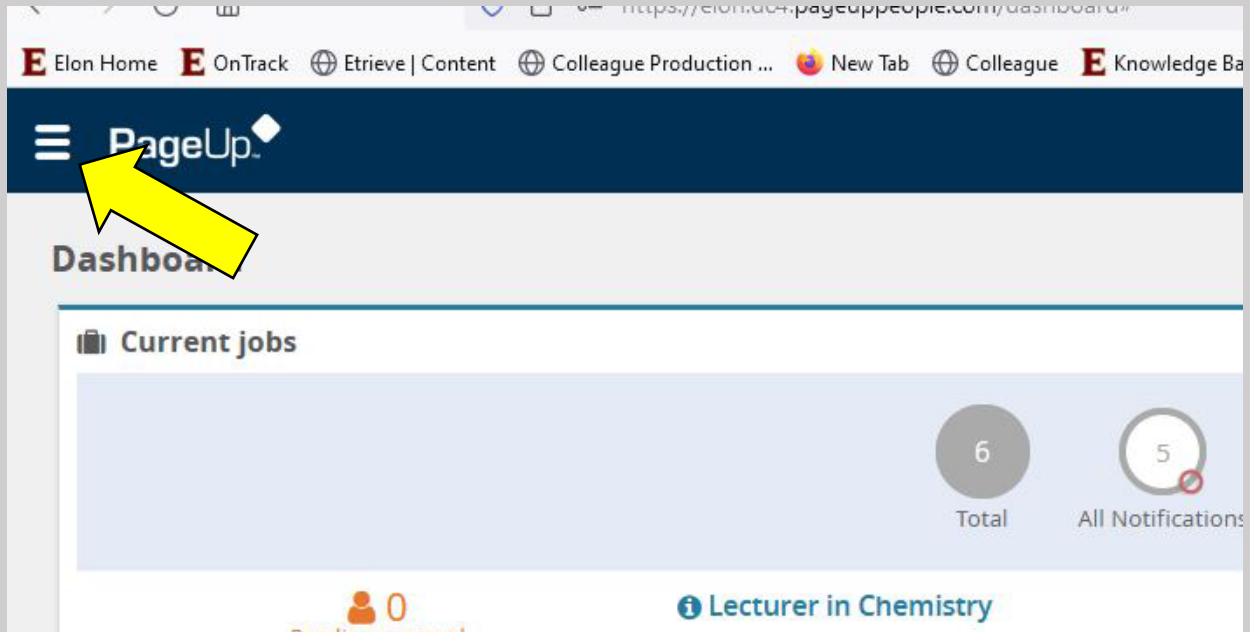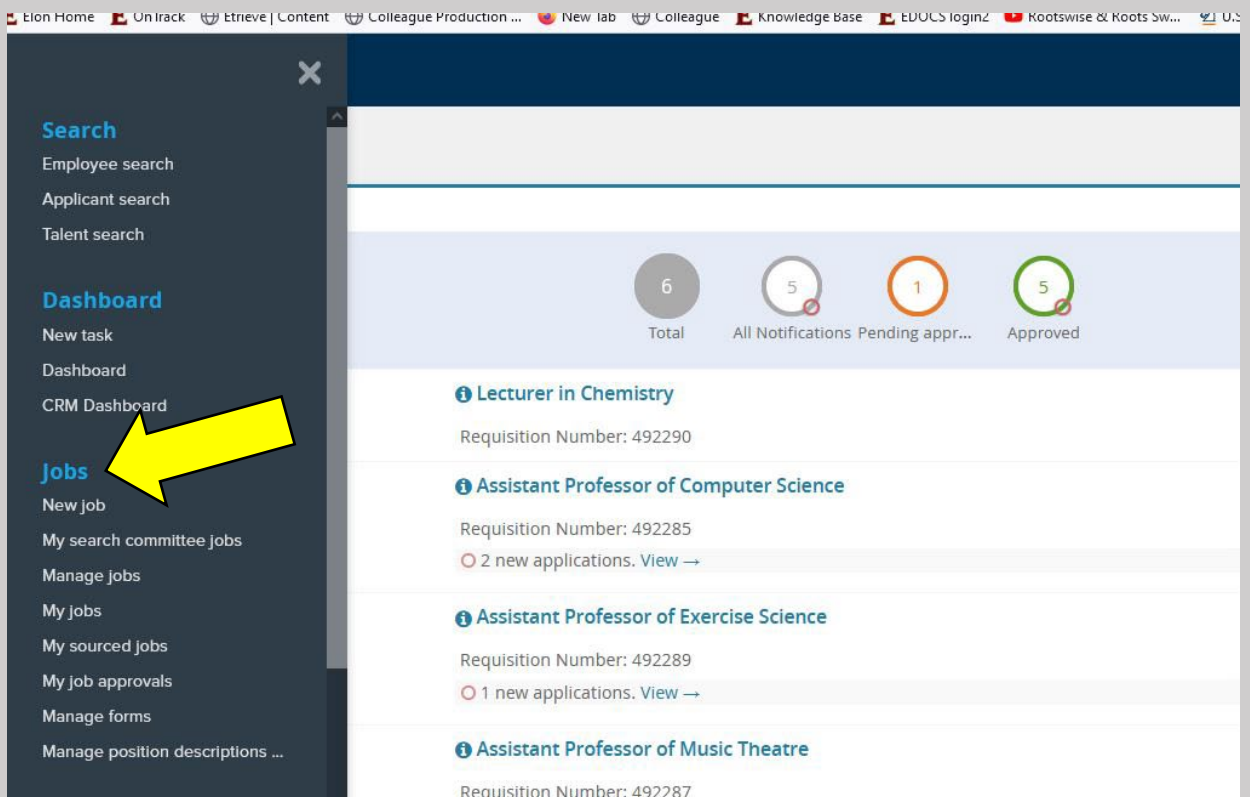# Posting a Faculty Position in PageUp
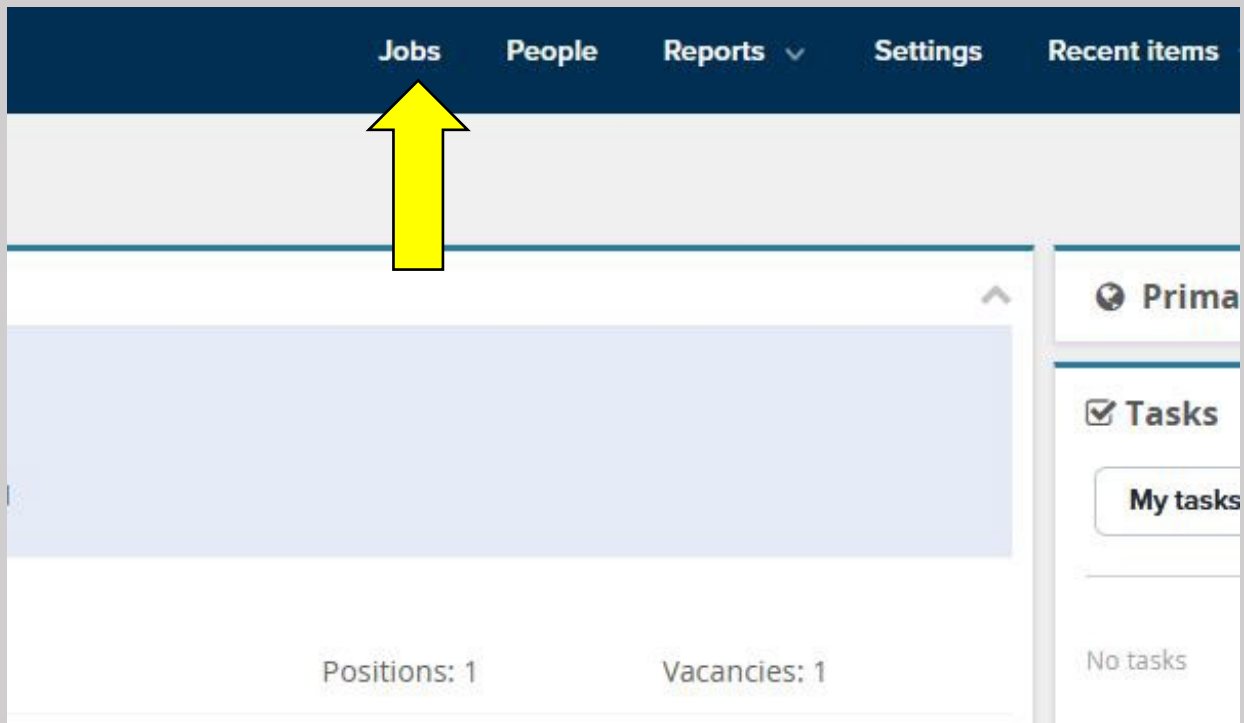
Click the menu button
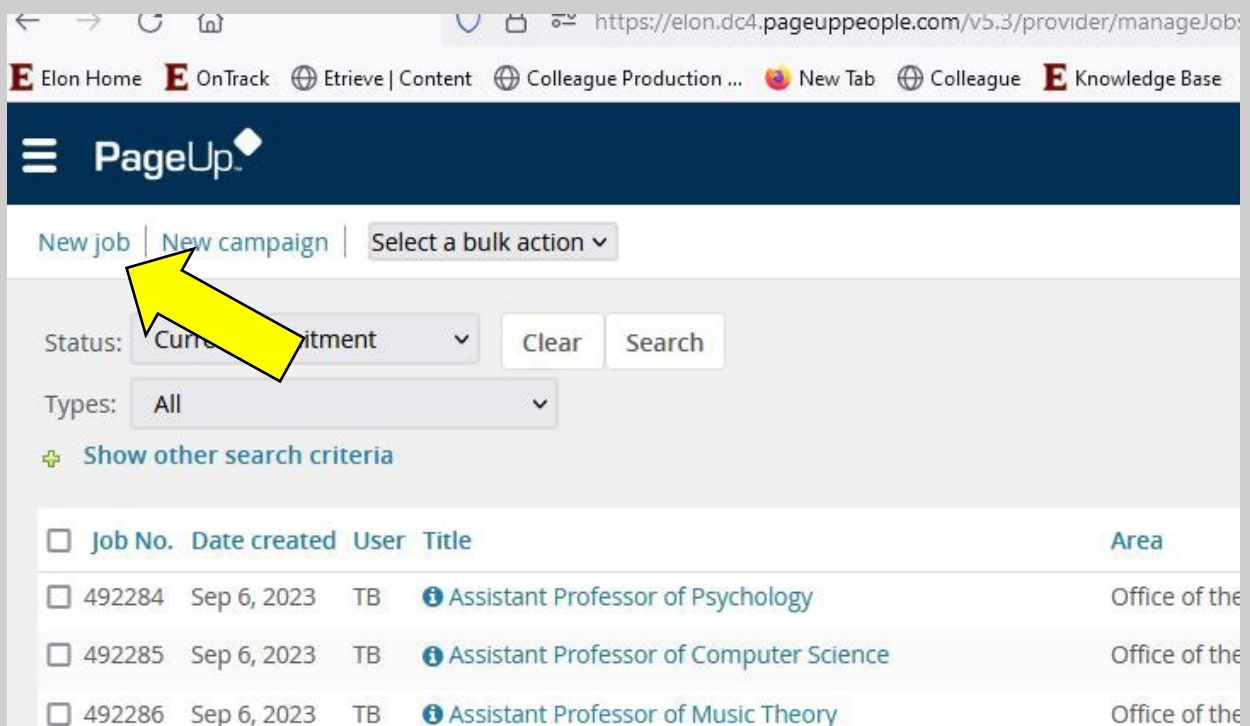

Go to Jobs

Or choose this JOBS tab

Jobs   People   Reports ⌄   Settings   Recent items

Prima

☑ Tasks

My tasks

Positions: 1   Vacancies: 1

No tasks

Choose NEW JOB

← → C ⌂   ⬡ 🔒 https://elon.dc4.pageuppeople.com/v5.3/provider/manageJobs

E Elon Home   **E** OnTrack   ⊕ Etrieve | Content   ⊕ Colleague Production ...   🦊 New Tab   ⊕ Colleague   **E** Knowledge Base

☰   **PageUp**◆

New job │ New campaign │ Select a bulk action ⌄

Status: Curr...itment ⌄   Clear   Search

Types: All ⌄

➕ Show other search criteria

☐	Job No.	Date created	User	Title	Area
☐	492284	Sep 6, 2023	TB	ⓘ Assistant Professor of Psychology	Office of the
☐	492285	Sep 6, 2023	TB	ⓘ Assistant Professor of Computer Science	Office of the
☐	492286	Sep 6, 2023	TB	ⓘ Assistant Professor of Music Theory	Office of the

REQUISITION NUMBER will be populated for you. Fill out all required fields with an *

DIVISION: Choose Office of the Provost and Academic Affairs for FACULTY POSTINGS

DEPARTMENT: Choose UNIT (College – SHS, LSB, CAS, COM, EDU, etc.) SUB DEPARTMENT: Department – ENG, CSC, etc. Use the **to search.**

TEAM will default depending on user entering data. Contact Tim to request edit for TEAM.

Choose POSITION TYPE

Select REASON for HIRE. If there's more than one position available for the posting indicate it here.

Enter FAC being replaced if applicable/known

	New:	Replacement:	Add more

Reason:* — Resignation ▾

Additional Information - Reason for Request (Please provide any additional context that supports the requested action):

Employee Being Replaced: — Smertzman

REQUISITION DETAILS

Position Type:*	Faculty Full-Time ▾
Faculty Track:	Tenure Track ▾
Months per Year:*	9 ▾
Hours per week (staff only):	
Days of the week scheduled to work (staff only):	
Required to be on main campus (staff only - Elon core hours are Monday-Friday, 8am-5pm):	○ Yes ○ No
Salary Range:	
Funding Source:*	0-10000000-50005 🔍 ✎
	No Funding Source selected
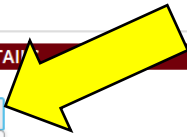
POSITION DETAILS

Choose POSITION TYPE.

Employee Being Replaced: — Smertzman

REQUISITION DETAIL

Position Type:*	Select ▾
	Select
Faculty Track:	Staff with Faculty Rank
Months per Year:*	Staff Full-Time
	Staff Part-Time
Hours per week (staff only):	Faculty Full-Time
	Adjunct
Days of the week scheduled to work (staff only):	Temporary

Required to be on main campus (staff only - Elon core hours are Monday-Friday, 8am-5pm):

Salary Range:

Fill out all fields with an * - FAC TRACK, MONTHS, POSITION TYPE, etc.

Replacement ▾

New: [ ] Replacement: [ ] Add more

Reason:* [Resignation ▾]

Additional Information - Reason for Request
(Please provide any additional context that
supports the requested action):
[   ]

Employee Being Replaced: [Smertzman]

REQUISITION DETAILS

Position Type:* [Faculty Full-Time ▾]

Faculty Track: [Tenure Track ▾]

Months per Year:* [9 ▾]

Hours per week (staff only): [   ]

Days of the week scheduled to work (staff only): [   ]

Required to be on main campus (staff only - Elon
core hours are Monday-Friday, 8am-5pm): ○ Yes ○ No

Salary Range: [   ]

Funding Source:* [   ] 🔍 🧽
No Funding Source selected.

POSITION DETAILS

Job Summary:* [   ]

MONTHS of service must be filled out. Most will be 9 or 10 month contracts. Confirm Appt. length.

REQUISITION DETAILS

Position Type:* [Faculty Full-Time ▾]

Faculty Track: [Tenure Track ▾]

Months per Year:* [9 ▾]

Hours per week (staff only): [   ]

Days of the week scheduled to work (staff only): [   ]

Required to be on main campus (staff only - Elon
core hours are Monday-Friday, 8am-5pm): ○ Yes ○ No

Salary Range: [   ]

Funding Source:* [   ] 🔍 🧽
No Funding Source selected.

POSITION DETAILS

Job Summary:* [   ]

FUNDING SOURCE must be entered. Use the **to search.**

Use the correct account to fund the line.

Enter or Copy/Paste Ad Posting Details in these fields. Please be as specific as possible, and be careful with details. These fields are public facing. Enter details carefully please.

https://elon.dc4.pageuppeople.com/v5.3/provider/manageJobs/editJob.asp?sMode=job

ue Production ...   New Tab   Colleague   E Knowledge Base   E EDOCS login2   Rootswise & Roots Sw...   U.S. Visa and Immigrat...   Informer   Informer Course Secti...   E Home - Elon Dining

POSITION DETAILS

Job Summary:*

Benefits of Working at Elon:

Minimum Required Education and Experience:*

Preferred Education and Experiences:

Required Other Training, Certification, or Licensing:

Knowledge, Skills & Abilities:

POSITION DUTIES

JOB DUTIES

Enter Search Committee Chair and Member(s) if known.

Jobs   People   Reports ⌄   Settings   Recent items ⌄

New job
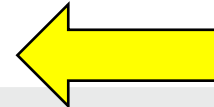
Position info   Notes   Sourcing   Job Advertising NEW   Documents

ⓘ There are no items to show

New

SEARCH COMMITTEE DETAILS

Search Committee Chair: 🔍 ✐

No user selected.

Search Committee Members:

Add Search Committee Member

Recipient   Remove all
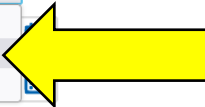
No Search Committee Member selected.

Search Committee Member information:

Choose ELON FACULTY RECRUITMENT WORKFLOW.

Choose Date for Posting to Open

Choose Closing Date, or deadline after which review starts.

Always make the closing time 11:55 PM

POSTING LOCATION refers to the ELON CAMPUS LOCATION where the position will be located.

Choose EXTERNAL SOURCES CHECK BOXES. List any other EXTERNAL SOURCES for posting the Ad.

Choose PROV for Ad Account.

FORM determines the type of Application. Choose FACULTY.

Recruitment Workflow:*   Elon Staff Recruitment

Date opened: Sep 25, 2023 📅

Date filled: 📅

Open Until Filled: Select ▾

Posting to Close: 📅 at 11 ▾ : 55 ▾ PM ▾

Posting Location:*   Select ▾

If you plan to advertise externally, please indicate the advertising sources:*
- ☑ Career Site
- ☑ HERC
- ☐ Inside Higher Ed
- ☑ Black PhD Network
- ☐ NCAA
- ☐ Internal Only (HR Consultation Required)
- ☐ HigherEd Jobs
- ☐ Educause
- ☐ Diverse Education
- ☑ Asians in Higher Ed
- ☐ The Chronicle

Please List Any Other Sources: Clock Winder's Digest, Journal of Journal Rankings
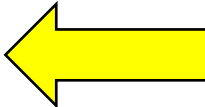
Account for Ad:*   PROV

Form: Select ▾   Customize for job

Special Instructions to Applicants:
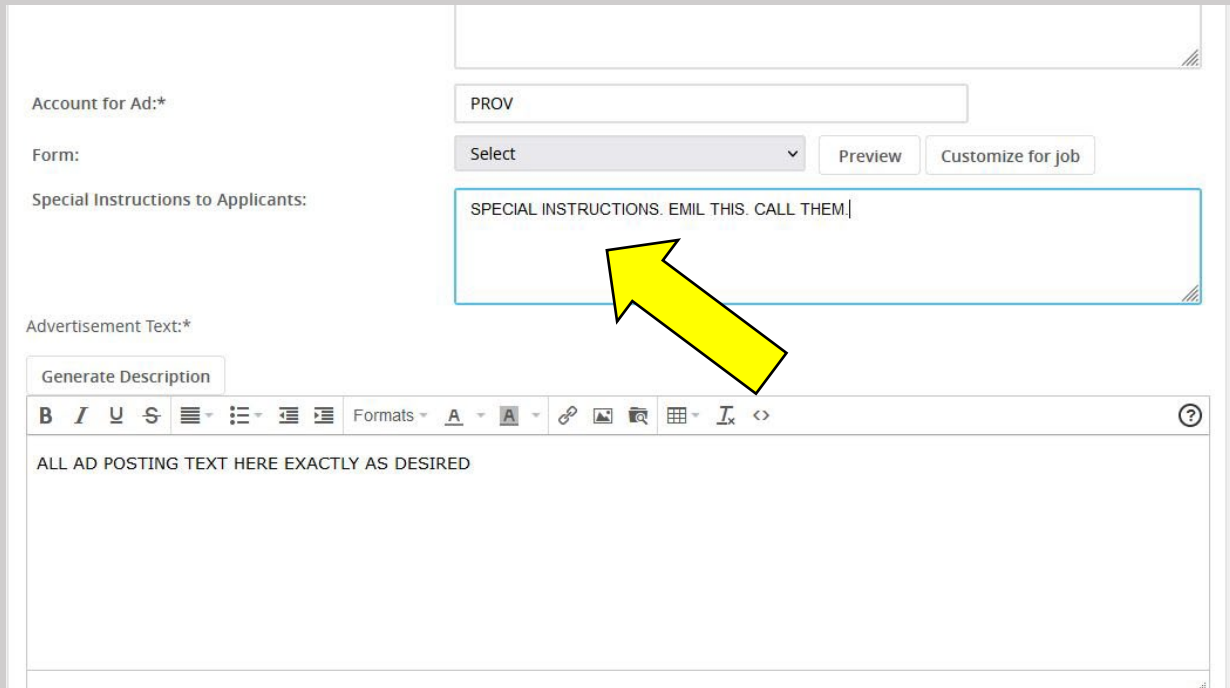
Select
Elon Faculty Application Form
Elon Staff Application Form
Elon Staff Application Form - With No Attachments

Advertisement Text:*

Generate Description

B *I* U S̶ | ☰ | ☰ | ☰ | ☰ | Formats | A ▾ | A ▾ | 🔗 🖼 🔍 | ⊞ ▾ | I̶ₓ | <>   ❓

COPY/PASTE any SPECIAL INSTRUCTIONS from JOB POSTING.

COPY/PASTE AD TEXT into this field exactly as intended for EXTERNAL AUDIENCES.

This is the AD POSTING TEXT that will be REVIEWED.
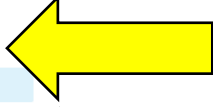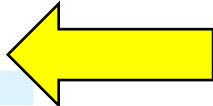
Enter DEPARTMENT ADMIN and HIRING MANAGER. Each Unit will determine APPROVAL ROLES and QUEUES.
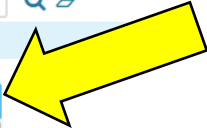
APPROVAL PROCESS will be FACULTY.

Populate the APPROVAL QUEUE as per your Unit's Protocol and agreed upon roles.

Some fields will be pre-Populated.

BUDGET and PROV are pre-Populated.
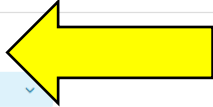
HR REPRESENTATIVE for FAC HIRES will be Timothy Bryant

Chose SAVE AS DRAFT or SAVE. SAVE will begin the approval process and route the REQ along the queue. Draft will not, and will allow you to return and edit or complete the REQ.

Progress along the APPROVAL QUEUE can be tracked.

Email address: mmcbane2@elon.edu

Approval process:*	Faculty

1. Department Head: Nancy Harris ✔ Approved Sep 20, 2023
2. Dean: Angela Lewellyn ✔ Approved Sep 21, 2023
3. Faculty Operations: Timothy Bryant ✔ Approved Sep 21, 2023
4. Budget: Christy Isley ⓘ You are here
    Resend email to approver
5. VP/Provost: Jackie Riffle
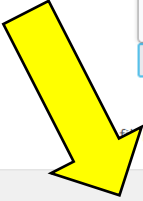
Edit   Cancel

HR Representative:*   Timothy Bryant

Next page ❯

ALL JOBS you have permission to view can be viewed in JOBS TAB.

Title	Area	Department	Status	No. Po	App
ⓘ Assistant Professor of Psychology	Office of the Provost	Elon College, the College of	Approve	1	14
ⓘ Assistant Professor of Computer Science	Office of the Provost	Elon College, the College of	Approve	1	4
ⓘ Assistant Professor of Music Theory	Office of the Provost	Elon College, the College of	Approve	1	14
ⓘ Assistant Professor of Music Theatre	Office of the Provost	Elon College, the College of	Approve	1	1
ⓘ Lecturer in French	Office of the Provost	Elon College, the College of	Approve	1	10
ⓘ Assistant Professor of Exercise Science	Office of the Provost	Elon College, the College of	Approve	1	1
ⓘ Lecturer in Chemistry	Office of the Provost	Elon College, the College of	Pending	1	0