# Defining the Position

Provide general information about the position

In this section, you will provide basic information related to the position/search.

1. **Position Title** – To create continuity that supports reporting and a user-friendly applicant interface, position titles should contain the **tenure type and the faculty title, a**ll spelled out (e.*g., Tenure –Track: Assistant Professor*). Avoiding the use of abbreviations is especially important because it helps applicants effectively navigate the Job Board and will help you easily find positions on your positions list.

   o If the appointment will have the adjective is Clinical, Instructional, Executive, or Visiting, this identifier should be added before the rank (*e.g. Non-Tenure Track: Clinical Associate Professor*).

   o If you are conducting an open rank search for a single position, it is recommended you note it is open rank and identify the tenure type. *(e.g., Tenured/Tenure-Track: Open Rank)*

   o *The location and the department are not included in the title as these will automatically populate on the job board with the position ID.*

   o *See next page for Possible Position Titles*

2. **Location** – Enter the city/campus of the position location.

3. **Position Type** – This field is auto populated from the selection you made on the previous screen.

4. **Open Date** – **This is the date that you are creating the position in Interfolio**.  Regardless of what date is entered, the position won't go live until it has been reviewed and approved through the approval chain. The system will allow you to enter a future date, but keep in mind, it won't actually post until the date entered AND all approvals have taken place.  Depending on the volume of searches and whether approvers have questions or request changes, the approval process could take a few days. Units should have realistic expectations when submitting a position request.

5. **Deadline (Position Closes)**

   o **Specific Date:**  If you want to stop receiving applications by a specific date and review what has been submitted to date, you would choose "Specific Date".  This is the date that you want to stop receiving applications.

   • If you wish to continue receiving applications beyond the initial application deadline, you can edit the "Specific Date" field to a later date. Extending the Position Closes date after the search has been approved will not require another round of approvals.

   o **Rolling Deadline:**  If you would like to keep accepting applications until a hire has been identified, then you would choose "Rolling Deadline."

   **In either scenario, you will still have to manually close the position when you are ready to stop receiving applications.**

## Position Description

In the Position Description field, describe the position and invite job seekers to apply.   This is your advertisement. At a minimum, this section must include:

1. Appointing unit
2. Faculty title (s) that you advertising for (must be in alignment with position title and position type)
3. Discipline/Area of specialization and sub-discipline if applicable
4. Indication of full or part time status or potential for either
5. Service period (e.g., 9 month, 10 month, 11 month)
6. Track-type (i.e. tenured, tenure-track,  non-tenure track, or research track)

7. Anticipated start date
8. Number of positions your search is approved to hire (e.g., The College of Science invites applications for up to three full-time Lecturer positions in…)
9. Brief essential functions or expectations of the position (e.g. The successful candidate will be expected to…). Be clear on specifying the teaching, research, and service expectations.

## Position Description Template:

The Department of [insert name of appointing department], College/School of [insert name of appointing unit] at Texas A&M University invites applications for a [if hiring more than one position, indicate number of positions] [indicate full-time, part-time, or indicate potential for either], [indicate track-type, i.e., tenured, tenure-track, non-tenure track, or research track] position with a [indicate service period, e.g., 9-month, 11-month, etc.] academic appointment beginning [anticipated start date].  Applicants will be considered for the faculty titles of [insert specific faculty title(s) advertising for, must be in alignment with position title and position type] depending on qualifications.  [Insert information for discipline/area of specialization and subdiscipline if applicable.]

[Insert brief essential functions or expectations of the position (e.g., The successful candidate will be expected to…) Be clear on specifying teaching, research, and service expectations.]

[Briefly highlight why your unit would be a great place to work.]

## Position Description Example:

The Department of Visualization, College of Architecture at Texas A&M University invites applications for up to three full-time non-tenure track positions with a 9-month academic appointment beginning fall semester 2020. Applicants will be considered for the titles of Instructional Assistant/Associate/Full Professor depending on qualifications.  This position is defined as animation but includes a range of possible specializations including digital systems, processes, tools in design, graphics, and the human-centered design of objects and environments both real and virtual.

Responsibilities for this position include teaching at the graduate and undergraduate levels, and service to the department, university, and the field, including outreach to industry.  The successful candidate will be expected to teach studio, lecture and seminar courses at both the graduate and undergraduate levels.

The Department of Visualization encompasses the technology, art, and science of visual communication.  The department encourages and maintains a vigorous interdisciplinary blend of the visual arts and the related visual and imaging sciences and technology.  Academic programs include the B.S., M.S. and MFA in Visualization, with approximately 400 students. Our mission is the development and implementation of emerging methods for enhancing understanding and gaining insight through visual means in teaching, research, and creative work that impacts future directions of the field.  The reputation of our graduates as skilled, creative visual problem solvers has led to strong ties to the animation, visual effects, and game industries.  Information about the Department of Visualization is available at http://viz.arch.tamu.edu/.

## Qualifications

In the Qualifications field, enter required educational requirements, qualifications, any teaching/research and or service experience requirements and desired/preferred qualifications, as applicable. Remember to consult with search committee and/or unit leadership on qualifications before entering them into the faculty search module.

Please be aware that stating preferred/desired qualifications could potentially cause issues if the department ends up hiring a foreign national in a position that qualifies for permanent residency.  If you wish to list preferred qualifications, keep in mind that the Department of Labor treats these as requirements.

## Application Instructions

All applications materials should be submitted through or uploaded to Interfolio. Be clear about what materials are required and the preferred/required format of those materials.

## Internal Notes

This section replaces the Authorization to Recruit or Waiver of Search memo. It will never be seen by applicants, but is visible to anyone on the search with Evaluator, Committee Manager, or Administrator FS roles, as well as anyone on the approval chain.

TAMU will use this section to collect important information about your search goals. Although many fields in the section are optional, we require the following fields be completed as articulated below.

1. **Position ID or Requisition Number (REQUIRED)**: This would be 2 Digit **Academic Year-Interfolio Position ID#-# of Positions-Track (20-XXXX-02-TT) or (19-XXXX-8-APT)**
2. **Rank: (Optional)** Rank is defined as Lecturer, Assistant, Associate Professor, or Professor. For example, if you are hiring for an Instructional Associate Professor, the rank would be Associate Professor, but the title would be Instructional Associate Professor. If position is open rank, list all that are being considered (i.e. Assistant/Associate/Professor).
3. **Title: (Optional)** This is the true faculty title and would include any adjective/modifier. If position is open rank, list all that are being considered.
4. **Discipline (Optional):** Please reference the department and discipline specific to the position.
5. **Position Term Length (REQUIRED):** Indicate the number of months the appointment term is for.
6. **Anticipated Start Date (REQUIRED):** Please indicate the anticipated start date here. Please ensure that this date is a reasonable amount of time from when the create position request is submitted.
7. **Salary Range (REQUIRED):** Enter proposed monthly salary range. You are able to enter "Commensurate with experience" in this box. It does not require a dollar amount.
8. **Funding Source (Optional):** Optional; enter if known.
9. **Hiring Plan (REQUIRED):** In this section, units must provide a list of outlets (e.g., journals, listservs, job boards) where you will post your job advertisement. You are welcome to post in additional outlets beyond what you list here, but you will be expected to post in any outlets listed in this section. Please articulate your good faith efforts to recruit underrepresented demographics. Additionally, an outline of the search process to be used specifying which methods or strategies will be used to identify and develop a diverse pool of applicants is required here per University Rule: 12.99.99.M1.
10. **General Notes (REQUIRED):** This is where you will indicate your justification on why the position is be being requested and what need it is fulfilling. How will it contribute to and enhance departmental and institutional teaching, research, and service? This is also the appropriate box to enter your waiver justification. A waiver justification must include the individual's qualifications and credentials. **Additionally, a CV would need to be uploaded for a waiver of search in this section.**
    *Required Format for Waivers:*
    **WAIVER JUSTIFICATION: Enter Justification Paragraph**
    The justification should include the compelling business reason/need as well as the individual's credentials and qualifications. Additionally, it will need to be clearly defined if the waiver is an internal or external waiver.
11. **File Attachments:** Upload documentation for your committee to access. This may include items like hiring best practices or committee notes.

Later in the Create a Position process, you will need to tell the system what documents to prompt applicants to submit. The instructions you enter here should align with what you tell the system later in the process.

This section is also the place where you should articulate the initial review deadline if you have one (e.g., "Complete applications received by (DATE), will be given preferred consideration" or "Initial deadline for receipt of complete applications is (DATE)").

Also include a point of contact with a name and email address here.

Once you have completed the steps to Create a Position, a Review screen will pop up that includes all the information entered during the Create a Position process. Before clicking the Submit for Approval button, check through all the sections to make sure they are complete and content is compliant.

If you skipped entering the search committee or evaluation criteria, remember to edit the position and add that information before applicant screening begins. Academic Personnel will not hold up your posting if these sections are incomplete, but the hire into Workday will not be approved until all information is accounted for.

## Search Waivers

Please refer to the Faculty Hiring Guidelines for the waiver requirements. A search waiver will be processed very similar to a regular authorization to recruit.  In the "**Internal Notes"** section, you will need to add a "W" to the end of the Position ID or Requisition Number.  This would be 2 Digit Academic Year-Interfolio Position ID#-# of Positions-Track (20-XXXX-01-TTW) or (19-XXXX-1-NTTW).  Additionally, in the internal notes, under the **"General Notes"** section, you will enter the **waiver justification**.  This must be detailed and include the extenuating circumstance as to why the waiver is being requested.  The justification should include the compelling business reason/need as well as the individual's credentials and qualifications.  Additionally, it will need to be clearly defined if the waiver is an internal or external waiver.  Please note a CV would need to be uploaded for a waiver of search in the **"Internal Notes"** section.

**Once the "Create Position" has been approved by the Office of the Dean of Faculties, you will change the "Position Type" to Waiver**.

If the search waiver is external, it is required to be posted for five calendar days to TWC.  In this instance, you would ensure the "Apply Now" page is published and the position kept open for the five calendar days.  After the five calendar days has passed, you will un-publish the "Apply Now" page.  From here, the department administrator will be able to enter the faculty member as an "applicant" and then disposition to "Hired".  Once entered and it has been open for the appropriate period of time, you will close the position.  This will further populate the DOF Hiring Portal to begin the Hire ID.

If the search waiver is internal, the posting is waived.  In this instance, you would ensure the "Apply Now" page is not published with the position still open, upon DOF approval.  From here, the department administrator will be able to enter the faculty member as an "applicant" and then disposition to "Hired".  Once entered, close the position.  This will further populate the DOF Hiring Portal to begin the Hire ID.

There are times when the search committee identifies more than one viable candidate for a single position advertised. In these cases the question that arises is whether or not the hiring department can hire more than one candidate when it only advertised for one position.  In this instance, you are able to submit an internal waiver for the justified applicant.  In the waiver justification section under "Internal Notes", you must detail all the requirements in the hiring guidelines as well as identify the Interfolio search ID number.