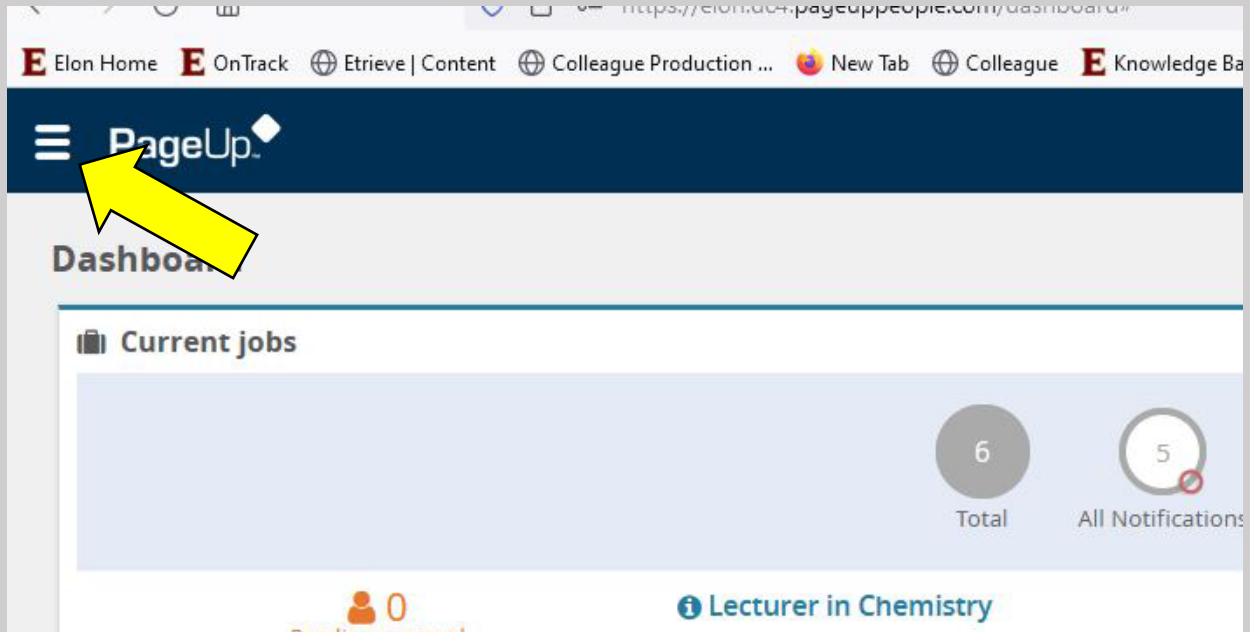
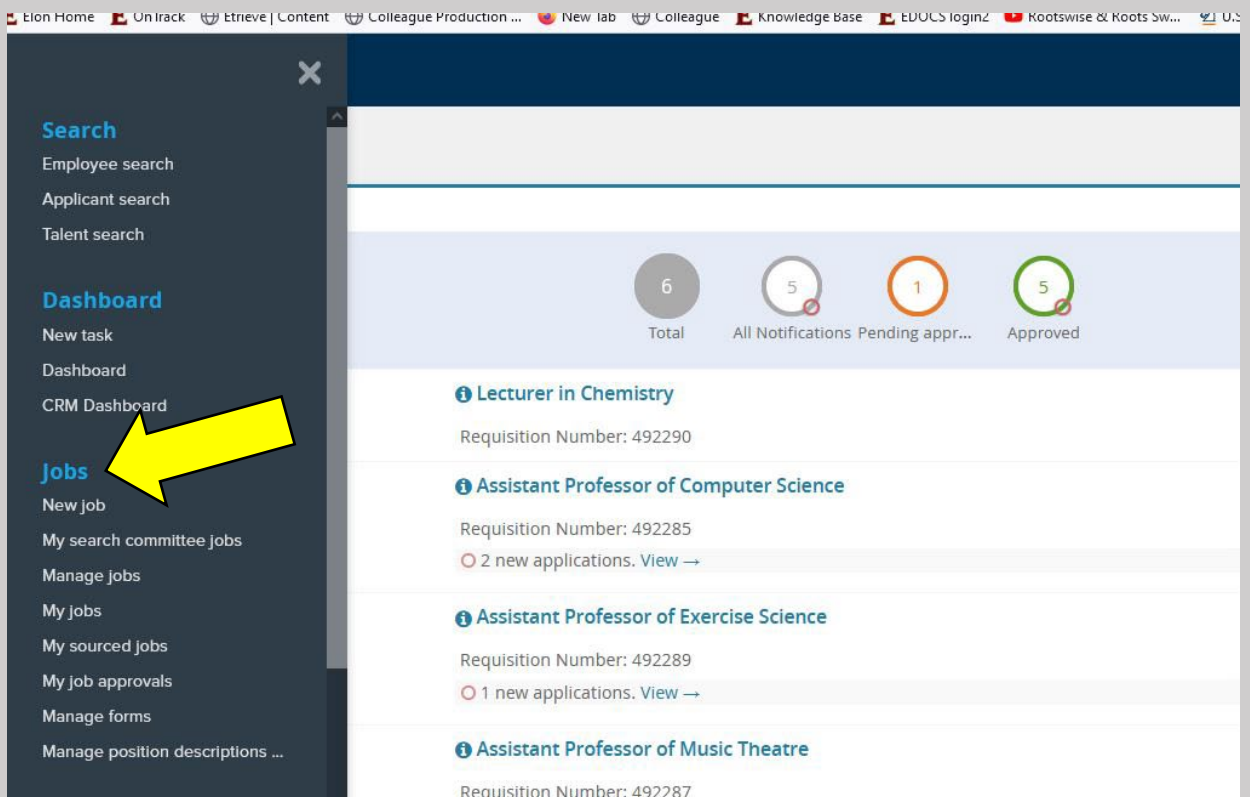


Posting a Faculty Position in PageUp

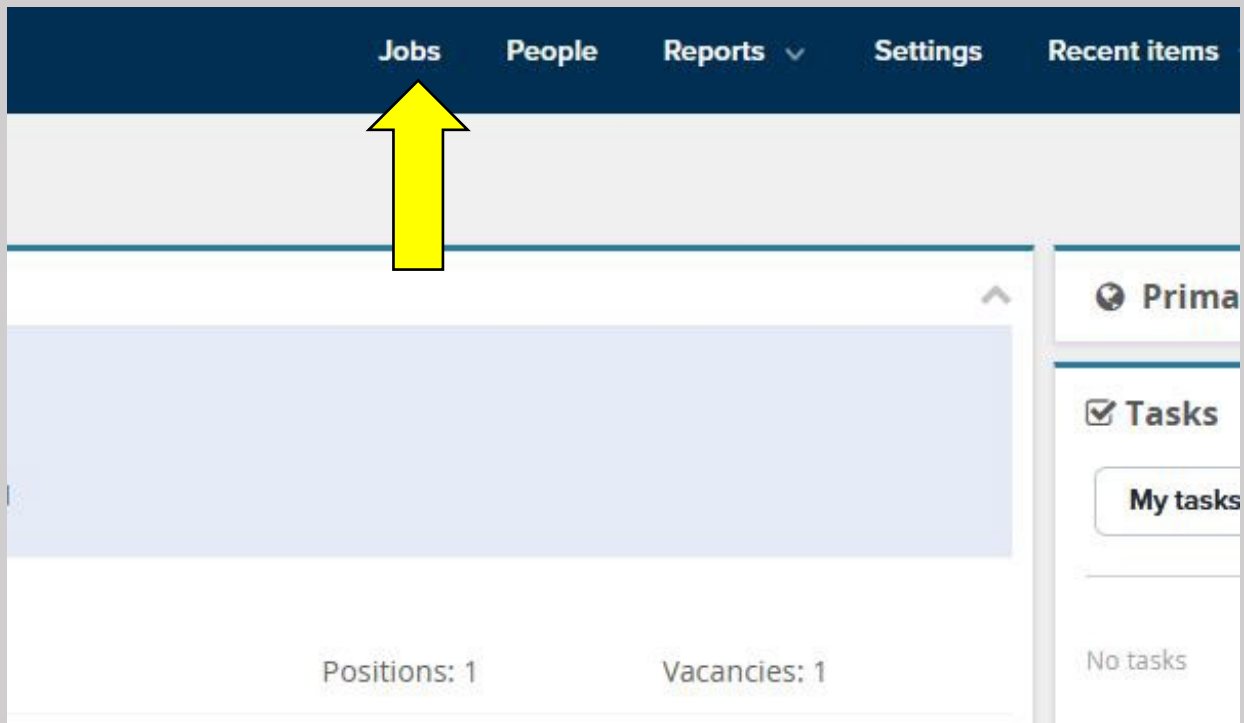
Click the menu button



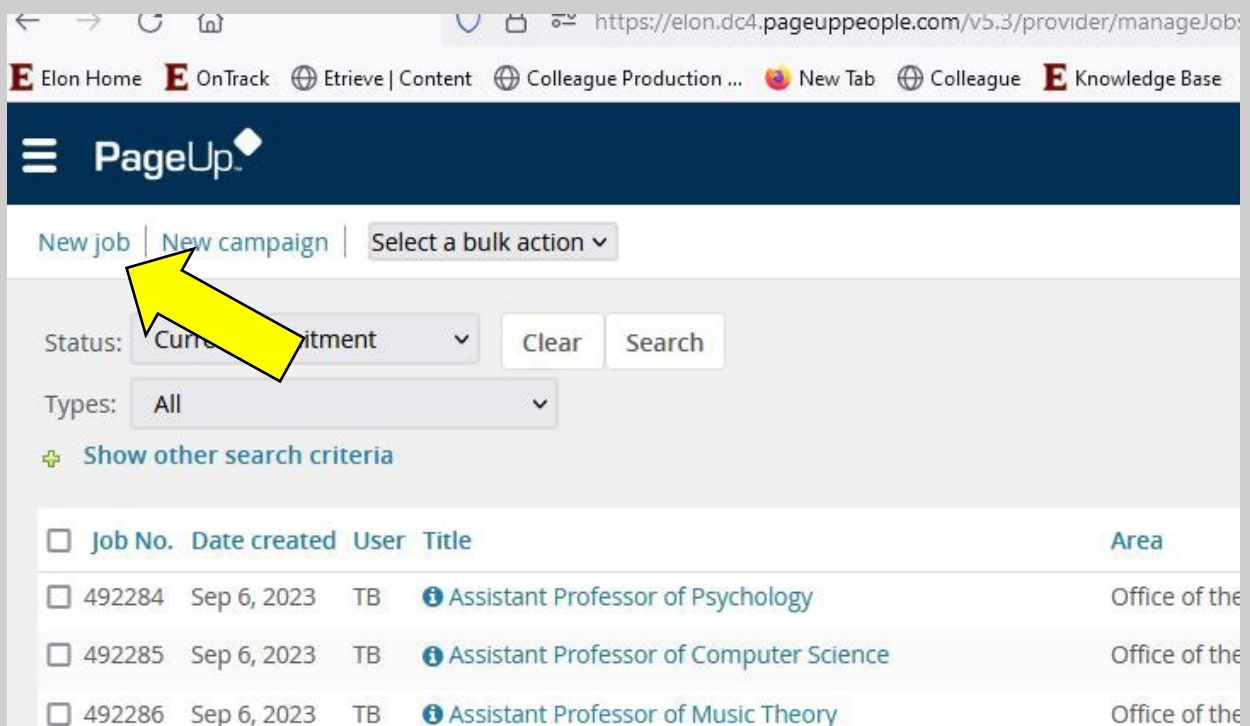
Go to Jobs



Or choose this JOBS tab




Choose NEW JOB



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

The screenshot shows the 'New job' form with the 'REQUISITION INFORMATION' section highlighted. The fields include: Requisition Number (with a note to leave blank for auto-generation), Position Title (required), Position number (with a search icon), Division (dropdown menu), Department (dropdown menu), Sub department (dropdown menu), Supervisor (with a search icon), and Team (dropdown menu). A yellow arrow points to the Requisition Number field.

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.

This screenshot shows the 'NUMBER OF OPENINGS' section of the form. The 'Team' dropdown menu is open, showing a list of options including 'Provost', 'Elon Core Curriculum', 'Elon In Los Angeles', 'Elon University School of Law', 'Engineering', 'English' (highlighted in blue), 'Environmental Studies', 'Exercise Science', 'Faculty Affairs', 'Finance', and 'History and Geography'. Yellow arrows point to the 'Division' (Office of the Provost and Academic Affairs), 'Department' (Elon College, the College of Arts and Sciences), and 'Team' (English) fields.

Choose POSITION TYPE

No user selected.

Team:* Provost

NUMBER OF OPENINGS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:

Position no:	Type:	Applicant	Application status
1	Select	-	-

Reason:*

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

Employee Being Replaced:

New: Replacement: Add more

REQUISITION DETAILS

Position Type:* Select

Faculty Track: Select

Months per Year:* Select

Hours per week (staff only):

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

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

NUMBER OF OPENINGS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:

Position no:	Type:	Applicant	Application status
1	Select	-	-

New: Replacement: Add more

Reason:*

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

Employee Being Replaced:

REQUISITION DETAILS

Position Type:* Select

Faculty Track: Select

Months per Year:* Select

Hours per week (staff only):


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

Enter FAC being replaced if applicable/known

New: Replacement:

Reason:* Resignation

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

Employee Being Replaced: 

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:*

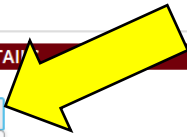
No Funding Source selected

POSITION DETAILS

Choose POSITION TYPE.

Employee Being Replaced:

REQUISITION DETAILS

Position Type:* Select 

- Select
- Staff with Faculty Rank
- Staff Full-Time
- Staff Part-Time
- Faculty Full-Time
- Adjunct
- Temporary

Faculty Track:

Months per Year:*

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):

Salary Range:

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

Replacement

New: Replacement:

Reason:*

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

Employee Being Replaced:

REQUISITION DETAILS

Position Type:*

Faculty Track:

Months per Year:*

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 Track:

Months per Year:*

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.

Position info Notes Sourcing Job Advertising **NEW** Documents

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:*

Benefits of Working at Elon:

Use the correct account to fund the line.

Position info Notes Sourcing Job Advertising **NEW** Documents

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

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.dcd.pageuppeople.com/v5.3/provider/manageJobs/editJob.asp?sMode=job

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

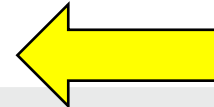
Position info Notes Sourcing Job Advertising **NEW** Documents

There are no items to show

New

SEARCH COMMITTEE DETAILS

Search Committee Chair: 
No user selected.

Search Committee Members: 

Recipient

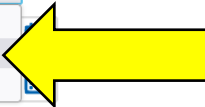
No Search Committee Member selected.

Search Committee Member information:

Choose ELON FACULTY RECRUITMENT WORKFLOW.

Position info Notes Sourcing Job Advertising **NEW** Documents

POSTING DETAILS

Recruitment Workflow:* Elon Staff Recruitment 

Date opened: Select

Date filled: Elon Faculty Recruitment

Open Until Filled: Elon Staff Recruitment

Posting to Close: Select

Posting Location:* Select

If you plan to advertise externally, please indicate the advertising sources:*

<input type="checkbox"/> Career Site	<input type="checkbox"/> HigherEd Jobs
<input type="checkbox"/> HERC	<input type="checkbox"/> Educause
<input type="checkbox"/> Inside Higher Ed	<input type="checkbox"/> Diverse Education
<input type="checkbox"/> Black PhD Network	<input type="checkbox"/> Asians in Higher Ed
<input type="checkbox"/> NCAA	<input type="checkbox"/> The Chronicle
<input type="checkbox"/> Internal Only (HR Consultation Required)	

Please List Any Other Sources:

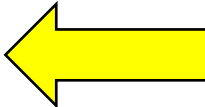
Account for Ad:*


Form: Select Preview Customize for job


Special Instructions to Applicants:

Choose Date for Posting to Open

POSTING DETAILS

Recruitment Workflow:* Elon Faculty Recruitment 

Date opened: Sep 29, 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:*

<input checked="" type="checkbox"/> Career Site	<input type="checkbox"/> HigherEd Jobs
<input checked="" type="checkbox"/> HERC	<input type="checkbox"/> Educause
<input type="checkbox"/> Inside Higher Ed	<input type="checkbox"/> Diverse Education
<input checked="" type="checkbox"/> Black PhD Network	<input checked="" type="checkbox"/> Asians in Higher Ed
<input type="checkbox"/> NCAA	<input type="checkbox"/> The Chronicle
<input type="checkbox"/> Internal Only (HR Consultation Required)	

Choose Closing Date, or deadline after which review starts.

Jobs People Reports Settings Recent items

New job

Position info Notes Sourcing Job Advertising **NEW** Documents

POSTING DETAILS

Recruitment Workflow:*

Date opened:

Date filled:

Open Until Filled:

Posting to Close: at :

Posting Location:*

If you plan to advertise externally, please indicate the advertising sources:*

- HigherEd Jobs
- Educause
- Diverse Education
- Asians in Higher Ed
- The Chronicle

Please List Any Other Sources:

Account for Ad:*

Always make the closing time 11:55 PM

POSTING DETAILS

Recruitment Workflow:*

Date opened:

Date filled:

Open Until Filled:

Posting to Close: at :

Posting Location:*

If you plan to advertise externally, please indicate the advertising sources:*

- Career Site
- HERC
- Inside Higher Ed
- HigherEd Jobs
- Educause
- Diverse Education

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

Position info Notes Sourcing Job Advertising **NEW** Documents

POSTING DETAILS

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:*

- HigherEd Jobs
- Asians in Higher Ed
- The Chronicle
- Internal Only (HR Consultation Required)

Please List Any Other Sources:

Account for Ad:*

Form: Select ▼ Preview Customize for job

Special Instructions to Applicants:

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

Choose PROV for Ad Account.

Open Until Filled: Select ▼

Posting to Close: at 5 : 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:

Account for Ad:* PROV

Form: Select ▼ Preview Customize for job

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:

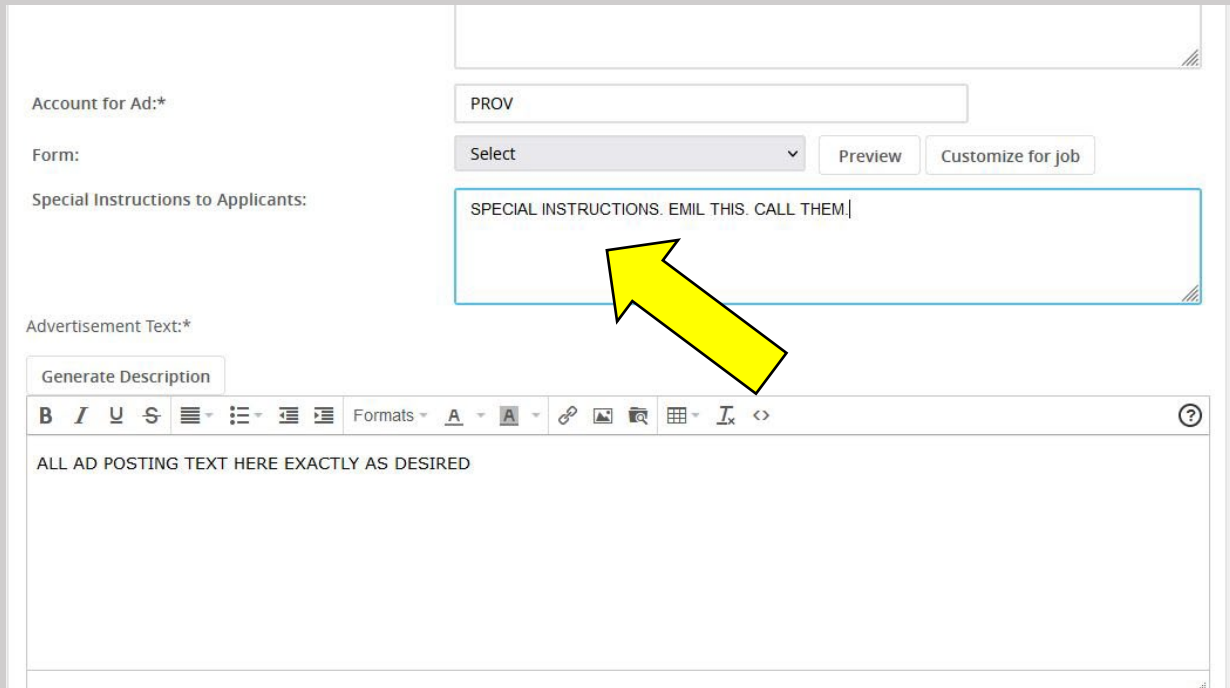
Elon Faculty Application Form
Elon Staff Application Form
Elon Staff Application Form - With No Attachments

Advertisement Text:*

Generate Description

B I U S Formats

COPY/PASTE any SPECIAL INSTRUCTIONS from JOB POSTING.



Account for Ad:* PROV

Form: Select Preview Customize for job

Special Instructions to Applicants: SPECIAL INSTRUCTIONS. EMIL THIS. CALL THEM|

Advertisement Text:*

Generate Description

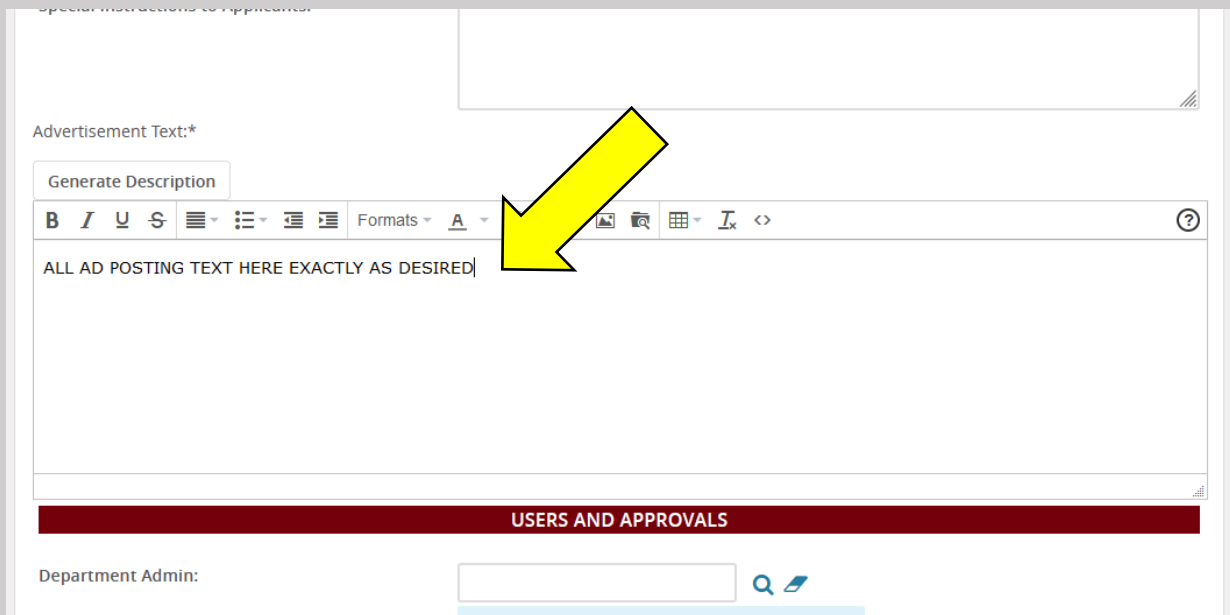
B I U S [List icons] Formats **A** [Color icon] [Link icon] [Image icon] [Table icon] **Ix** <> ?

ALL AD POSTING TEXT HERE EXACTLY AS DESIRED

A yellow arrow points from the 'Special Instructions to Applicants' field to the 'Advertisement Text' field.

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

This is the AD POSTING TEXT that will be REVIEWED.



Advertisement Text:*

Generate Description

B I U S [List icons] Formats **A** [Color icon] [Link icon] [Image icon] [Table icon] **Ix** <> ?

ALL AD POSTING TEXT HERE EXACTLY AS DESIRED|

USERS AND APPROVALS

Department Admin: [Search icon] [Edit icon]



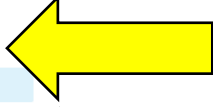
A yellow arrow points from the 'Advertisement Text' field to the 'USERS AND APPROVALS' section.



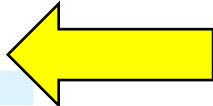
Enter DEPARTMENT ADMIN and HIRING MANAGER. Each Unit will determine APPROVAL ROLES and QUEUES.

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

luction ... New Tab Colleague Knowledge Base EDOCS login2 Rootwise & Roots Sw... U.S. Visa and Immigrat... Informer Informer Course Secti... Home - Elon Dinir

USERS AND APPROVALS



Department Admin:   
No user selected.



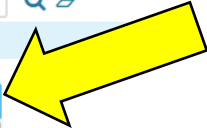
Hiring Manager:*   
No user selected


Approval process:*



APPROVAL PROCESS will be FACULTY.



USERS AND APPROVALS

Department Admin:  
No user selected.

Hiring Manager:*  
No user selected 

Approval process:* 

- None
- Admissions and Financial Aid
- Athletics
- Faculty 
- Finance and Administration
- Inclusive Excellence
- President's Office
- Provost - Staff
- Strategic Initiatives
- Student Life
- University Advancement
- University Communications
- Email address: tbryant7@elon.edu 

HR Representative:*  



Status:*

[Next page >](#)



Please fill in all mandatory fields marked with an asterisk (*).



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



Some fields will be pre-Populated.

Hiring Manager:*  
No user selected



Approval process:*

1. Department Head:  
No user selected



2. Dean:  
No user selected



3. Faculty Operations:  
No user selected



BUDGET and PROV are pre-Populated.



Hiring Manager:*  
No user selected

Approval process:*

3. Faculty Operations:  
No user selected

4. Budget:  
cisley2@elon.edu

5. VP/Provost:  
jriffle2@elon.edu



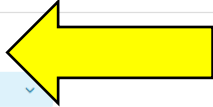
HR Representative:*  
Email address: tbryant7@elon.edu

Status:*

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

HR REPRESENTATIVE for FAC HIRES will be Timothy Bryant

HR Representative:*   

Email address: tbryant7@elon.edu



Status:*



[Next page >](#)


Please fill in all mandatory fields marked with an asterisk (*).

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.



[/elon.dc4.pageuppeople.com/v5.3/provider/manageJobs/editJob.asp?sMode=job](#)

Department Admin:  
No user selected.

Hiring Manager:*  
No user selected

Approval process:* 


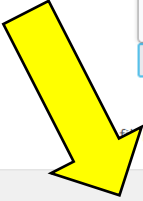
- Select
- Current recruitment**
- Draft
- Pending approval**
- Approved
- Declined
- Review
- Pre-Offer
- Background Checking
- Offer
- On hold
- Non current recruitment**
- Filled
- Cancel

HR Representative:*  
tbryant7@elon.edu

Status:*

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (*).



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

HR Representative:* Timothy Bryant

[Next page >](#)

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

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