A. Create a New Faculty Position for Posting

Before a faculty opening can be posted, a new position must be created for review by the Office of the Provost. This position will be matched to your school’s hiring plan and, if approved, will be used for posting the opening on the Human Resources website.

Note: This will not be the position into which the employee is ultimately hired; this position is used solely to post the job opening online.

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<tr>
<th>Procedure</th>
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<tbody>
<tr>
<td>1. Log in to the FASIS Self Service Portal with your NetID and password, and select: MANAGER SELF SERVICE &gt; MANAGER RECRUITING &gt; FACULTY RECRUITING &gt; CREATE FACULTY POSITION</td>
</tr>
<tr>
<td>2. Leave the Effective Date as today’s date; this is the date the request is created.</td>
</tr>
</tbody>
</table>
| 3. Enter a 6-digit Job Code for the position, or click to choose from a list of faculty posting Job Codes.  
  Note: You may choose a combination of ranks (such as “Asst/Assoc Professor”) or an “Open Rank” title, if necessary. |
| 4. Enter a Position End Date or select the Indefinite End box. |
| 5. Change the Percent Full Time if the default value is incorrect. |
| 6. (optional) Enter the department number for the Salary Admin Unit that will be used for this position. |
| 7. Enter the department number for the primary hiring Department, or click to choose from a list of Dept IDs to which you have access. |
| 8. If the correct department Location is not selected, click and choose from a list of addresses. |
| 9. Add the Reports To by clicking .  
  Note: Although it is required to proceed with the posting, this does not necessarily have to be the final supervisor of the employee. |
| 10. Enter a brief description for Specialty/Area to better define the position’s scope.  
  This field will assist the Office of the Provost in matching the request to your hiring plan; it will also carry forward to the Job Posting (see next section, CREATE THE JOB OPENING).  
  Example: A position for an Assistant Professor in the History department may have a more specific specialty, such as “European History” or “Colonial North American History.” |
| 11. Click . |
| 12. A Position Number will be assigned and an email is automatically sent to the Office of the Provost for approval.  
  If the request is approved, you will receive an automatic email notifying you that you may proceed to the next section: CREATE THE JOB OPENING. |
B. Create the Job Opening

After your position has been approved by the Office of the Provost, you will be notified with an automatic email that you may continue with the posting process.

Note: The system email will be sent from the FASIS Help Desk (fasishelp@northwestern.edu); it will include the Position Number required in Step #2 below.

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<td>1. Log in to the FASIS Self Service Portal with your NetID and password, and select: MANAGER SELF SERVICE &gt; MANAGER RECRUITING &gt; CREATE NEW JOB OPENING</td>
</tr>
<tr>
<td>2. In the Job Opening Category drop-down box, select “Faculty Job Opening.”</td>
</tr>
<tr>
<td>3. Enter the approved Position Number; this will be included in the email you received. The Job Code and Posting Title will auto-complete after you select a Position Number.</td>
</tr>
<tr>
<td>4. Click Continue. Then complete the information on each of the three tabs as follows.</td>
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</tbody>
</table>

5. (optional) If you entered a Specialty/Area when you created the Position, it will auto-fill here. You may edit, add, or delete the Specialty/Area if necessary for the Job Posting.

   Note: This information is not displayed to candidates. It is for internal use only.

6. (optional) Enter a Consideration Date. This date may be used internally to track the application deadline, date of candidate review, or any other deadline associated with the search.

   Note: This date does not affect the posting and is not displayed to candidates. It is for internal use and tracking only.

7. Click to select a campus Recruiting Location.

8. Specify if this is a Joint Appointment with another department/school. If “Yes,” a box will appear for the Department ID of the joint department.

9. (optional) If you have documents associated with this job opening that you would like to save in the system, click , you will be prompted to choose and upload a file from your computer. You may add more than one attachment by clicking the button.

   Note: Attachments are not required and will not be shared with the applicant; they are saved for internal use only. Most traditional documents are accepted, including Word, PDF, and Excel files.

10. Click the SEARCH COMMITTEE tab.

11. The Provost Office Authorizers will automatically populate as follows:

    • Faculty Position: Catherine Grimsted (Primary), Laura Koepele-Tenges
    • Faculty Librarian Position: Jean Shedd (Primary), Laura Koepele-Tenges

    To ensure timely processing of your posting, add Alex Rot to this section. To do so, click the Add Provost Authorizer link, click , and choose “Alex Rot” from the list.
12. Add all search committee members to the **Search Committee** section. Click  and search by EmplID or Name (*lastname*,*firstname*).

To add additional committee members, click **Add Search Committee Member**, and repeat this process.

*Note:* Any faculty member, staff member, or graduate student with an active NetID may be added, as appropriate. Demographic, department, and tenure information for each person will be displayed. This information is intended to assist the Office of the Provost in ensuring the diversity of the committee.

13. Use the checkboxes to identify the **Chair** and/or **Co-Chair(s)** of the Search Committee.

14. Complete the **School Authorizer** and **Department Authorizer** sections in the same manner.

*Note:* You must enter at least one School Authorizer and one Department Authorizer, but both may be the same person. More than one School or Department Authorizer may be added, if appropriate.

15. *(optional)* If necessary, add any **Resume Receivers**. Any individual entered in this section will have view-only access to this job opening.

16. Click the **Faculty Job Posting** tab.

17. Click the underlined **Title** for your position.

18. If necessary, edit the **Posting Title**.

19. Enter a detailed **Description** for the posting, *including where applicants will send their credentials*. All text added in this area will be visible to applicants.

*Note:* That the University’s EEO statement will automatically appear in this section. Enter your information above the EEO statement; it is imperative that the EEO paragraph remains intact at the end of your posting.

20. By default, your opening will be posted on the Northwestern Careers website and to GCM HERC.

**Graystone Advertising:** *(optional)* If you wish to utilize the University’s relationship with Graystone to promote your position, enter the appropriate **Destination** and posting details. Graystone will assist in advertising your opening to any number of print and electronic publications, including most industry journals and professional organizations. After saving your job opening, a Graystone representative will contact you within 24 hours to finalize your ad, provide a quote, and confirm posting destinations. You will receive one consolidated invoice for all confirmed postings destinations, at or below market price. There is no charge for using Graystone, for the development of your ad, or for the price quote.

21. Click **OK**.

22. Click **Save & Submit**. The Job Opening has been created, and a **Job Opening ID** will be displayed at the top of the page.

**Job Posting Approval:** Upon saving the job opening, an email is automatically sent to the **Department Authorizer(s)** requesting approval; then the **School Authorizer(s)** will be notified, and finally the **Provost Authorizers**. When all approvals are received, the opening will be posted publicly on the Northwestern Careers webpage and the Greater Chicago Midwest Higher Education Consortium (GCM HERC) job board.
C. Approve a Faculty Job Opening

If you are a **Department Authorizer** or **School Authorizer**, you will receive an email when a job opening is waiting for your approval. The email will include the Job Opening ID, Posting Title, and a direct link to log into FASIS and review the opening.

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<td>1. Locate the email that a job opening is waiting for approval; click the link provided in that email.</td>
</tr>
<tr>
<td>2. Log in to FASIS with your NetID and password.</td>
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</tbody>
</table>
| 3. Carefully review all information on the JOB INFORMATION and SEARCH COMMITTEE tabs.  
  On the FACULTY JOB POSTING tab, click the underlined Posting Title to review the job posting. Ensure the posting is accurate, includes details for submitting a CV, and contains the required EEO statement at the bottom. If necessary, you may edit the posting. Then click the “OK” button. |
| 4. Click the APPROVALS tab. |
| 5. To approve the posting and route it to the next level, click Approve. Your approval is saved and the opening has been moved to the next level.  
  To deny the posting, click Deny. The opening is stopped and an email is sent to the person that originally entered the opening. To re-post, a new Job Opening must be created. |