CREATING A POSITION IN CAREERS AT UF: FACULTY & POSTDOCS

NAVIGATION

To get started, navigate to my.ufl.edu and use one of the following navigational paths:

1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **Recruiting**
5. Click **Faculty/Postdoc Requisitions**

    -OR-

1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **UF Departmental Administration**
5. Click **Faculty/Postdoc Requisitions**

CREATING A POSITION

1. Click **Positions** under Faculty Search in the left-hand menu
2. Click **New Position** at the top right of the Positions page
3. Click the **position type dropdown menu**
4. Select the desired position type. The following options are available for use:
   - Adjunct Faculty
   - Faculty Administrative Title
   - Multi-Track Faculty
   - Non-Tenure-Track Faculty
   - Other [used only by UFHR]
   - Postdoctoral Associate
   - Tenure-Track Faculty
   - Visiting Faculty
5. Select your department from the **Search for Select Unit** field
6. Select to either create a new position or clone from an existing position of a similar type.

    NOTE: If you had created a similar position previously, you could select the clone option and choose from existing positions. For this example we are going to walk through creating a brand new position so we will leave the **A new position** option selected

7. Click the **Create** button
8. Add the general information about the position
   a. **Position Title**: e.g., Assistant Professor

      b.   **Location** (city and two-letter state code): e.g., Gainesville, FL

      c.   **Open Date**: Date when new applications will first be accepted for the position. Use the calendar icon to select your desired date

      d.   **Deadline**: Choose between a rolling deadline (i.e., open until filled) or a specific date

9. Enter the description of the position in the **Position Description** field. This includes responsibilities and key attributes of the department or college.

10. Under **Qualifications**, list the education, experience, training, and other qualifications necessary. Take special care to delineate between *required* and *preferred* qualifications since any candidate selected for hire must possess all *required* qualifications.

11. Under **Application Instructions**, include information to assist applicants in providing the materials your department seeks, in the appropriate formats and on a timely basis.

> **NOTE**: In this section, indicate whether a position is open to current UF employees only or if a position has been reposted.
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> Additionally, if the position were to have a rolling deadline, you would indicate when review of applications would begin. **Remember that all faculty positions must be posted for a minimum of 14 days initially (unless a waiver has been granted).**

IMPORTANT!

The following statement must be included in all faculty and postdoc position job descriptions:

Selected candidate will be required to provide an official transcript to the hiring department upon hire. A transcript will not be considered "official" if a designation of "Issued to Student" is visible. Degrees earned from an educational institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by [National Association of Credential Evaluation Services (NACES)](#)*.*

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD). Hiring is contingent upon eligibility to work in the US. Searches are conducted in accordance with Florida's Sunshine Law.

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12. Click the **Save & Continue** button.
13. To set up required documents, click the **+ Add Requirement** button.
14. Click the **Document Type** dropdown menu.
15. Click the appropriate **document type** such as cover letters, C.V., transcripts, and letters of recommendation.
16. Select the **number of required documents** for that specific document type, and you may add a note to provide applicants with additional information or any special instructions about the requirement.
17. Click **Save** and continue adding requirements as necessary for the position.

> **NOTE**: Applicants can upload these documents and submit them electronically when applying for a position. The applicant will need to upload the exact number of each document type that you set in

order to fulfill the requirement. The following file types can be uploaded: DOC, DOCX, DOT, ODT, WPD, RTF, TXT, HTML, PDF, Links to webpages, Links to videos hosted by YouTube and Vimeo. The maximum file size is 100 MB.

You also have the option to permit applicants to add additional documents to their applications. To do this, check the **Applicants may add additional documents** box.

18. To create a custom message to applicants upon their submission of an application, check the Send a message on application submission box and fill in the Subject and Body of the message areas. Click Preview button and then click Save & Continue button.
19. Add custom evaluation criteria for your search process by clicking the **+ Add Criterion** button.
20. Type the desired **Criterion Name**.
21. Click the **Save** button.

> **IMPORTANT!**
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> Ensure the Blind Review checkbox is checked so that evaluators cannot see each other's comments.

22. Click the **Save & Continue** button.
23. On the Application Forms page, the two required forms are automatically added for you: *Work Eligibility-Visa Sponsorship* and *How Did You Hear about This Opportunity?*
24. Click the **Save & Continue** button.
25. On the Search Committee page, click the **+ Add Member** button.
26. Search for a user by first name or last name or email address.
    a. As you type, users appear in the list.
27. Click **+ Add** to add users to the search committee or as other evaluators/reviewers.
    a. Continue searching and adding users until you have added all search committee members.
28. Click the **Close** button.
29. Click the **+ Add Manager** button.
30. Search for a user by first name or last name or email address.
    a. As you type, users appear in the list.
31. Click **+ Add** to add a user to this particular position as a Manager.
32. Click the **Close** button.
33. Click the **Save & Continue** button.
34. On the Internal Notes page, enter the **Position ID** (this is a required field). This is the 8-digit position number corresponding to the Position Info in myUFL. If you have multiple openings, list the position numbers sequentially and separate them with commas. If you are posting an adjunct faculty or postdoc role, enter "None" in this field.
35. Enter the **Funding Source** (this is a required field). The options are Faculty 500, State, Grant, and Other (include a description).
36. All other fields are optional. When done entering Internal Notes, click **Save & Continue**.
37. **Review** all aspects of the position.
38. Click the **Submit for Approval** button.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
UFHR Recruitment & Staffing
(352) 392-2477
Website