




CREATING A FACULTY REQUISITION

Section 1 the requisition should be completed from the top left-hand corner, starting with the **Hiring Manager** field and work down through each field in order. There is prepopulated information that will appear once the appropriate **Position Type**, **Position Class Code**, and **Org Level 7** are selected.

Choosing **Faculty** for **Position Type** will populate many of the requisition fields in Section 2. **Extended Job Title** should be updated to reflect the specific rank and specialization of the position.

The specific position class code(s) listed below will need to be used to ensure appropriate prepopulating of the information.

Section 1 - Job Details (HM Completes)

* Hiring Manager 	<input type="text" value="Autocomplete"/>	▼
* Position Type	<input checked="" type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Student	
* Position Class Code	<input type="text" value="KTA9 Tenure Acquiring Faculty"/>	▼
* Extended Job Title	<input type="text" value="Tenure Acquiring Faculty"/>	
* Org Level 7	<input type="text" value="B54000 - Rawls College of Business"/>	▼
* Duty Point	<input type="text" value="TTU Lubbock, main campus and affiliated facilities"/>	▼
* Position Number	<input type="text" value="T87229 - Associate Professor"/>	▼
* No. of Positions <i>Only increase for Pooled positions.</i>	<input type="text" value="1"/>	

Position Title	9 Month Position Class Code	12 Month Position Class Code	12 Month (8 Week Sessions) Code
Department Chairperson	KDP9	KDP2	
Lecturer and Senior Lecturer	KLR9	KLR2	KLR8
Professor of Practice (All Ranks)	KOP9	KOP2	KOP8
Research Professor (All Ranks)	KRP9	KRP2	
Tenure and Tenure Track (All Ranks)	KTA9	KTA2	
Visiting Professor (All Ranks)	KVP9	KVP2	

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Section 1 Continued

* FTE Enter FTE Percent as a decimal up to 1	<input type="text" value="1.0"/>
* Requisition Type	<input checked="" type="radio"/> New Position <input type="radio"/> Replacement
* Funding Source (FOP)	<div></div>
Departmental Contact	<div>Autocomplete</div>
Dept. Contact Phone / Email	<input type="text"/>
* Human Resources	<div>A Talent Acquisition, TTU(T00000001)</div>
* Hiring Team ⓘ	<div>Autocomplete</div>

The **Department Contact** field should be someone who can answer questions about the requisition.

For the **Human Resources** field, *A Talent Acquisition, TTU* should always be selected.

To populate the **Hiring Team**, click on the down arrow and select the names of those who will need to access Kenexa to review the application information. If a name does not appear in the list, please email Talent Acquisition at hrs.recruiting@ttu.edu to request the name to be added. **Note:** Hiring Team members can be added or removed at any time during the search process by Human Resources.

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Section 2 - Job Description and Requirements (HM Completes)

Confidential Posting?

Yes

About the University

Established in 1923, Texas Tech University is a Carnegie R1 (very high research activity) Doctoral/Research-Extensive, Hispanic Serving, and state-assisted institution. Located on a beautiful 1,850-acre campus in Lubbock, a city in West Texas with a growing metropolitan-area population of over 300,000, the university enrolls over

About the College ⓘ

About the Department/School/Area ⓘ

* Position Description

The Department/School/Area of XXXX in the College of XXXX at Texas Tech University invites applications for a full-time, 9-month Assistant/Associate Professor in XXXX position to begin XXXX.

* Major/Essential Functions

In line with TTU's strategic priorities to engage and empower a diverse student body, enable innovative research and creative activities, and transform lives and communities through outreach and engaged scholarship, applicants should have experience working with diverse student populations at the undergraduate and/or graduate

Position Description & Major/Essential Functions will have limited prepopulated information and will need to be updated as appropriate.

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Section 2 Continued

* Faculty Required Qualifications	<div>1. Degree or range of degrees (if certification and licensures are also required, include those here);</div> <div>2. Specific experience in teaching (be sure to state required minimum lengths of experience, if applicable, as well as whether teaching while a</div>
Preferred Qualifications	
Safety Information	Adherence to robust safety practices and compliance with all
Special Instructions to Applicants	
Req notes	
* When will the search close? ⓘ	m/d/yyyy ⓘ

Faculty Required Qualifications has prepopulated information but should be updated with the specifics for the position.

Special Instructions to Applicants should be completed with the information the committee would like each applicant to submit, i.e., resume/CV, cover letter, teaching philosophy, and/or committee chair contact information. Deadline to apply should be added in this field.

Req notes is for internal use only. If hiring more than 1 individual, the additional T#'s should be listed here.

When will the search close? this field *does not* display to the public. This is when the job posting will be removed from the recruiting website.

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Section 2 continued

EEO Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information or status as a protected veteran.

* Does the committee intend to review only applicants with the required qualifications, including the specific degree(s) listed? [i](#)

☐ Yes ☐ No

The question asking, ***“Does the committee intend to review only applicants with the required qualifications, including the specific degree(s) listed?”*** indicates to Human Resources to place questions regarding the listed required qualification on the application. This will exclude those who do not have the degree(s) and/or experience listed in the required qualifications section from the committee’s view.

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Approvals

Approval routing	
*Compensation	<input type="text" value=""/>
*Research	<input type="text" value=""/> <input type="checkbox"/> Bypass
*HR Approval	<input type="text" value=""/>
*Hiring Manager	<input type="text" value="Autocomplete"/>
*Faculty Success	<input type="text" value=""/> <input type="checkbox"/> Bypass
*Department Head	<input type="text" value="Autocomplete"/> <input type="checkbox"/> Bypass
*Dean/Next Level	<input type="text" value=""/> <input type="checkbox"/> Bypass
*AVP/VP/Provost	<input type="text" value=""/> <input type="checkbox"/> Bypass
*Notify upon approval completion	<input type="text" value=""/>

Approval routing must be completed by the department posting the position. Departments and colleges have different approval requirements that should be followed. Use the down arrow to make the appropriate selection at each level.

Research will be required for any research title.

HR Approval should be A Talent Acquisition, TTU.

Faculty Success should be Tyra Bradford. Will be required for title(s) listed in OP 32.16.

AVP/VP/Provost should be Jessica Williams.

Any questions may be directed to hrs.recruiting@ttu.edu or 806-742-3851.