Faculty positions do not have a position description, therefore, the position and posting request process is completed in the PeopleAdmin Applicant Tracking System. Once the position/posting request is sent to HR- Talent Acquisition, it is forwarded to the VCAF office for review/approval. Upon VCAF office approval and return to HR-Talent Acquisition, the position will be posted to the LSUHSC Career Opportunities page by HR-Talent Acquisition. The department is responsible for posting externally (at least one external source is required.) See details in guide for Part-Time, Period of Appointment requests and posting requirements.
Access PeopleAdmin

1. Select the three dots at the top left corner and then click “Applicant Tracking System”.

2. Select Initiator or Department Approver on top right-hand corner.

3. Click on Postings and select Faculty.

4. Click on Create New Posting.
5. If there is an existing position number you are filling, click the **Create from Position Description** selection. Although faculty positions don’t have full position descriptions, basic demographic data on positions is loaded into PeopleAdmin from PeopleSoft. (If there is not an existing position number see step 8 below.)

6. Click the position title of the position you want to post from the list. You may use the Search button to filter by title, incumbent or position number.
7. Review the basic data to make sure it is accurate. Click on Create Posting from the Position Description button on the top right.

8. If there is not an existing position number, click the Create from Position Type selection. This will bring up a blank form.

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Create from Position Description
Copies most of the information from a position description.

Create from Posting Template
Copies in information from a Posting Template
9. On the **New Posting** screen, if you are creating or accepting multiple levels of faculty, list all in the Rank/Title field.
   a. Fill in required fields.
   b. In the Applicant Workflow leave **Under Review by Department** so the department sees and screens the candidates as soon as applications are completed.

10. LSUHSC has not activated the system to generate requests for references so leave that part blank. Leave Accept online applications checked.

11. Click **Create New Posting**.
12. The system will take you through these steps. You can jump to other steps by clicking on the section from the list.

13. On **Posting Details** screen, review existing position data or input new position data.
   a. If you are posting for a multi-level faculty position, **Job Code** may be left blank.
   b. Enter position number you are filling or enter TBD if you have no budgeted position available (consult with your **Budget Approver** for school/department).
   c. Select Fiscal “Regular” or **Period of Appointment** (one year or less).
   d. Input **Location City**, **Location Code**, **Business Sector** and **School/Division** if not pre-populated.
   e. Enter the information about the position in the **Position Summary**. This information will appear as is in the job posting.
   f. Under **Minimum Qualifications**, select the **Required Education** and complete any of the other job requirements. Add **Preferred Qualifications** if desired.
Note: If Period of Appointment is selected as Appointment Type, the position beginning, and end date must be completed below in Position Detail Information (page 10).
Minimum Qualifications

Required Education

If Other Required Education, please specify

Discipline

Certifications/Licenses Required

Indicate the minimum number of years required to do the job

Indicate the type of experience required to do the job

Substitution

Preferred Qualifications

Preferred Education

If Other Preferred Education, please specify

Discipline

Certifications/Licenses Preferred

Indicate the preferred experience to perform the job

For Questions, please contact recruittalent@lsuhsc.edu
14. a. Add the **Number of Vacancies**. Enter the number 1, unless you are requesting approval of more than one faculty position with exactly all the same details and want them posted together.
   
i. A position request funding document and justification must be included for each position in internal posting documents.)
   
ii. If position/posting request is for more than one position, please note how many vacancies are available in the **Position Summary**.
   
b. Include desired **Posting Dates** beginning and end date (minimum posting period is 14 days) OR select **Open until Filled**.

**NOTE:** All Fiscal “Regular” positions 75% effort or more are required to be posted unless an ad waiver request has been approved. If you are requesting review of an ad waiver for a position of 75% effort or greater, please complete the following form and attach in internal posting documents for review/approval. ([Waiver of Advertisement Request Form](#)). TA/OPS will advise if/when approved.

Part-time (less than 75% effort) Period of Appointment (less than 1 year) requests are not required to be posted. If you do not want the position posted, please leave posting dates blank and place note in **Special Instructions Summary**: “Please do not Post, Part-Time, POA”.

c. Select all **Applicants Reviewers** you would like to have access to posting. (if your choice is not available, please ask your Dean/Division Head office to request access be granted via email to [PeopleAdminLiaisons@lsuhsc.edu](mailto:PeopleAdminLiaisons@lsuhsc.edu)).

d. **Desired Start Date** is optional.

e. **Position End Date** is required if request is for a **Period of Appointment**, otherwise optional.

f. **Application Review Date to Begin** is optional.

g. **Special Instruction Summary** is optional – to be used to add any additional information desired about position or application instructions.

h. **LSUHSC-NO EEO statement** will pre-populate.

i. **About School/Department** is optional – to be used to add any additional information desired about the individual school or department.
PeopleAdmin Faculty Position & Posting Request
For Questions, please contact recruittalent@lsuhsc.edu

15. click Save & Continue.
16. The **Budget Information** can be added by clicking on the **Funding Source Template** at the top of the page. Complete the excel spreadsheet and save on your computer for later upload.

17. Click **Save & Continue**

18. Select at least one **External Advertising Source**. You may add a source in the **Special Advertising Comments** box if you do not see your source listed.

   a. Chart string information is not required here. It is the responsibility of the department to post external ads.

   **Requirements to be included in all externally posted ads:**
   - LSUHSC-NO full EEO statement.
   - Minimum qualification of position. (Preferred are optional).
   - Active link (once position approved & posted to LSUHSC Career Opportunities page) to direct all applicants back to LSUHSC–NO Career Opportunities page to apply.

   b. **External Posting Dates** are not required.

Part-time (less than 75% effort) Period of appointment (less than 1 year) requests are not required to be posted. If you do not want the position posted, please leave posting dates blank and place note in **Special Instructions Summary**: “Please do not Post, Part-Time, POA”.

19. Click **Save & Continue**
20. You may leave **Supplemental Questions** page blank. We do not currently add supplemental questions to Faculty postings.

21. Click **Save & Continue**
PeopleAdmin Faculty Position & Posting Request  
For Questions, please contact recruittalent@lsuhsc.edu

22. Select Application Documents you would like applicant to submit for review by department.

**NOTE:** Choose required documents carefully. If you select required for an application document, an applicant will not be able to submit their application for review without uploading this document. Selecting transcript here WILL NOT satisfy requirement for CM-34 which requires all paid faculty to submit an OFFICIAL transcript to HRM.

Official transcript of terminal degree should be sent directly to HRM from Institution where degree was earned via mail or e-script to recruittalent@lsuhsc.edu.

23. Click Save & Continue

**Note:** If you created a new position request from Create From Position Description, when there are documents uploaded in the internal posting documents section from an older request, you will need to email recruittalent@lsuhsc.edu to request those document be removed to enable you to upload the new required position request documents.

24. Complete Internal Posting Documents as indicated below:

- **Funding Source:** Required.
- Print Ad Text – not required. May be uploaded if department would like HRM to proof external ad.
- Print Ad Text -HRM approval – If Print Ad Text is uploaded for HRM review and changes are made, the approved version will be uploaded here.
- **Resignation letter, Separation E-mail, Non-Renewal notice** – **Required** for position requests to replace vacated or soon to be vacated existing position.
PeopleAdmin Faculty Position & Posting Request
For Questions, please contact recruittalent@lsuhsc.edu

- **Justification** – Required – brief description of position need & funding source.
- **Other document** – **AD waiver upload required here if ad waiver is being requested**, or any other document department would like reviewed by VCAF or HRM.

25. **Click Save & Continue**

26. **Search Committee Members** – leave this page blank. We do not use this function at this time.

27. **Click Save & Continue**
28. **References** – Optional. Department may put a minimum and maximum number here. This will indicate how many required reference names & contact information an applicant will need to provide before application submission can be completed. We do not use any other functionality on this page.

29. Click **Save & Continue**

30. Review **Summary** page for accuracy and make any changes that may be required. Once complete, click **Take Action on this Posting** and move forward to the next step in the approval process.
You are able to view where your request is in the process by clicking on the **History tab**. There you are able to see who last took action. When you click on the **email sent** link, you are able to view who it has been sent to for the next action. Initiators and Department approvers will be notified when the position has been approved and posted.