current Status: Signature Authority (Dean)'. A 'Take Action' pop-up box is open, containing the option 'Approve (move to VP Research)', a text area for 'Comments (optional)', and 'Submit' and 'Cancel' buttons. A red callout box explains: '1. Once the Signature Authority has reviewed the position, they will hover over the orange Take Action On Position Request drop-down and select Approve (move to VP Research).' Another red callout box explains: '2. In the pop-up box, the Signature Authority may add any additional comments. When ready to move forward, they will click Submit.' The background shows a 'Position Justification' section with a 'Summary' tab selected.

# Review and Approval – VP Research (tenure-track)

The screenshot displays the 'Position Management' interface. At the top, the user is logged in as 'Emily Rogers' with a 'logout' link. The 'User Group' is set to 'VP Research'. The navigation menu includes 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The breadcrumb trail shows 'Position Requests / Faculty / New Position definition'. A blue callout box notes: 'Note: The VP Research will review the position. If any changes need to be made, they will return the position description to the Hiring Authority.' The main content area shows 'Create New Faculty Position: Assistant Professor' with a 'Current Status: VP Research' highlighted. A 'Take Action' pop-up window is open, titled 'Take Action On Position Request'. It lists 'VPR Acknowledgement (move to Provost)' as the selected action. Below the title is a text area for 'Comments (optional)' and 'Submit' and 'Cancel' buttons. A red callout box explains: '1. Once the VP Research has reviewed the position, they will hover over the orange Take Action On Position Request drop-down and select VPR Acknowledgement (move to Provost). Another red callout box explains: '2. In the pop-up box, the VP Research may add any additional comments. When ready to move forward, they will click Submit.' The background shows 'Position Justification' and 'Justification of Ne' sections.

# Review and Approval – Provost (tenure-track)

Position Management

Welcome, Emily Rogers [logout](#)

User Group: Provost

Home Position Descriptions ▾ Classifications ▾ Shortcuts ▾

Position Requests / [Faculty](#) / [New Position definition](#) Search Results: [Next](#)

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

## Create New Faculty Position: Assistant Professor

Current Status: Provost

Position Type: Faculty  
Department: College of TMS Training (0000)  
Created by: Emily Rogers  
Owner: Provost

Summary History Settings

Position Justification

Position Justification

Justification of New Position

**Take Action**

Approve tenure track position (move to HR Position Assignment)

Comments (optional)

**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))

1. Once the Provost has reviewed the position, they will hover over the orange Take Action On Position Request drop-down and select Approve tenure track position (move to HR Position Assignment).

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

<https://colostate-sb.peopleadmin.com/hr/actions/22021?transitioning=true#>

# Final Approval and Position Number Assignment– Human Resources

Position Management

Welcome, Emily Rogers [My Profile](#) [Help](#) [logout](#)

Colorado State University

User Group: Human Resources

Home Position Descriptions Classifications Shortcuts

Position Requests / ... / Create New Faculty Position / New Position definition / Summary Search Results: Next

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

## Create New Faculty Position: Assistant Chair (Faculty)

[Edit](#)

Current Status: HR Position Assignment

Position Type: Faculty  
Department: College of TMS Training (0000)

Created by: Test User  
Owner: Human Resources

Summary History Settings

✓ HR NOTES [Edit](#)

HR ONLY

Notes

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

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).

# Position Approved Email Notification- Hiring Authority



Colorado State University

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

Hello Hiring Authority,

The Assistant / Associate Professor - Defense Against the Dark Arts position has been placed in the status of "Position Approved/Initiate Posting"

**\*\*Please forward this email to your Initiator so that they may complete any of the TMS actions listed below\*\***

If you are planning to **conduct a search** for this position, you may proceed by creating a posting from this position description.

For further instructions regarding the Administrative Professional posting process, please review the training guide at this link: <https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-an-Admin-Pro-Job-Posting.pdf>

For further help with creating a Faculty posting, please review the training guide at this link: <https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Job-Posting.pdf>

If you are planning to **hire out of a general open pool**, please create a secondary open pool posting using this approved position description. Please see our Open Pool Guide, Step 3 located here: <https://oeo.colostate.edu/media/sites/144/2017/05/How-to-Create-and-Utilize-Open-Pools-Step-3.pdf>

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 Administrative Professional AAR posting, please review the training guide at this link: <https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-an-Admin-Pro-Alt-Appt-Request.pdf>

For further instructions for creating a Faculty AAR posting, please review the training guide at this link: <https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Alt-Appt-Request.pdf>

If the position modification resulted in a **new position.version number** or a **new classification** and you are unsure if an Alternative Appointment Request (AAR) is needed, please contact OEO at [oeo@colostate.edu](mailto:oeo@colostate.edu) or 491-5836 or review the [When is an AAR Required](#) guide.

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



# 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](#).

If the position description modification was submitted to update duties and/or title and/or salary in relation to a promotion for a current employee (regardless of whether the classification changed) and OEO determined that an AAR is not required, the Initiator must now create a [Promotional Announcement](#) via a TMS posting on the (**blue**) Applicant Tracking side of TMS.



# 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](http://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](mailto:hr_cca@mail.colostate.edu)

