Staffing: Create Position for Faculty

The **Create Position** business process is used to create new positions. Positions must be created prior to entering a job requisition. For faculty positions the Chair must have approval of the Dean and Provost about the need for the position prior to entering the Create Position task in Workday.

CREATE POSITION

From your **Home Page:**

1. Enter **Create Position** in **Search** and select Task

2. Select the **Supervisory Organization**

3. Click **OK**

4. Select the **Position Request Reason:**

   a. Budgeted

   b. Faculty Full-Time Temporary

   c. Faculty Non-Tenured Renewable Term

   d. Faculty Part-Time Temporary

   e. Faculty Tenured

   f. Faculty Tenure Track

   g. Not Budgeted

   h. Replacement

5. Enter the **Job Posting Title**
   - Use Title Case only (not ALL CAPS)
   - **Do Not** use abbreviations in titles

   Use the following job title format for **faculty** positions:
   Faculty Position Name*, Department, College, Academic Year or Semester (Ex. Clinical Instructor, Dental Hygiene, Dentistry, Fall 2021)

Note: ***Faculty Position Names** entered in Workday must have the appropriate title as referenced in the handbook. Please utilize the table at the end of this job aid to identify the position name to include in the **Job Posting Title**.

6. **Number of Positions:** defaults to 1

HIRING RESTRICTIONS TAB

Complete the fields in the Hiring Restrictions tab as described below. *Note: The Qualifications tab is not currently being used.*

7. **Availability Date:** Beginning of the current fiscal year

8. **Earliest Hire Date:** Enter **Availability Date** or another date in the future. Note: The date entered here restricts your ability to hire prior to this date.

9. **No Job Restrictions** checkbox: Leave unchecked; field not currently being used

10. **Job Family:**

    a. Click **Prompt** ☰

    b. Select **Job Family by Group**

    c. Click **Academic**

    d. Select **Academic Clinical**, **Faculty Full Time** or **Faculty Part Time Temporary (Adjunct)**

    e. Review the list of **Job profiles for Job Family** that are displayed to identify the Job Profile you will enter in the Job Profile field
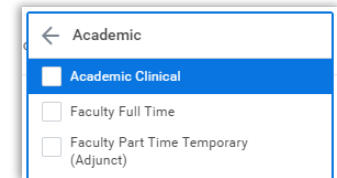
11. Job Profile:

    a. Click **Prompt** ≔

    b. Enter the **Job Profile** identified in the previous step to narrow down the options displayed

    c. Scroll and select the **Job Profile** for the position being created

12. Job Description Summary: not currently used

13. Job Description: copy and paste from job description or position description document

14. Location: enter the location where the position is officially located

    a. Click **Prompt** ≔

    b. Select **All Locations**

    c. Scroll and select the location where the position is associated

15. Time Type: Indicates the time requirements for the position (full time or part time)

    a. For Regular faculty select **Full time**

    b. For Adjunct faculty select **Part time**

    c. For faculty who are classified as Contingent Workers (ex. POI in PeopleSoft) select appropriate time type

16. Worker Type: Select **Employee** or **Contingent Worker** (POI in PeopleSoft) as appropriate for the position

> Note: Faculty positions are **Employee** Worker Type. Faculty Volunteer positions are **Contingent Worker** Worker Type.

17. Worker Sub-Type:

    a. Click **Prompt** ≔

    b. Click **Worker Types**

    c. Select the worker sub-type category of faculty based on the worker type of **Employee** or **Contingent Worker** (See chart - Only items in black are options for Faculty positions.)

Worker Type	Employee	Contingent Worker
Faculty Worker Sub-Type	• Faculty • Fixed Term • Freelancer • Intern (Fixed Term) (Trainee) • Regular • Student • Temporary Wage	• Consultant/Contractor • External Trainee • Faculty Volunteer • HU Hospital Employee • Non-Employee Security Access • Retiree • Visiting Student (summer) • Volunteer

18. Critical Job: leave unchecked; field not currently being used

19. Difficulty to Fill: leave blank; field not currently being used

20. Comment: Please include Compensation information for the position in the comment. Provide any additional comments related to the business process or approvals required.

21. Attachments: drag and drop or select files to upload a copy of the **Faculty Employment Request Form** with the job description or position description.

    a. **Description:** Enter description of the attachment

    b. **Category:** Select **Position** or other appropriate category for the uploaded document

    c. Click **Upload** to upload additional documents

22. Click **Submit**

You can check the status of this request by going into your **Inbox**, click the **Archive** tab and scroll to the **Create Position** request.

POSITION NAMES FOR JOB POSTING TITLE PER FACULTY HANDBOOK

Faculty:

Title	College/Department Restrictions
Professor	
Professor (probationary)	
Associate Professor (Tenured)	
Associate Professor (Probationary)	
Assistant Professor (Probationary)	
Instructor	
Master Instructor	College of Arts and Sciences School of Communications
Legal Writing Instructor	School of Law
Lecturer	

Clinical Faculty:

Title	College/Department Restrictions
Clinical Instructor	School of Communications Health Sciences:
Clinical Assistant Professor	• College of Medicine
Clinical Associate Professor	• College of Dentistry
	• College of Pharmacy
Clinical Professor	• College of Nursing and Allied Health Sciences

Visiting and Adjunct Faculty:

Visiting Lecturer
Visiting Instructor
Visiting Assistant Professor
Visiting Associate Professor
Visiting Professor
Adjunct Lecturer
Affiliate Lecturer

Special Academic Titles of Faculty:

Distinguished Professor
University Professor
Research Professor
Research Associate Professor
Research Assistant Professor
Biomedical Research Professor
Endowed Chair
Artist-in-Residence
Writer-in Residence

Titles requiring justification:

Some Schools and Departments may allow Adunct Faculty to have the following unique Business Titles:

Adjunct Instructor
Adjunct Assistant Professor
Adjunct Associate Professor
Adjunct professor
Adjunct Clinical Instructor
Adjunct Clinical Assistant Professor
Adjunct Clinical Associate Professor
Adjunct [Clinical] Professor
Affiliate Instructor
Affiliate Assistant Professor
Affiliate Professor