



OFFICE OF THE PROVOST
THE UNIVERSITY OF TOLEDO

**Faculty Hiring Process in
PageUP**

PageUP is the new software to be used for a faculty position job posting, applicant management, and onboarding. PageUP replaced Cornerstone on January 10, 2022.

This document includes:

1. **Overall Steps** in the process to hire a faculty member
2. **Appendix A: Creating a Requisition in PageUP** for College Initiators

Step 1: Submit Faculty Position Request Webform with required Forms (prior to initiating a requisition in PageUP)

- Department/Business Manager initiates a request to fill a faculty position by completing a **Faculty Position Request Form, Data Sheet**, and other relevant materials.
- Submit all completed documents through the following webform:

Faculty and Staff Position Request Webform

- **If a *Faculty Search Waiver* is being requested, include the Waiver form and justification**
- All Forms can be located at:

<http://www.utoledo.edu/offices/provost/academicfinance/faculty-hiring-process-offer-letters.html>

- Once the Webform is submitted automatic emails will be sent to the provost office for review
- Departments will receive the following email confirmation to the email address they provided:

From: Academic Finance and Faculty Administration
<AcademicFinanceAndFacultyAdmin@utoledo.edu>
Sent:
To:
Subject: New Staff Position Request Received - Position Title 123456

Thank you! Your new position request has been submitted.

If you have any follow up questions regarding your request please forward this confirmation email to AcademicFinanceAndFacultyAdmin@UToledo.Edu directly with your questions.

- Provost/AVP – Review: – Approve – Deny and return to college Dean/Business Manager
 - If Request is approved, Department or Business Manager will create the requisition through the job template function in PageUP. See Appendix A for details in completing a requisition.
- College may work with Faculty and Employment to review and finalize the advertisement prior to submitting the requisition for approval.
- College determines advertisement publications
- College determines search committee chair and members. Search committee must have received training for position to move forward
- **The college must work with the Office of Budget and Planning to ensure the correct position control number (PCN) and correct title are set up in Banner prior to the start of creating the requisition.**

Step 2: Create Requisition through Job Template in PageUP

- College creates requisition for approved position in PageUP:
 - ***See Appendix A on the steps for How to Create a Faculty Position Requisition in PageUP.***
 - The Requisition includes creation of the job advertisement, where the job will be posted, search committee chair and committee – be sure to have this information completed prior to submission.
 - Documents that must be uploaded to the Requisition include APPROVED Faculty Position Request Form, Data Sheet and Advertisement Template and any other pertinent information regarding the hire.
 - Faculty Affairs and Employment will source the position after the requisition has been approved.

Step 3: Faculty Affairs and Employment (FAE): Job Posting Approvals, Sourcing & Search Committee Review of Applicants

- Faculty Affairs and Employment will continue to provide approvals of the applicant pool, interview pool and final candidates.
- Search Committees will have access to review applicants and indicate status of each applicant.
- FAE will manage applicant statuses and disposition of candidates.

Step 4: Faculty Offer Letter Initiation and Approval Process in PageUP

- COMING SOON IN PageUP!
 - *For now, continue to work with your college business manager to complete the offer letter and approvals.*

Step 5: Faculty Onboarding Process in PageUP


- COMING SOON IN PageUP!
 - *For now, continue to work with your college business manager to complete*

the onboarding.

Step 6: New Faculty Orientation

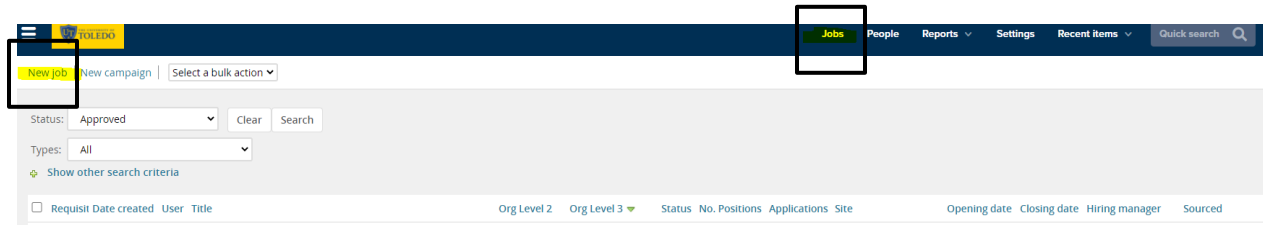
- Contact Cathy Zimmer at cathy.zimmer@utoledo.edu with name, title, department, start date, and contact information of your new hire.

Log-In to PageUP through the myUT portal on the employee tab.

STUDENT	STUDENT RESOURCES	GRADUATE	FACULTY & ADVISOR	EMPLOYEE	COVID-19 UPDATES	UT COMMUNITY	LIBRARY	UTMC
MY TOOLKIT <p>Employee Dashboard Employee Self-Service Dashboard - new tool where you can find your employee information, including pay stubs, leave balances, time off requests, etc.</p> <p>Personal/Office Information Vaccine Registry Portal Legal Name Change Information SSN Change Information Update Addresses & Phones Update Office Address & Phone Update Emergency Contacts Update Marital Status Update Preferred First Name View E-mail Addresses More Personal Info Options... </p> <p>Pay Details & Leave Balances View Pay Stubs Earnings History Direct Deposit Information Leave Balances Tax Forms Time Sheet More Employee Options... </p> <p>Other Services Request Door Access for HSC Proxy Card Request New/Replacement Rocket Card Request/Update Parking Permit </p> <p>Benefits Information Document Upload Benefit Enrollment - New Hire/Newly Eligible Benefit Enrollment - Qualifying Events Benefits Webpage Benefit Summary Rocket Wellness Tuition Waiver On Demand Virtual Care </p> <p>Employment Resources NEW - Positions for Current Employees PageUp Hiring System - employee management Cornerstone Online Hiring System - use for positions before Jan. 3 New Position Control Number Request (PCN) Separation/Leaving the University </p>								
EMAIL AND UTAD ACCOUNT <p> Outlook Web Access (for Faculty/Staff) Access your Utoledo Exchange email th</p> <p>My UT Account Maintain your UTAD account informati</p> <p>Access Your Email Quarantine View your quarantined email folder to s</p> <p>Rockets Email Access your Rockets Email</p>								
TRAINING & CAREER DEVELOPM <p>EVERFI:</p> <ul style="list-style-type: none"> o Staying Healthy in a Changing Envir o Building a Supportive Community [o Tools for an Ethical Workplace o HIPAA Update o Diversity and Inclusion EDU <p>Other Training and Development Medicare Fraud, Waste & Abuse Checkpoint: Data Security & Privacy I-9 for Managers SANS Training Videos FERPA Basics FERPA Presentation OmniUpdate Content Management Syst Professional Development for Academic Professional Development for Employee Safety and Health Training Testbank UT Continuing Nursing Education Ambassador Training Manual Request EVERFI Training UToledo Qualtrics 101 </p>								

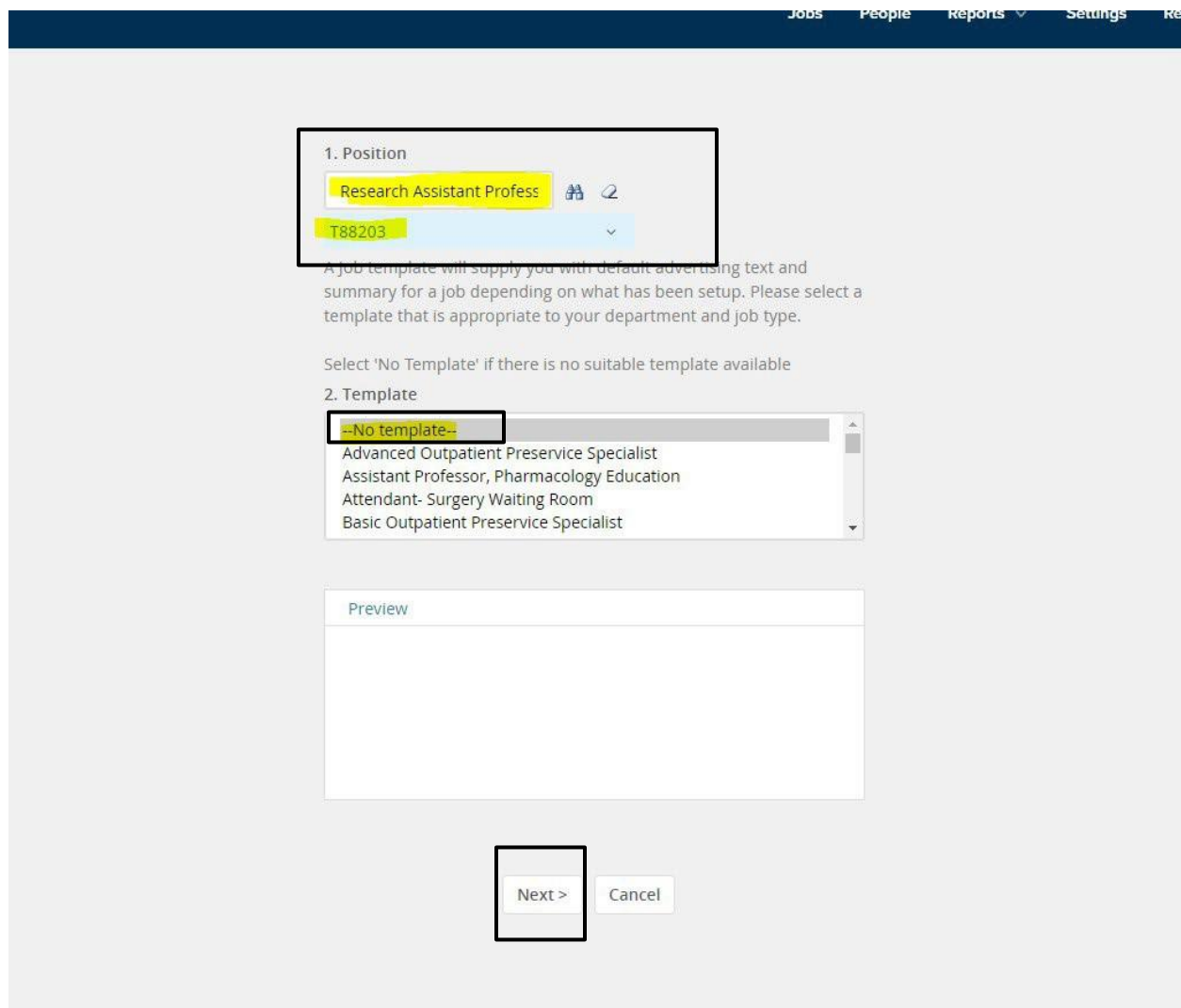
Appendix A: How to create a faculty position requisition in PageUP

1. Click on the Jobs tab and select New Job



The screenshot shows the PageUP interface with the 'Jobs' tab selected in the top navigation bar. Below the navigation bar, there is a 'New job' button highlighted with a yellow box. To the right of the 'Jobs' tab, there are links for 'People', 'Reports', 'Settings', and 'Recent items'. Below the navigation bar, there is a search bar with a dropdown menu for 'Status' (set to 'Approved') and a 'Search' button. Below the search bar, there is a dropdown menu for 'Types' (set to 'All') and a link to 'Show other search criteria'. Below the search bar, there is a table with columns: 'Requisition', 'Date created', 'User', 'Title', 'Org Level 2', 'Org Level 3', 'Status', 'No. Positions', 'Applications', 'Site', 'Opening date', 'Closing date', 'Hiring manager', and 'Sourced'.

2. Enter PCN and populate position title. Please note the PCN and position Title MUST be correct in Banner prior to starting a requisition. Contact the Office of Budget and Planning for updates. The system will need to refresh with the correct position information before you begin the requisition.
 - a. Select the No Template Option and click Next.



The screenshot shows the PageUP requisition form. The 'Jobs' tab is selected in the top navigation bar. Below the navigation bar, there is a 'New job' button highlighted with a yellow box. Below the 'New job' button, there is a section for '1. Position'. In this section, the 'Research Assistant Profess' is entered in the 'Position' field, and 'T88203' is entered in the 'PCN' field. Below the 'Position' section, there is a section for '2. Template'. In this section, the '--No template--' option is selected in the 'Template' dropdown menu. Below the 'Template' section, there is a 'Preview' section. At the bottom of the form, there is a 'Next >' button highlighted with a yellow box and a 'Cancel' button.

3. Complete the Requisition.

REQUISITION INFORMATION

Org Level:	Provost-Academic Affairs 3
Requisition number:	
Leave blank to automatically create a reference No.	
Title:*	Research Assistant Professor
Position control number (PCN):*	T88203
	Details
Employee classification:*	F3 - Faculty 9 Month Non AAUP
Pay table:	F3
Pay grade:	01
Hiring location:*	Main Campus - Academic
	Number: 1
Employment type:*	Faculty - Regular
Compensation:	Salary
Salary range:	Assistant Professor
	Minimum \$ 41,000.00 Middle \$ 75,000.00 Maximum \$ 180,000.00
Posted salary:	
Budget amount:	0
Org level 2:*	Provost-Academic Affairs 2
Org level 3:	Natural Sci & Math College 3
Org level 4:	Natural Science 4
Department:	Physics & Astronomy 5
FTE:*	1.0000
Hours per week:*	40
Bargaining unit:*	Bargaining Unit Exempt
Shift:*	1
Work schedule:	
Start time:	
End time:	
Float:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Rotate:	<input type="radio"/> Yes <input checked="" type="radio"/> No
On call:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Travel:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Weekend/Holiday:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Recruitment process:*	Faculty

Click the Details arrow down to view information about the position.

1. The requisition will populate any existing information from Banner.
2. Fields with an asterisk* are required.
3. **TITLE** – this will populate the title from Banner. If you'd like to customize the title for the advertisement, update the title here. Ex: Research Asst. Professor – Photovoltaics
4. **Hiring Location:** select hiring location as Main Campus – Academic.
5. **Shift:** This field is required. Select #1.
6. **Recruitment Process:** This selection is crucial to select which hiring workflow the position will follow. Select FACULTY.

a. Continued completion of the Requisition.

NUMBER OF OPENINGS

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

NO ACTION NEEDED: If there are not additional openings.

Positions:

Position no	Type:	Applicant	Application status
1	T88203	Select	Cancel

New: Replacement: Add more

Reason:

Select New or Replacement.

Select Vacancy or New Position.

If hiring more than one position, add the number of either new or replacement positions and click add more. Ex: if you are hiring two positions, add 1 in the new box, click add more, a second position will populate and add the PCN in the box.

b. Next enter information regarding the **search committee chair and members**. All search committee chairs and members must receive training prior to serving on a committee. Please contact the Faculty Affairs and Employment – Fatmeh Alalawneh at fatmeh.alalawneh@Utoledo.edu for additional information.

SEARCH COMMITTEE DETAILS

Search committee chair:*

No user selected.

Enter or search for the name of search committee chair

Search committee members:

Add Search committee member

Recipient

Add search committee members

Search committee member information:

Search committee members will appear here

SELECTION CRITERIA

Add

New

Optional applicant review feature for search committee members to review candidate qualifications. ADD will pull up an existing set of criteria to select. NEW allows search committees to use customized criteria from job advertisement. These criteria become available to search committee members to review for each candidate. They select below, meets, or exceeds criteria measure as they review candidate documents. If you would like additional training to use this feature in your search, please contact AcademicFinanceandFacultyAdmin@utoledo.edu to request PageUP training.

c. **Prepare the Job Advertisement.**

- a. Copy and paste the job advertisement from the PageUP Advertisement Template. At minimum, the advertisement should include a General Summary and Minimum qualifications. Preferred qualifications are available, if applicable to the position.

POSTING DETAILS	
General summary:*	<p>The Research Assistant Professor (RAP) will conduct research in the fabrication of silicon wafer with intrinsic thin layer (HIT) photovoltaic (PV) devices. This will involve establishing procedures for HIT cell fabrication and establishing a high efficiency baseline. Fabrication procedures include silicon wafer processing, hydrogenated silicon thin layer growth by plasma enhanced chemical vapor deposition (PECVD), contact layer deposition, and final integration of all layers. As part of this process the RAP will be responsible for maintenance, safety, and training aspects of the PECVD system, including management of all related toxic systems and controls, as well as other processes related to fabrication of HIT cells. The research endeavor will also involve electrical, optical, and structural characterization of materials and complete solar cell devices. It may also involve writing technical manuals and procedures for both</p>
Minimum qualifications:*	<p>Skills in installation and commissioning of new laboratory equipment is required. Skills in electrical characterization of photovoltaic devices is required.</p> <p>Communication and other skills:</p> <p>Excellent written and verbal communication skills Strong interpersonal skills Demonstrated record of publishing high-quality articles in top refereed publications.</p>
Preferred qualifications:	<p>PageUP TIP! - Pull the corners of the box to expand and edit text.</p>
<p>If you select Yes, upload the search waiver in the document section.</p>	
Was a search waiver approved and applied to this position:	<p><input type="radio"/> Yes <input type="radio"/> No</p>
Reason for waiver (Staff):	<p>Select</p>
Reason for waiver (Faculty):	<p>Select</p>
If you plan to advertise externally indicate the advertising sources:	<p> <input type="checkbox"/> HigherEd Jobs <input type="checkbox"/> LinkedIn <input type="checkbox"/> HERC <input type="checkbox"/> The Chronicle of HED <input type="checkbox"/> Inside HED </p>
Please list any other sources:	<p></p>
Posting period:	<p></p>
Position location:*	<p>Select</p>
Advertising summary:*	<p></p>
<p>To populate the posting, please click 'Generate Description' below and make any edits as needed.</p>	
Advertisement text:	<p></p>

Search Waiver: If you have a Search Waiver, select yes and reason for the waiver. Upload the signed waiver form.

Advertise: If you plan to advertise, please select the boxes or fill in any additional sources

Posting Period: List dates or Open Until Filled for sourcing

Position Location: Main Campus – Academic

Advertising Summary: This summary will appear as part of the advertisement on the UT external website. Copy and paste the first sentence of your job advertisement here.

Advertisement text:

Generate Description

B *I* U
Formats **A** **A**

Title: Research Assistant Professor
Department Org: Physics & Astronomy |
Employee Classification: F3 - Faculty 9 Month Non AAUP
Bargaining Unit: Bargaining Unit Exempt
Primary Location: Main Campus - Academic
Shift: 1
Start Time: **End Time:**
Posted Salary:
Float: {bOther1}
Rotate: {bOther2}
On Call: {bOther3}
Travel: {bOther4}
Weekend/Holiday: {bOther5}

B *I* U
Formats **A** **A**

Weekend/Holiday: {bOther5}

Job Description:

The Research Assistant Professor (RAP) will conduct research in the fabrication of silicon wafer with intrinsic thin layer (HIT) photovoltaic (PV) devices. This will involve establishing procedures for HIT cell fabrication and establishing a high efficiency baseline. Fabrication procedures include silicon wafer processing, hydrogenated silicon thin layer growth by plasma enhanced chemical vapor deposition (PECVD), contact layer deposition, and final integration of all layers. As part of this process the RAP will be responsible for maintenance, safety, and training aspects of the PECVD system, including management of all related toxic systems and controls, as well as other processes related to fabrication of HIT cells. The research endeavor will also involve electrical, optical, and structural characterization of materials and complete solar cell devices. It may also involve writing technical manuals and procedures for both instrumentation and complete baseline HIT cell fabrication and characterization processes.

The RAP will be primary operator of the multi-chamber PECVD system and will also work on projects exploring the deposition of passivation layers on other thin-film PV devices, including those fabricated with cadmium telluride or metal halide perovskite (MHP) materials. Furthermore, the RAP will interact with others to design and develop new PV devices and material fabrication and characterization procedures and equipment, including the interfacing of new deposition system to UT's toxic gas delivery and scrubbing systems.

The RAP will be a member of PVIC's professional staff, assist in the maintenance of existing equipment in the PVIC labs, and work with others to coordinate upgrades, and repairs as needed; will prepare quarterly and final reports to sponsors, submissions to refereed journal publications and conferences, and patents to protect intellectual property; and write technical manuals and procedures for instrumentation and the HIT cell fabrication and characterization processes. The RAP will also help PVIC faculty supervise undergraduate and graduate students, post-doctoral researchers, and other PVIC staff members, as appropriate. The RAP may be expected to take the lead in industrial collaborations, developing procedures for industry, performing measurements, and writing reports.

The RAP is expected to maintain exemplary attention to environment safety and health issues.

Minimum Qualifications:

Education/experience/licensing:

Ph.D. degree in Physics, Engineering, or a related field is required.
 Skills in developing fabrication processes for HIT solar cells is required.
 Skills in use and maintenance of plasma enhanced chemical vapor deposition (PECVD) systems is required.
 Skills in the chemical processing of silicon wafers for HIT solar cells is required.
 Skills in managing toxic gas systems, monitoring, and controls is required.
 Skills in installation and commissioning of new laboratory equipment is required.
 Skills in electrical characterization of photovoltaic devices is required.

Communication and other skills:

Excellent written and verbal communication skills
 Strong interpersonal skills
 Demonstrated record of publishing high-quality articles in top refereed publications.

Preferred Qualifications:

Advertisement:
 To populate the posting, click Generate Description and edit as needed.
 DELETE the fields highlighted here.

 If your advertisement does not have Preferred Qualifications, scroll down and delete the heading.

d. Add Approval Process

Add users for requisition approval. For Approval process, select either Faculty Non-Grant Funded or Grant-Funded.

USERS AND APPROVALS

For new requisitions, please select a status of Pending Approval.

Department Admin:

Hiring Manager:*

Approval process:*

1. College:

2. Faculty Affairs & Employment

3. Budget:

4. Provost:

HR Recruiter:*

Status:*

No user selected

No user selected

No user selected

No user selected

No user selected

Beth.Gerasimiak@utoledo.edu

Fatmeh.Alalawneh@utoledo.edu

[Next page >](#)

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

Users and Approvals:

Department Admin: We are suggesting entering the Hiring Manager/ Supervisor in this role.

Hiring Manager: We are suggesting entering the Business Manager in this role because any changes to the requisition will be directed to this role.

Approval Process: Select Faculty Non-Grant Funded or Faculty Grant Funded.

College: Internal college approval.

Faculty Affairs & Employment: Fatmeh Alalawneh

Budget: College budget analyst

Grants: Grant analyst, if applicable

Provost: Beth Gerasimiak

HR Recruiter: Fatmeh Alalawneh

Status: Change Status to Pending Approval and click Next Page

e. Enter Notes:

Enter any notes related to the position, (i.e., special posting instructions; info for Budget; etc.)

New job

Position info **Notes** Sourcing Documents

Add:

[Next page>](#)

[Save a draft](#)

[Submit](#)

[Save and exit](#)

[Cancel](#)

Notes:

If you have any notes on the position, please add them here.

f. Attach Documents:

Upload documents related to the position. Required documents include approved Faculty Position Request Form; Data Sheet and Advertisement Template

New job

Position info Notes Sourcing **Documents**

Select

Document	Date	Size	Category	
Org Chart	Feb 11, 2022	169Kb	Other Supporting Docs	View Delete
Job_Description_RAP_PECVD_HIT.docx	Feb 11, 2022	54Kb	Position description	View Delete
Statement of Rationale	Feb 11, 2022	210Kb	Other Supporting Docs	View Delete
Provost and Dean Approval	Feb 11, 2022	264Kb	Other Supporting Docs	View Delete

[Save a draft](#) [Submit](#) [Save and exit](#) [Cancel](#)

Documents: Upload Documents here by selecting the drop down and select Add New Document from File. Upload the approved Faculty Position Request Form; Data Sheet; Advertisement; and any other pertinent docs for the position.

Save a Draft: Click here if you want to save a draft of your requisition, and are not ready to submit.

Submit: Submits the requisition and takes you to the top of the current requisition.

Save and Exit: This option also submits the requisition, but exits the requisition and returns to Jobs.