Faculty – Position Management
User Guide

Position Descriptions

April 2016
## Document Revisions

<table>
<thead>
<tr>
<th>Date</th>
<th>Version Number</th>
<th>Document Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/02/2015</td>
<td>0.1</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>4/28/2016</td>
<td>0.2</td>
<td>NinerTalent format was updated.</td>
</tr>
</tbody>
</table>
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Introduction
UNC Charlotte launched the software that powers NinerTalent in 2005 to track applicants for Subject to the Human Resources Act (SHRA) positions. In 2015, NinerTalent was upgraded with more functionality for more employee types. The table below describes the expanded functionality available to the various employee types.

<table>
<thead>
<tr>
<th>Availability of Functions</th>
<th>SPA</th>
<th>EPA</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write, edit and store position descriptions</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Post positions, collect applications and select applicants</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Set annual work goals and evaluate performance</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

The Position Management module within NinerTalent is where position descriptions are written, edited, and stored. Users may:

- Enter details for a new position description, and/or
- modify an existing position description in this module.

The Position Management module lays the foundation for subsequent actions, such as posting the job in the Applicant Tracking module.

Position Management Process Overview
The process of writing a position description for faculty positions begins with Academic Affairs setting up a new faculty position in NinerTalent either through the Provost faculty allocation or a department providing their own funding. All positions should be reviewed and/or modified prior to the recruitment for a vacant position. In NinerTalent the position will need to be modified.

The table below provides a description of who does what throughout this three-phased process.
### Who Does What

<table>
<thead>
<tr>
<th>Phase One</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost or College/Department using their own funding</td>
<td>Completes faculty position allocation or establishes position using departmental funds.</td>
</tr>
<tr>
<td>Academic Affairs (AA)</td>
<td>Creates a new position in NinerTalent.</td>
</tr>
<tr>
<td>Personnel Budget Management (PBM) (Budget Approval)</td>
<td>Assigns a position number.</td>
</tr>
<tr>
<td></td>
<td><strong>If ...</strong></td>
</tr>
<tr>
<td></td>
<td>New position is general funded</td>
</tr>
<tr>
<td></td>
<td>Then ...</td>
</tr>
<tr>
<td></td>
<td>The position description is routed to the Initiator.</td>
</tr>
<tr>
<td></td>
<td>New position is grant funded</td>
</tr>
<tr>
<td></td>
<td>the position description is routed to Grants &amp; Contracts Administration (GCA) who returns it to PBM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase Two</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator</td>
<td>Enters details in the new position description in NinerTalent.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase Three</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver</td>
<td>Reviews and approves or returns the position description to the Initiator.</td>
</tr>
</tbody>
</table>

Roles within the Position Management position description process:

- NinerTalent users who are in certain roles will be responsible for entering and approving postings and forwarding them ahead in the workflow.
- These users will receive an automated email to notify them that an action needs their approval. The NinerTalent Inbox will contain the action for which their approval is requested.
- Any of the below users groups can monitor the approval stages via their Watch List.
Basics

NinerTalent Access – Logging In

To access the system use your NinerNet username and password. This is the same username and password you would use to login to your computer each day. If you do not have access to NinerTalent, please contact us at ninertalent@uncc.edu.

URL: (http://jobs.uncc.edu/hr)
**Module list:** Allows you to switch between modules by choosing from the drop-down menu.

- *Applicant Tracking:* Has a Blue theme. You can create and review postings and hiring proposals.
- *Position Management:* Has an Orange theme. You can review current pending and approved position descriptions in your department and/or division.
- *Performance:* Has a Purple theme. You can complete employee work plans and reviews.

**User Group list:** You can change your user group by selecting a user group from the menu.

**Inbox:** Contains actions routed to you for review/approval in three different tabs: Postings, Hiring Proposals, and Position Requests.
• **Watch List:** Allows you to track postings, hiring proposals, and position requests. As well as monitor an action in the workflow

### Modifying a Faculty Position Description

**Initiator – Modify an existing Faculty Position Description**

Log in NinerTalent ([http://jobs.uncc.edu/hr](http://jobs.uncc.edu/hr)) and change user group to Initiator.

When the user group has successfully been changed a message will appear at the top of the screen informing you that the change was successful.

Click the drop down arrow and select Position Management module. The header bar color is orange in the Position Management module.
From the Home page, pictured below, locate the Position Description tab and click on Faculty to view approved position descriptions.

Locate the position description to modify by either using the Search bar or by reviewing the list in the search results section. Users will only be able to see the position descriptions in the departments assigned to the specific user.

Click on the title of the position to which you want to add details and/or modify.
The position description will appear. Click **Faculty Modify Position** to begin modifying/updating the position description.

![Position Description: Lecturer (Faculty)](image)

- **Click here to begin modifying the position description.**
- **History** allows you to see when changes were made and by whom.

Click **Start** when the following message appears.

![Start Faculty Modify Position Position Request on Lecturer?](image)

**Position Request Navigation Menu**

The position request navigation menu will now appear. Enter all necessary field information requested in each tab. Since many of the fields carry over to the Posting when completed, they only need to be answered once. Academic Affairs, Personnel Budget Management and Grants and Contracts Administration have filled in the data that is required of those groups. Data that cannot be edited has been entered by Academic Affairs. If any changes need to be made to that data, then please contact someone in the Academic Budget & Personnel Office. Below is the menu and description of each tab. For a list of fields which are visible to the candidate via the Posting, see Appendix A.
With the completion of each page, click **Next >>** to move through the different tabs.

A message may appear asking you to leave the page and lose all changes, if so; click **Cancel** to close the window. Then click **Save** and **Next** to move to the next tab.

1. **Reason for Action** – A brief description of why the position description is being modified and the estimated date the position will begin.

   - **Enter a brief description of why you are modifying the position description.**
   - **Expected date the person filling the position will start, typically the start of the academic year.**
2. **Position Details** – Relevant information regarding the position. Duties, required education, experience, skills, necessary licenses and or certifications needed for the position should be detailed on this tab. Most of this information can be copied and pasted from the external ad, if one is created.

Information comes from Banner but can be updated by Academic Affairs if incorrect.

Use this box to “sell” the University, College and Department. What do you want applicants to know about the setting?
### Position Information

If this position has Administrative responsibilities (i.e., leadership duties, Dean/Associate Dean duties, Academic Advising, Liberal Education credit hour estimates of % of time for duty / responsibility between teaching / administrative duties), please check “Not Applicable.”

<table>
<thead>
<tr>
<th>Position Designation: Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Working Title:**

- [ ] Title that will be advertised for if conducting a search.

**Work Location:**

- [ ] Visible to Candidates

**Title** that will be advertised for if conducting a search.

**Sensitive Duties**

- [ ] Direct responsibility for secure handling of sensitive and/or confidential information.
- [ ] Direct responsibility for the care, safety, and security of vulnerable populations (e.g., non-student minors or animals).
- [ ] Direct access to, or responsibility for, cash and cash equivalents, credit card information, University property disbursements or receipts, or excessive authority for committing the financial resources of the University.
- [ ] Master key access to buildings, residence halls, or other secure facilities.
- [ ] Direct access to, or responsibility for, information or areas designated by the University as safety or severely sensitive.
- [ ] Direct responsibility for daily, or regular, operation of State or University-owned vehicles.
- [ ] Not Applicable

**Description of Work**

- [ ] Visible to Candidates

**Essential Duties and Responsibilities**

- [ ] Detail the duties the faculty member will be doing. If administrative duties list the percentage to be spent on those duties. For example, what discipline, what classes will they teach, what type of research, etc.

**Minimum Education, Skills and Experience**

- [ ] Information defaults based on the classification of the faculty position

**Department Preferred Education, Skills and Experience**

- [ ] What kind of degree, major, skills, experience are you looking for in a candidate.

**Necessary Certifications/Licenses**

- [ ] Enter any certifications and/or licenses required for the position

**Funding Information**

- [ ] Enter if the position is permanent or time limited, 9 mo or 12 mo

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**Faculty: Position Management (Position Descriptions)**

http://hr.uncc.edu/ninertalent
3. **Supervisor of Position** – Confirm that the correct supervisor is selected, if changes are needed select the supervisor

4. **Funding Source** – Enter the funding source information for this position based on what is currently in the budget.
5. **ADA Compliance Form** – Check the box that corresponds with the physical aspects of the essential functions of the position. Essential functions are the fundamental job duties, meaning the position exists to perform the function; there is a limited number of employees among whom the performance of the function can be distributed; and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization. The Americans Disabilities Act (ADA) of 1990 and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified; an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary. Any questions regarding this tab please contact Kieffer Gaddis in Human Resources.

6. **Supplemental Documentation** – Upload a copy of the advertisement if planning to advertise externally. If the faculty position has administrative duties upload an org chart.
7. **Position Request Summary** – At this step, the Initiator will see all the information that was entered into the position description. Before routing for approval make sure all tabs have a ✅. If a tab has a 🚨 that means that there is a required field that needs completed. Click **Edit** beside the tab with the 🚨 to complete the required fields.

Once all tabs have a ✅ the position is ready to be routed to an approver.

**Initiator – Routing a Position Description to an Approver**

Click on the orange **Take Action on Position Request** button and select **Send to Approver (move to Approver)**. The Initiator must forward the posting to the Approver for their review and approval. The Approver may send the posting to an additional approver, if needed.

Click the drop-down arrow to select the appropriate name. Click **Submit**.

**IMPORTANT**: Comments are optional but keep in mind when adding comments, these are saved with the position and **cannot be erased**. The comments are viewable by anyone who accesses the posting and are an **official part of the recruitment file**.
If the posting was successfully routed this message will appear.

Position Request was successfully transitioned, and it was added to your watch list.

If required information was not entered this message will appear. All required information must be entered before a posting can be routed to the approver.

"Departmental Contact Name" is required, "Do you plan to advertise externally?" is required, and All required fields must be set before transitioning.

Approver – Reviewing and Approving the Faculty Position Description
Log in to NinerTalent (http://jobs.uncc.edu/hr) and change user group to Approver.

When the user group has successfully been changed a message will appear at the top of the screen informing you that the change was successful.

You are now viewing the system as a member of the Approver group

Click the drop down arrow and select Position Management module. The header bar color is orange in the Position Management module.
From the Home page, pictured below, locate your Inbox, and click on the Position Requests tab. Find the position description to be approved and click on the title of the position.

Click the Edit.

The position request navigation menu will now appear.

**Position Request Navigation Menu**

Review all fields within each tab and make edits as necessary. Since many of the fields carry over to the Posting when completed, they only need to be answered once. Academic Affairs, Personnel Budget Management and Grants and Contracts Administration have filled in the data that is required of those groups. Data that cannot be edited has been entered by Academic Affairs. If any changes need to be made to that data, then please contact someone in the Academic Budget & Personnel Office. Below is the menu
and description of each tab. For a list of fields which are visible to the candidate via the Posting, see Appendix A.

With the completion of each page, click Next to move through the different tabs.

A message may appear asking you to leave the page and lose all changes, if so; click Cancel to close the window. Then click Save and Next to move to the next tab.

1. **Reason for Action** – A brief description of why the position description is being modified and the estimated date the position will begin.

2. **Position Details** – Relevant information regarding the position. Duties, required education, experience, skills, necessary licenses and or certifications needed for the position should be detailed on this tab.

3. **Supervisor of Position** – Confirm that the correct supervisor is selected, if changes are needed select the supervisor.

4. **Funding Source** – Enter and/or verify the funding source information for this position based on what is currently in the budget.
5. **ADA Compliance Form** – The box that corresponds with the physical aspects of the essential functions of the position should be checked. Essential functions are the fundamental job duties, meaning the position exists to perform the function; there is a limited number of employees among whom the performance of the function can be distributed; and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization. The Americans Disabilities Act (ADA) of 1990 and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified; an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary. Any questions regarding this tab please contact Kieffer Gaddis in Human Resources.

6. **Supplemental Documentation** – A copy of the advertisement if planning to advertise externally should be uploaded. If the faculty position has administrative duties upload an org chart.

7. **HR Use Only** – This tab contains information entered by Academic Affairs regarding the position

8. **Position Request Summary** – At this step, the Approver will see all the information that was entered into the position description. Before routing for approval make sure all tabs have a ✅. If a tab has a ⚠️ that means that there is a required field that needs completed. Click **Edit** beside the tab with the ⚠️ to complete the required fields.

   Once all tabs have a ✅ the position is ready to be routed to an approver.

**Approver – Routing the Position Description**

Once the position description has been reviewed, click the orange **Take Action on Position Action** button on the Summary Page to see the workflow actions available. The Approver can forward the posting to another Approver for their review and approval or to
*Academic Affairs* for their review and approval. If any corrections need to be made the *Approver* can also return the posting to the Initiator.

Once *Academic Affairs* review has been completed the position description will be approved. The Initiator will receive an email letting them know the position was approved. At that time the Initiator may begin the Posting.
Appendix
## Appendix A: Tabs and Fields within the Faculty Position Description

Appendix A describes each tab and field within the **Editing Position Request** portion of Position Management.

**Note:** The highlighted data fields will appear on the posting and is visible to applicants.

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Type of Field</th>
<th>Appear on the Posting</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Action</td>
<td>Text area</td>
<td>No</td>
<td>Brief explanation of why the position description is being modified.</td>
</tr>
<tr>
<td>Proposed Effective Date</td>
<td>Date</td>
<td>No</td>
<td>Date the position will be filled (usually the beginning of the academic year).</td>
</tr>
<tr>
<td>Position Details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td>Dropdown</td>
<td>Yes</td>
<td>For faculty it will always be Academic Affairs.</td>
</tr>
<tr>
<td>College</td>
<td>Dropdown</td>
<td>Yes</td>
<td>Name of College.</td>
</tr>
<tr>
<td>Department</td>
<td>Text box</td>
<td>Yes</td>
<td>Name of academic department.</td>
</tr>
<tr>
<td>Briefly describe the primary purpose (mission) of your unit or department</td>
<td>Text area</td>
<td>Yes</td>
<td>Describe primary purpose and/or mission of your department? Describe the setting of the university, college and department. Think about what you want applicants to know about your department. Use this space to “sell” the University, College and your department to potential applicants and tell applicants why it is a great place to work.</td>
</tr>
<tr>
<td>Position Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Designation</td>
<td>Not editable</td>
<td>Yes</td>
<td>Designates that the position is a faculty position.</td>
</tr>
<tr>
<td>Working Title</td>
<td>Text box</td>
<td>Yes</td>
<td>Title of the faculty position, can be discipline specific.</td>
</tr>
<tr>
<td>Work Location</td>
<td>Text box</td>
<td>No</td>
<td>Building location of where the faculty position will be housed.</td>
</tr>
<tr>
<td>Sensitive Duties</td>
<td>Check box</td>
<td>No</td>
<td>Check all that apply. Unless the position has been designated by Human Resources, Financial Services, or Research Services as &quot;Sensitive&quot; please check &quot;Not Applicable&quot;</td>
</tr>
<tr>
<td>Description of Work</td>
<td>Not editable</td>
<td>Yes</td>
<td>Template descriptions based on the classification chosen for the faculty position.</td>
</tr>
<tr>
<td>Essential Duties and Responsibilities</td>
<td>Text area</td>
<td>Yes</td>
<td>What are the responsibilities and essential duties for this faculty position? List the administrative responsibilities, if any, and a % of time for each duty/responsibility. Enter information related to the position.</td>
</tr>
</tbody>
</table>
## Minimum Education, Skills and Experience
- **Not editable**
- Yes
- A very generic template description of the minimum education required based on SACS requirements. Based on the classification chosen for the faculty position.

## Department Preferred Education, Skills and Experience
- **Text area**
- Yes
- Detail the preferred educational requirements and/or qualifications that your department is looking for in a candidate. What education, skills and/or experience are you looking for in an applicant to best suit the needs of the department?

## Necessary Certifications/Licenses
- **Text area**
- Yes
- Detail the certifications and/or license requirements that your department is looking for in a candidate.

## Funding Information

### Employment Type
- **Drop down**
- Yes
- “Permanent – Full-Time” is for Faculty positions funded by General funds. “Time Limited – Full-Time” could be for faculty positions funded by Non-General funds.

### If time-limited (e.g. grant funded, term contract), please indicate budget end date
- **Date**
- Yes
- Enter the date in which the funding for the time-limited position ends. This date reflects a grant end date for a research faculty member, if grant funded.

### Months per year
- **Drop down**
- Yes
- Faculty positions can be only 9 or 12 month positions. Note: 12 month (1.00 FTE) faculty are not eligible to earn summer salary.

## Personnel Budget Management Use Only

### Program
- **Not editable**
- No
- Information in these fields is entered by Personnel Budget Management and will be visible to the Initiator and Approver.

### Budget Code
- **Not editable**
- No

### Fund Org Code
- **Not editable**
- No

### Position Number
- **Not editable**
- Yes

### FTE
- **Not editable**
- No

### PBM Comments
- **Not editable**
- No
- Personnel Budget Management will add notes here, if necessary

## Grants & Contracts Administration Use Only

### Is this position fully funded?
- **Dropdown**

### If no, please provide AOR funding period Begin date
- **Date Field**

### AOR End Date
- **Date Field**

### Anticipated Budget End Date
- **Date Field**
- Information in these fields is entered by Grants & Contracts and will be visible to the Initiator and Approver.
## Supervisor of Position

The **Supervisor of Position** tab will be completed by Academic Affairs at the time of initiating a new position. If the information is incorrect, please contact the Academic Affairs Budget & Personnel Office.

### Field Label | Type of Field | Appear on the Posting | Explanation
--- | --- | --- | ---
### Funding Source
Index/fund | Text box | No | Index/Fund code this position will be charged to.
Account | Drop box | No | For faculty positions it will always be 913100-Faculty
Amount | Text box | No | Amount of budget in the position currently.
Percentage | Text Box | No | What percentage of the total annual salary is being funded by this fund & account?
Please Indicate Funding Source Position # | Drop box | No | For College and Academic Affairs use only.
Fund Source | Drop box | No | Is the position General or Non-General funded?

### ADA Compliance

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Type of Field</th>
<th>Appear on Posting</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Activity</td>
<td>Check box</td>
<td></td>
<td>Click the link below each field for definitions. A popup window will appear.</td>
</tr>
</tbody>
</table>
| Physical Requirements | Drop box | | For guidance here is a section of the **Job Responsibilities and Essential Functions for Tenured and Tenure-Track Faculty Essential Physical Activities and General Requirements of the Position**
1. Communicating. Ability to clearly express and discuss complex, nuanced ideas in a variety of settings including traditional classroom environments, and face-to-face exchanges with students and colleagues.
2. Discerning. Ability to determine the accuracy, thoroughness and appropriateness of work assigned and submitted to include evaluation of student work and providing feedback. |
| Visual Activity Requirements | Drop box | | |
| Working Conditions | Check box | | |
3. Collecting, organizing, and evaluating information. Ability to collect and organize course information and deliver it to students; to plan courses in relevant field of study, to evaluate student work, and to complete administrative responsibilities related to teaching.

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Type of Field</th>
<th>Appear on Posting</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Documentation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Chart</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memo</td>
<td></td>
<td>No</td>
<td>Not needed</td>
</tr>
<tr>
<td>BD607</td>
<td></td>
<td></td>
<td>Not needed</td>
</tr>
<tr>
<td>FLSA Exemption Recommendation Form</td>
<td></td>
<td></td>
<td>Not needed</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>Not needed</td>
</tr>
<tr>
<td>PD7</td>
<td></td>
<td></td>
<td>Not needed</td>
</tr>
<tr>
<td>Copy of Advertisement</td>
<td></td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>EHRA Non-Faculty Analysis Tool (HR Use Only)</td>
<td></td>
<td></td>
<td>Not needed</td>
</tr>
</tbody>
</table>