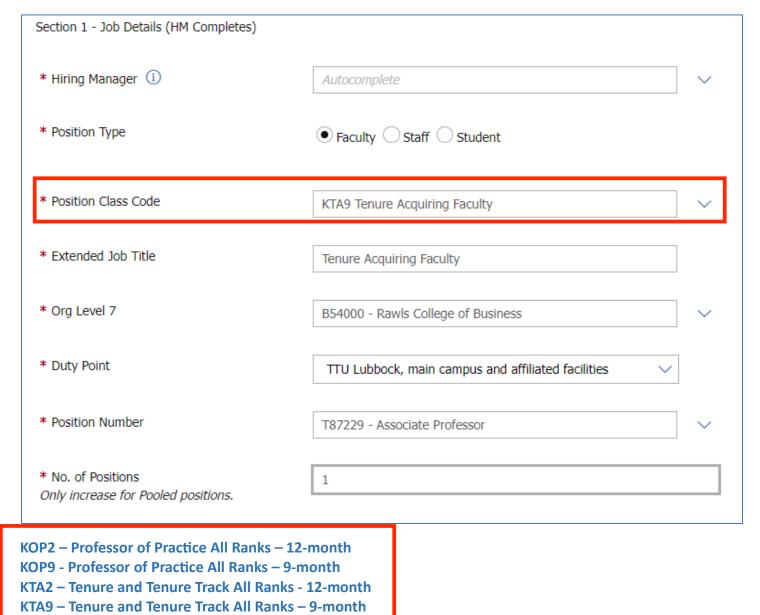


Creating a Faculty Requisition

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.

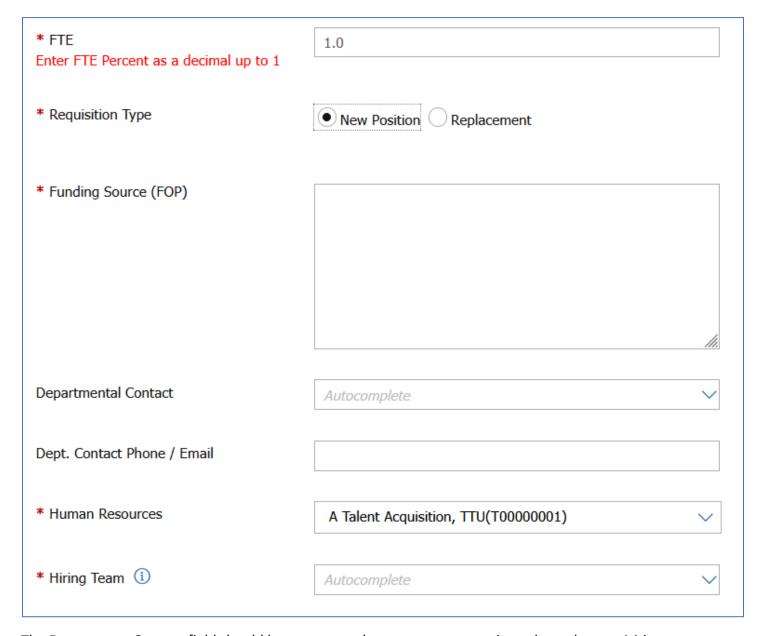
Choosing **Faculty** for **Position Type** will populate many of the requisition fields in Section 2. **Extended Job Title** should be updated to reflect the specific rank and specialization of the position.

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



KRP2 – Research Professor All Ranks – 12-month KRP9 - Research Professor All Ranks – 9-month KLR2 – Lecturer and Senior Lecturer – 12-month KLR9 – Lecturer and Senior Lecturer – 9-month

Section 1 Continued



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 coes 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.

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
About the College (i)	
About the Department/School/Area (i)	
* 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

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

Section 2 Continued

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

Faculty Required Qualifciations 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.

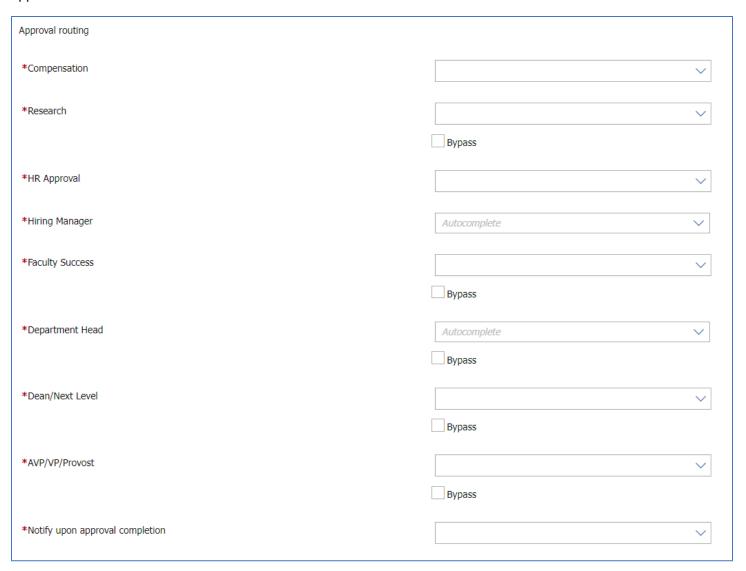
When will the search close? this field *does not* display to the public. This is when the job posting will be removed from the recruiting website.

Section 2 continued

EEO Statement	All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information or status as a protected veteran.
* Does the committee intend to review only applicants with the specific degrees listed in the required qualifications? (i)	○ Yes ○ No

The question asking, "Does the committee intend to review only applicants with the specific degrees listed in the required qualifications?" 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.

Approvals



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.