

FACULTY RECRUITMENT STEP-BY-STEP AND USING PAGEUP

Instructions for Department Chairs (Hiring Managers), Search Committee Members, and Deans to complete tasks for:

- Initiating a Faculty Position Posting
- Reviewing and Submitting Applicant Pools
- Assisting Committees with “Bulk Compile” Reports
- Retrieval of Recommender Letters
- Recommending and Submitting Your Finalist
- Hires Without a Search (HWO)

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For a thorough overview of the faculty recruitment process and procedures, please reference the [Guide to Full-Time Faculty Recruitment](https://acadadmin.mtsu.edu/recruit/facultyrecruitmentguide/) to adhere to the required processes.

OVERVIEW OF WHAT HAPPENS NEXT?

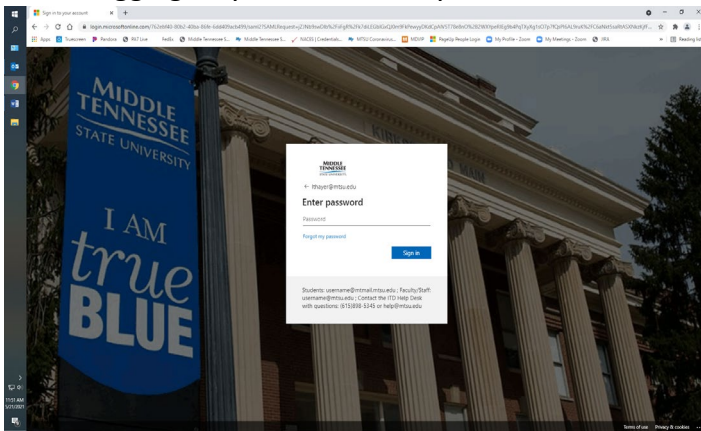
The list below is intended as an at-a-glance guide for next steps. However, the following pages of this document provide detailed step-by-step directions for using the hiring system to complete these required steps for a faculty search and hire.

Post	Obtain permission from the provost to post the position.
	The submitter or department chair determines the details needed for the position posting draft – DO NOT add the posting directly to PageUp.
	Submit posting details on the Academic Resources Faculty Posting Request dynamic form (page 8).
	The faculty recruitment specialist reviews, edits, and posts requisitions after receiving department chair approval of the posting copy.
	- Posting periods required: 30 days for tenure-track positions; two (2) weeks for all other full-time temporary faculty
Committee Review	Review date passed
	- The faculty recruitment specialist emails the search committee that applicants are ready for review.
	- Individual search committee members conduct reviews of applicants who successfully applied using the Faculty Applicant Selection Criteria Form (pages 9-14).
	- The search committee convenes to determine the pool to be submitted for approval by IE&C.
	The search committee chair enters collective selection criteria in the system ONLY for applicants recommended to be in the pool (pages 15-19).
Pool Approval & Identifying Finalist	- The committee chair provides the department chair with a list of names of those being recommended for the pool.
	The department chair confirms that the selection criteria have been entered for applicants recommended to be in the pool (pages 20-28).
	The department chair moves the selected applicant pool to “Dean Pool Review” (pages 29-30).
	The dean reviews the pool and moves them to “Equity & Compliance Review” (pages 31-37).
	IE&C reviews the pool and will delete applicants who do not meet the posting’s requirements
	The department is alerted once the pool is returned after IE&C’s review.
	- The department reviews the approved candidate pool, begins scheduling and conducting interviews, and checks references. The hiring system automatically solicits recommendation letters when IE&C approves an applicant. Department chairs can retrieve letters of recommendation once the recommender uploads them to the system (pages 38-39).
	- Once approved, short-listed finalists are identified, the department chair must move each to “Finalist Interview Scheduled,” which prompts an automatic email via the hiring system to candidates requesting official transcripts (pages 40-44).
	- The department chair sends a pre-filled salary recommendation form provided by the faculty recruitment specialist, with the curriculum vitae attached (hard copy), to Academic Affairs for the finalists they are considering.
	- The search committee DOES NOT RANK finalists; the department chair and dean select a finalist to recommend for hire.
	- The department chair or search committee chair confirms that the reference checks are completed. This is DIFFERENT from recommendations.
	- The department chair communicates with the finalist the negotiated terms of the recommendation contingent upon the provost's approval, then follows up with an email containing the terms of the recommendation, which will be made to the provost.
	- The verbal (emailed) recommendation is accepted. If the finalist declines the recommendation, please email the faculty recruitment specialist.
Recommending Your Finalist	The department chair moves the finalist in the hiring system to status “Recommend for Hire (Enter Recommendation Details)” IMPORTANT - Please select the correct workflow (pages 45-52).
	The department chair generates an electronic “Offer Card” in the hiring system for the recommended finalist.
	- All negotiated terms, reference check dates, and persons completing reference checks must be entered into the PageUp system.
	- The department chair forwards the “Offer Card” through the online hiring system for the dean’s review and approval.
	- The hiring department prepares and sends a hiring packet to the dean for approval. The dean approves and submits it to the faculty recruitment specialist.
	The dean reviews and moves the electronic “Offer Card” through the system to the faculty recruitment specialist (pages 53-54).
	- The faculty recruitment specialist initiates the background check. (The candidate responds directly to TrueScreen with the information.)
	The faculty recruitment specialist moves the “Offer Card” to IE&C.
	IE&C returns the offer review response to Academic Affairs, allowing a formal contract to be initiated (or forwards for further approval when needed).
	Academic Affairs initiates an electronic offer to the recommended finalist after the provost’s review and approval.
	- Once the finalist accepts the offer, the faculty recruitment specialist closes the posting.
	An automatic email is sent to applicants and candidates not chosen for hire.

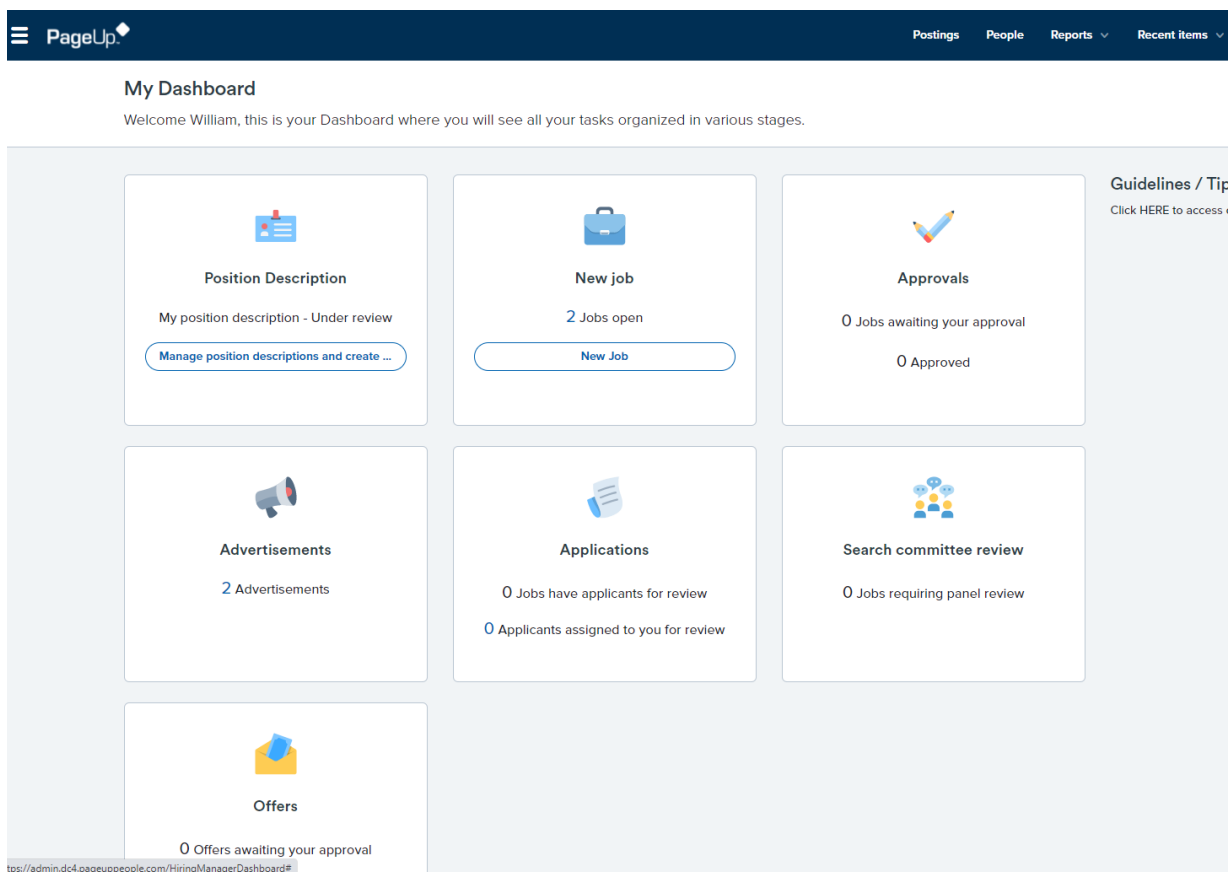
PAGEUP LOGIN

To enter PageUp, open Google Chrome, the preferred browser for PageUp, and enter <https://mtsu.dc4.pageuppeople.com/> and hit return.

When logging in, you must enter your FSA credentials to gain access via the required SSO (Single Sign-On).

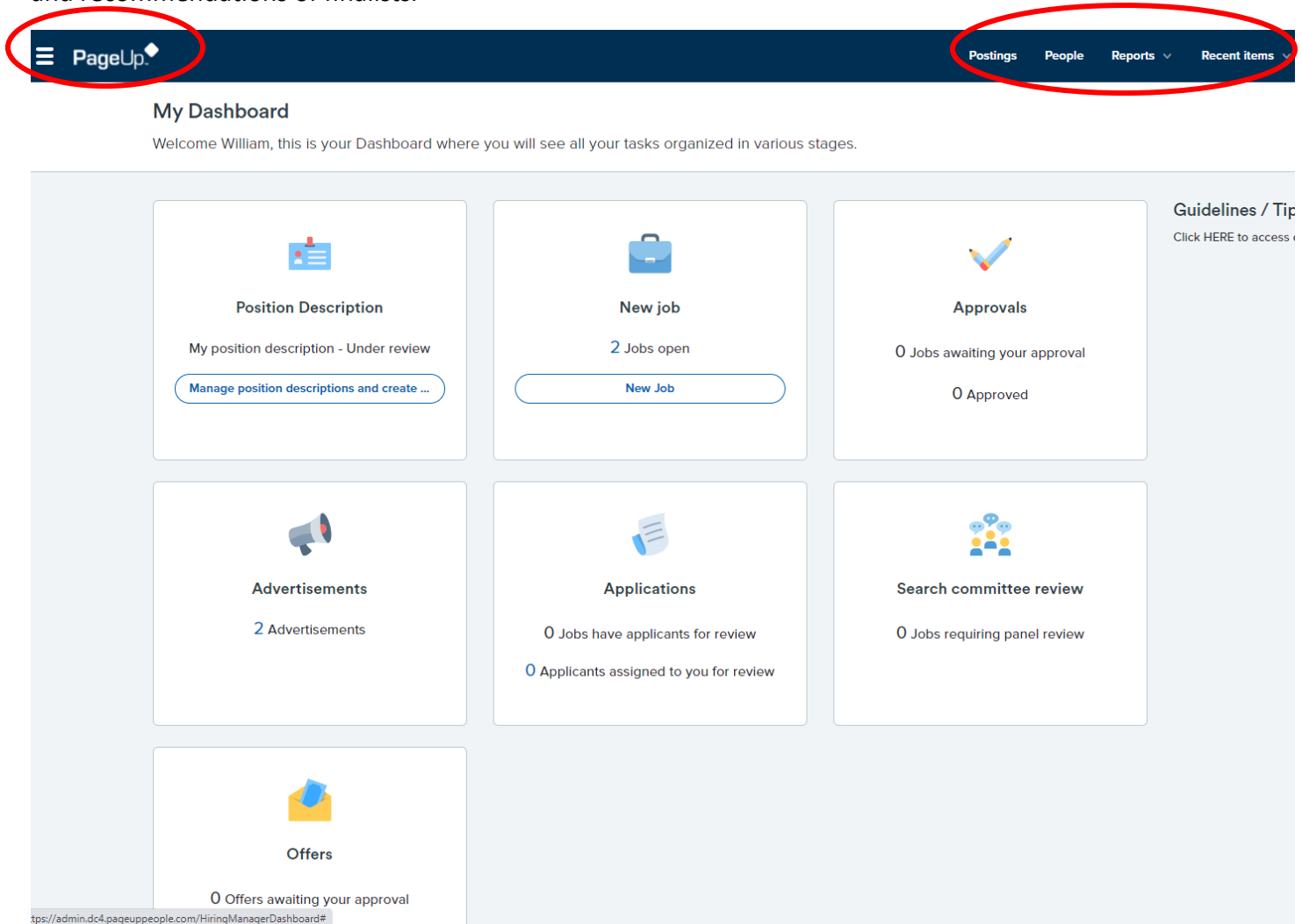


Once logged in, you will see the Recruitment Dashboard.



RECRUITMENT DASHBOARD

The dashboard identifies all the options available within the PageUp system based on the permissions assigned to you. This is where you will manage your active faculty postings, including the submittal of a pool for approval and recommendations of finalists.



The menu bar at the top of your screen provides the following information:

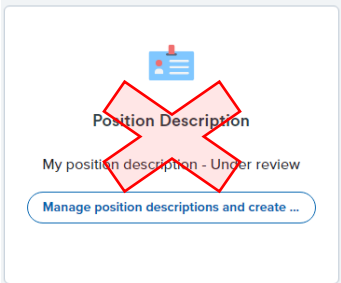


Clicking on this image will bring up a vertical side menu of options based on your permissions in the system. Many of the options available on My Dashboard are listed here. You can select the page you would like to navigate to instead of returning to your dashboard when navigating between sections in the system.

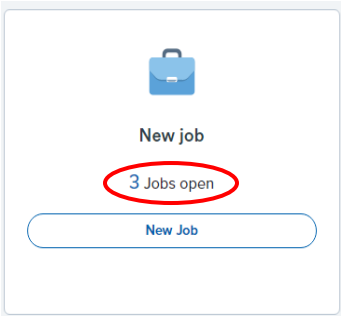


When you are on a page and need to return to the Dashboard, click on the PageUp logo, which will return you to the Dashboard.

The **Postings** link will open up a page that shows postings. The **People** link will provide you with a list of the applicants for a specific posting. Within the **People** tab, click the search button to look at applicants in a specific application status or review applications for a different position. The **Reports** link will provide access to reports you have permission to run. The **Recent Items** drop-down is a quick way to navigate to a previous person or job you have reviewed.

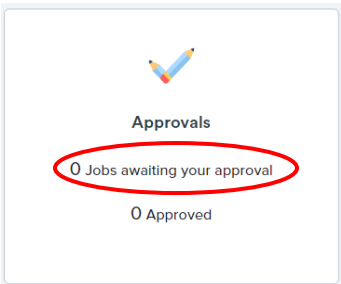


Position descriptions are only used for administrative/classified position postings. You will not use this field for faculty recruitment.

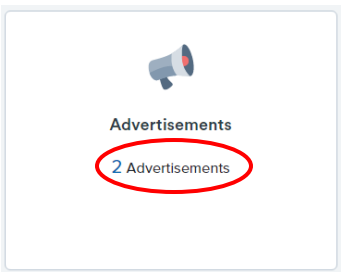


To view a current job opening within your team, click the “# Jobs Open” link in the New Job box.

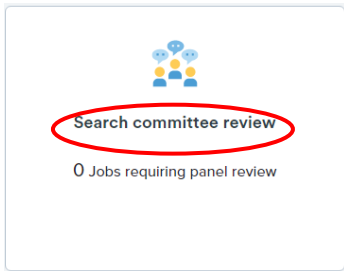
The faculty recruitment specialist should be the only one to use the New Job link to initiate a new faculty posting.



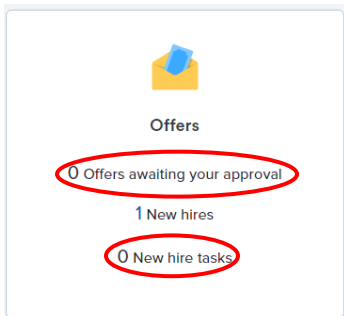
If you are an approver in the postings process, this will provide quick access to the items awaiting your action. Click the “# Jobs awaiting your approval” link to review your action items.



The “# Advertisements” link will provide you with a link to all the jobs we currently have advertised for your department. Click on the link to view.



If you are a search committee member assigned to review applicants for a posting, you can begin your review by clicking this link.



If you approve the offer process, this link will provide quick access to the items awaiting your approval. Click on the “# Offers awaiting your approval” to review your action items.

This dashboard menu also provides easy access to any new hire tasks that may be pending for you or your new employee. Click on “# New hire tasks” to view any pending action items.

INITIATING A FACULTY POSITION POSTING

Please ensure you have obtained the necessary approvals to search. For full details, reference the Guide to Full-Time Faculty Recruitment (rev. September 2023), pages 6-9.

Per the instructions on those pages, you must utilize the [Faculty Line Request Template](#) to receive the proper approvals to initiate a faculty posting.

Departments **WILL NOT** create a Job Card (aka “faculty posting”) within the PageUp hiring system. Instead, once you have obtained the required approvals to search for a faculty position, please complete the [Academic Resources Faculty Posting Request](#) dynamic form.

Completing and submitting this form indicates you have received all required approvals to search and provides the information needed by the faculty recruitment specialist to create your faculty posting within the PageUp hiring system. You must provide details within the form of all information specific to your posting. All required areas are denoted with an asterisk (*). *NOTE: Provide the M# for each of your committee members within this form, as it is not unusual for us to have multiple faculty members with the same/similar names. Providing the M# will guarantee we add the correct faculty member to your posting for future committee alerts within the system.* You may leave sections not required for your position blank (e.g., Required Related Experience and Required Licensure/Certification/Registration).

Once the faculty recruitment specialist receives the completed form, they will strive to advertise the position on the hiring site as soon as possible. You must have obtained the provost’s approval before submitting the [Academic Resources Faculty Posting Request](#) form.

OBTAINING APPLICANT POOL APPROVAL

COMMITTEE **MEMBER** ACTIONS:

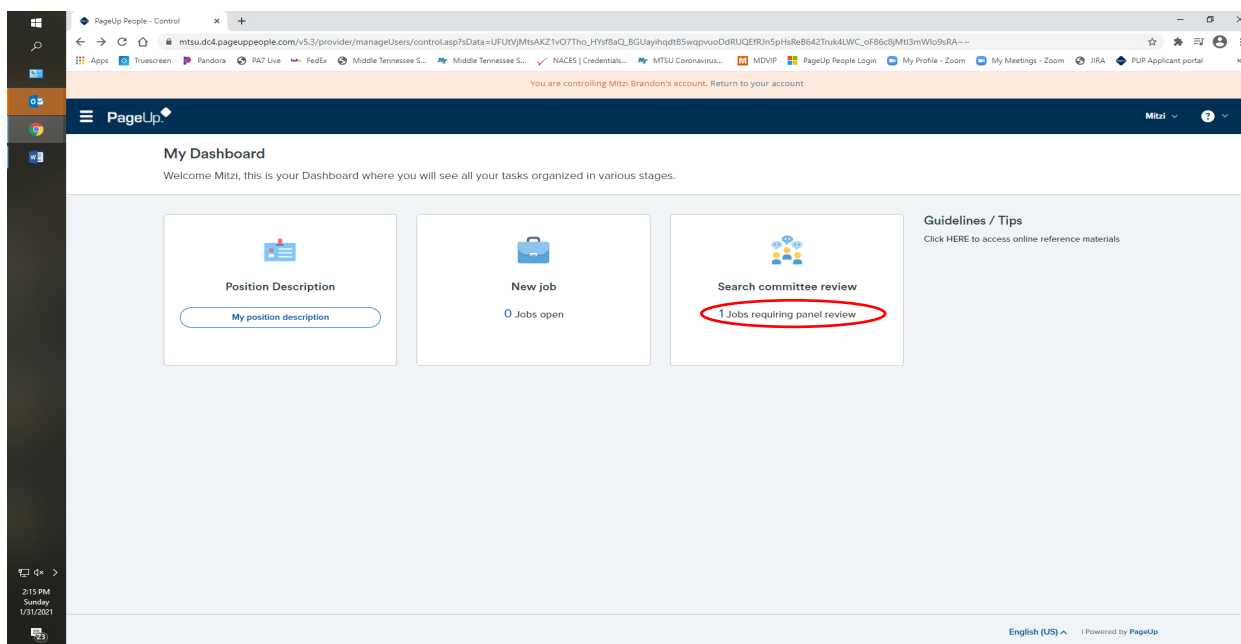
Review of Applicants' Documents

As a faculty search committee member, you are charged with reviewing ALL applicants to the posting for which you are serving. To assist you during your review of applicants, please use the following instructions to compile and download the applicants' submitted materials.

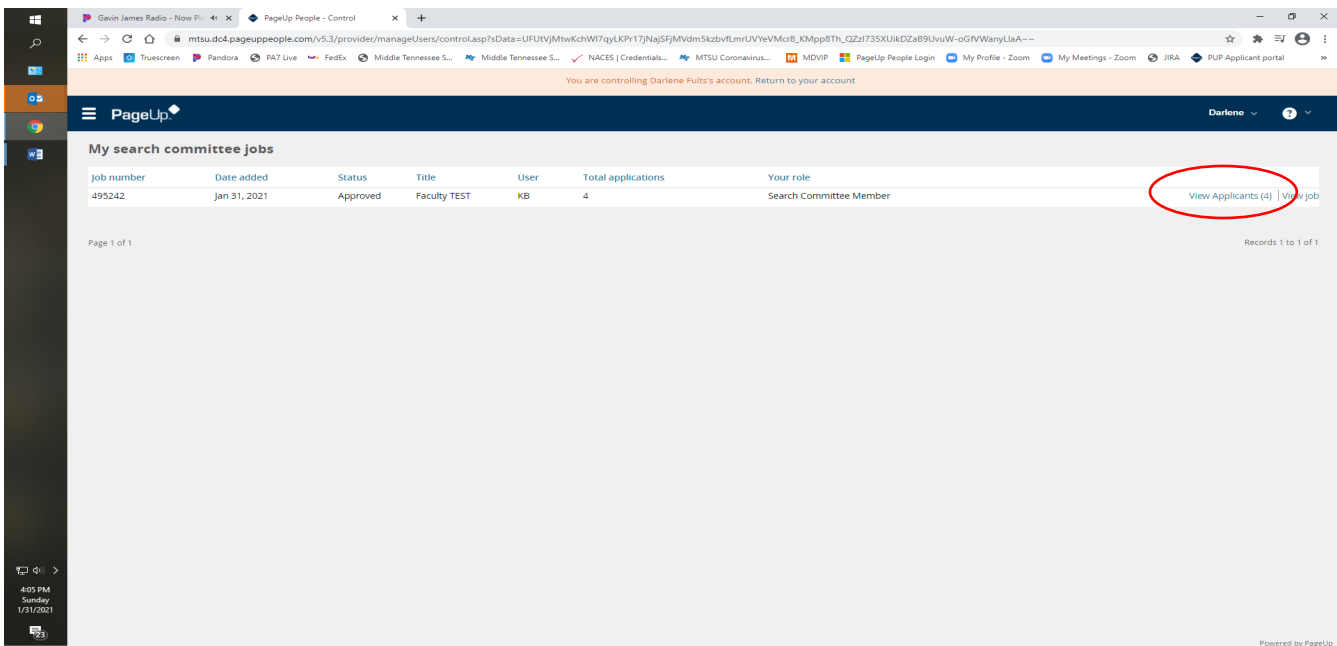
Upon the arrival of the review date for the posting, committee members will receive an email alerting them that they may begin the review of the applicants to the posting. Two links will be provided within the email, allowing you to log in to the hiring system and start your review. The first link will enable you to access the new hiring system. Please reference your committee release email alert for both links needed to review the applicants.

Once you have used the provided link to [log in](#) to your Welcome page, locate the “Search committee review” section of the posting and click on the “**# Jobs requiring panel review**” link.

NOTE: Your posting will not be available until the Review Date of the posting arrives and you have received the email alerting you to begin review.

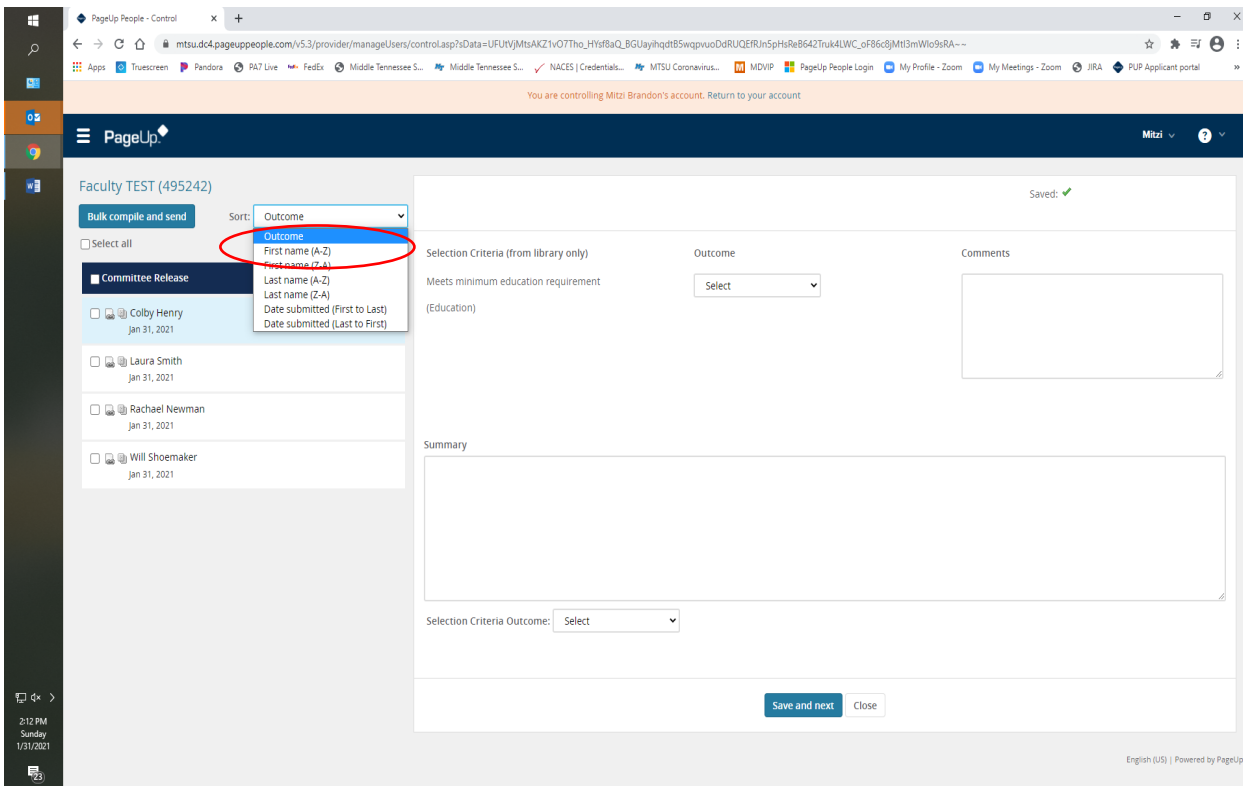


A new page showing “My search committee jobs” will populate and display a list of all jobs available for you as a committee member. Committee members will have two options to select from this page: Selecting “View Job” allows you to see the posting description details and requirements needed to qualify, assisting you in determining if an applicant meets requirements (e.g., required document attachments, required education, required experience). If applicants do not meet the criteria in the position description, you cannot consider them and should not move them forward for pool approval.



Note to Search Committee Chairs: You will have three options available (View Applicants, View Responses, and Edit Job – edits will not be available as this is a read-only option to allow chairs to review the posting requirements). **Directions for Search Committee Chairs to submit the pool within the hiring system are provided below.**

Selecting “Review Applicants” will allow you to review all documents that applicants submitted. The list of applicants will be displayed on the left-hand side. Select to sort the review “Outcome” by choosing the Last name (A-Z) sort option first.



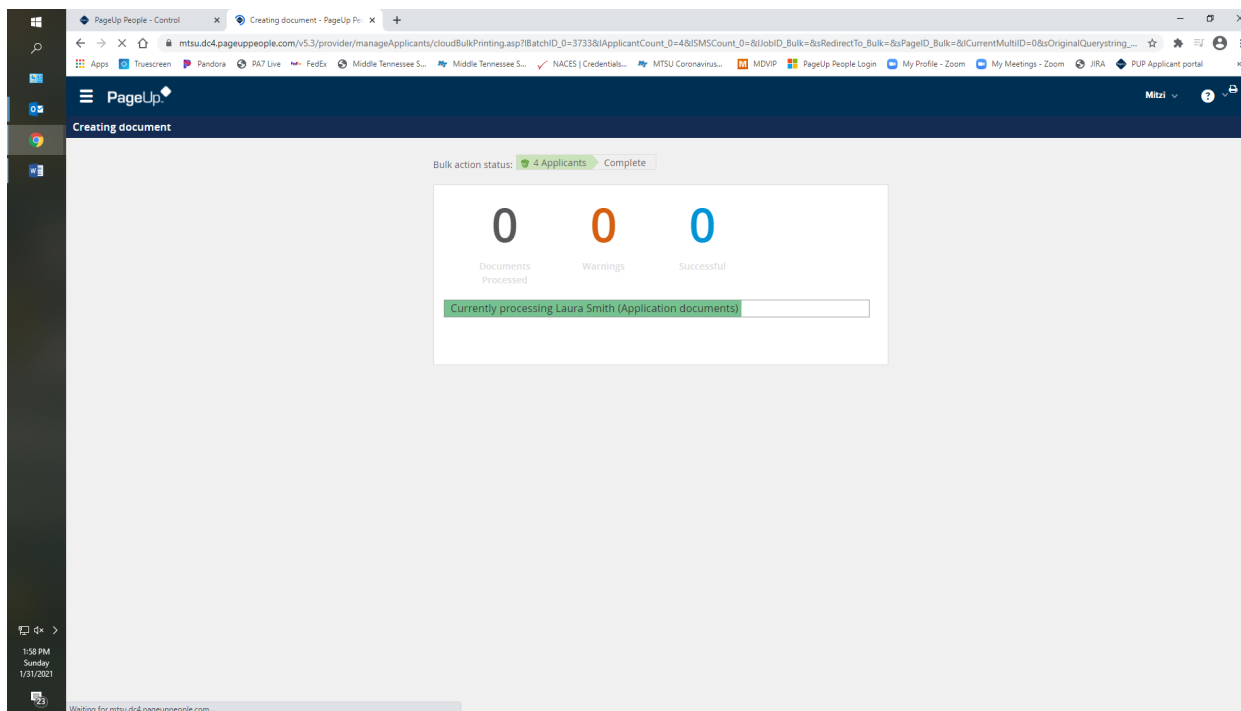
Saving the bulk compile and send report allows you to reference applicants' documents, including all attachments, at any point. To initiate the report, check the "Select all" button and click on the blue "Bulk compile and send" button below the job title and just above the applicant list. *(This action remains available for committee members to perform when applicants are in the "Under Review by Department" workflow.)*

The screenshot shows the PageUp People Control interface. At the top, there's a navigation bar with the PageUp logo and a user profile dropdown. Below this, a sidebar on the left contains a list of applicants under the heading 'Faculty TEST (495242)'. The 'Bulk compile and send' button is highlighted in blue, and the 'Select all' checkbox is checked and circled in red. The main content area on the right shows a form for selecting criteria and outcomes, with a 'Save and next' button at the bottom.

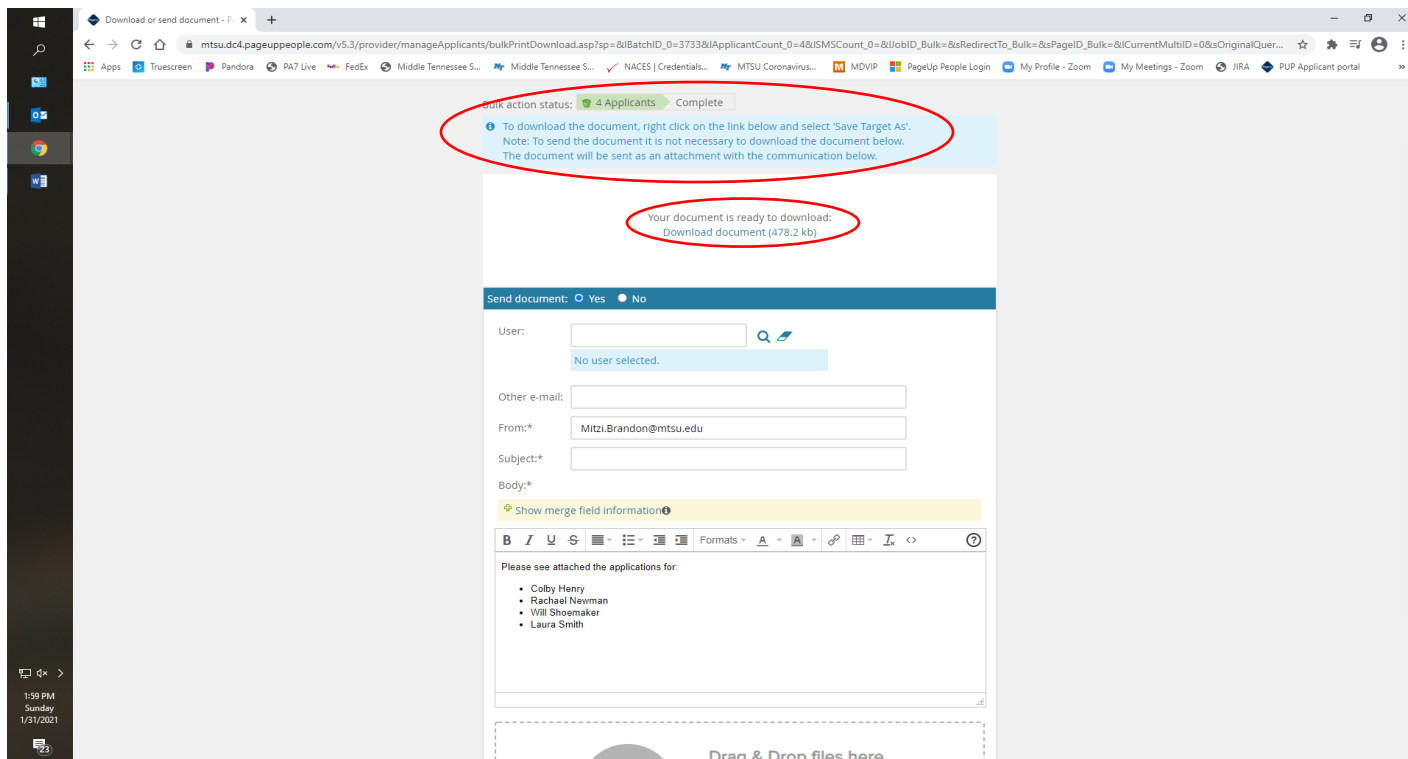
A new page will populate and be titled "Bulk Compile." At this review stage, please select the following categories as you compile the applicant information: Under Applicant details – Application form; Under Applicant documents – Cover letter, Resumé, and Supporting Applicant Documents. Scroll to the bottom of the page and click "Create PDF."

The screenshot shows the PageUp Bulk Compile page. At the top, the 'Bulk compile' button is highlighted in red. Below this, a status bar indicates 'Bulk action status: 6 Applicants Complete'. The main content area is divided into two sections: 'Application details' and 'Applicant documents'. In the 'Application details' section, the 'Application form' checkbox is checked and circled in red. In the 'Applicant documents' section, the 'Cover letter', 'Letters of Recommendation', and 'Supporting Applicant Documents' checkboxes are checked and circled in red. A callout box on the right side of the page says 'See bottom of Page 39 for this item.'

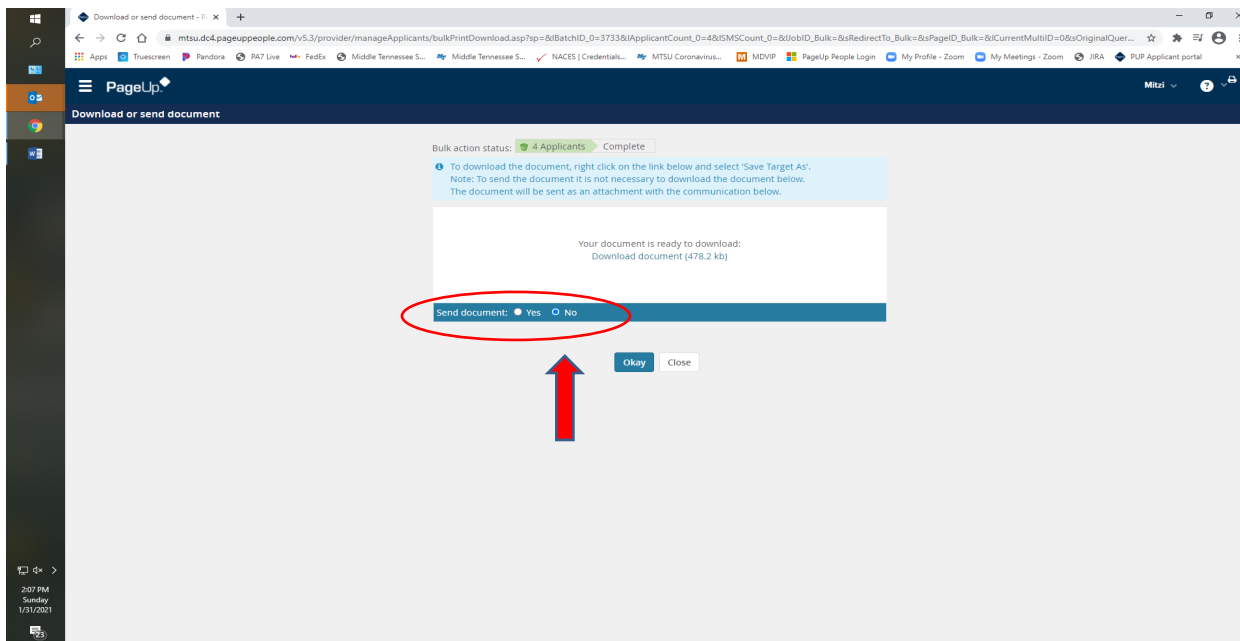
A screen will display the report's progress as the report is compiled.



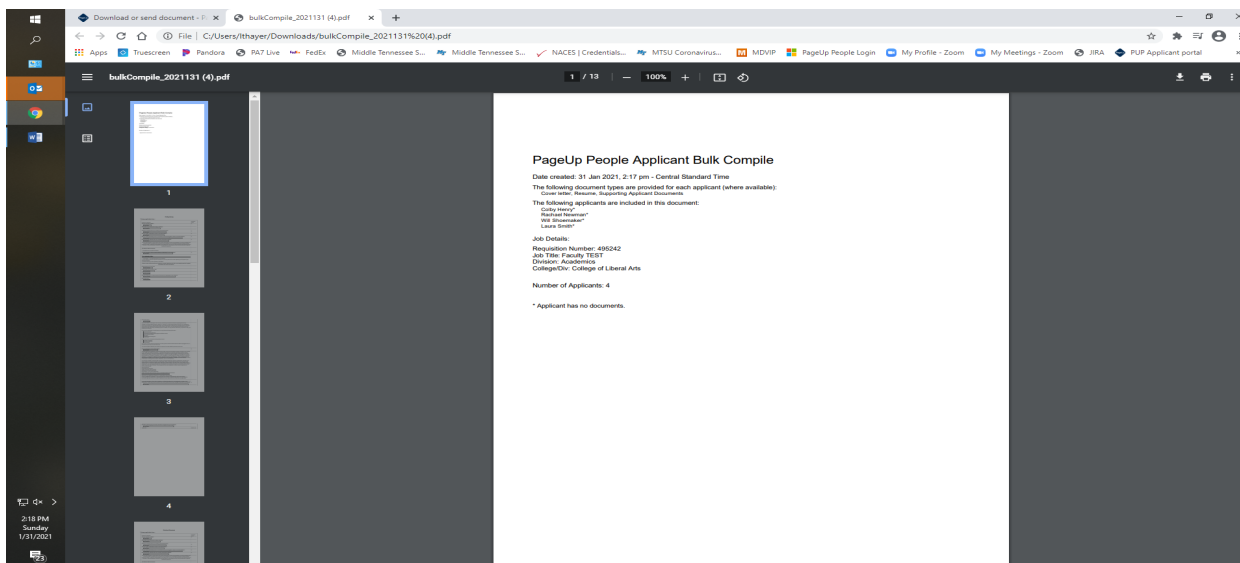
Once the compiled documents are complete, a page will display instructions on downloading or saving the document. NOTE: A warning message regarding the file size may appear if the response to your posting has been significant. Please disregard the warning, as you will not send the document to anyone.



Please select NO on the question “Send document.” Your options to view the download or save it will remain available to you as the email portion of the screen disappears. To view the document, click download and look in the lower left-hand corner to locate the report. If you want to save the download **as recommended** for later access and review, open the file and save it to your chosen location.



The compiled document will have a cover page listing the position and the applicants whose materials have been included in the download. All documents downloaded will be available for you to scroll through page by page for close review to ensure all required documents are provided. Applicants who fail to attach all the necessary documents successfully cannot be considered for the position.



NOTE: If you do not perform and save the “Bulk Compile” report during your initial review, you can perform this step at two later stages. (See page 39.)

Individual Member Review Comments:

Individual committee members **will not use the online hiring system** to record the review of applicants. Instead, you should use the [Faculty Application Selection Criteria](#) form to record your reviews. A link to this form is provided within the email alert you will receive on the review date for your posting. You may also locate this fillable Excel form on our [website](#). This form will download to your computer and can be renamed and saved to the location of your choice.

Faculty Applicant Selection Criteria						
(Selection criteria listed within the posting establishes the required committee review responses needed below. Response is not mandatory for criteria not required within the posting. Please be sure to confirm the applicant has successfully submitted ALL document attachments required in the posting. Applicants who fail to attach all required documents cannot be considered.)						
Position Title						
Position Number						
Department						
Applicants (referred to as "Candidates" once approved by E&C in the Candidate Interview Pool)						
Name	Highest Degree	Degree Discipline	Years of Experience	Desirables	License/Registration and/or Certifications	Strengths/Limitations

As committee members, please adhere to the requirements of your posting during your review. You cannot introduce new requirement criteria not advertised in the posting but must only consider the posting requirements during your review (e.g., a degree from an "Ivy League" school).

After individual review, the entire committee should meet to discuss and determine the applicants they will recommend in the pool to submit for approval. Your committee chair will need strengths and limitations to enter into the hiring system for those recommended for pool approval. **This is only required for applicants being recommended for the pool.**

REMEMBER: Committee members may not contact applicants until IE&C approves them as candidates in the pool.

OBTAINING APPLICANT POOL APPROVAL – CONT.

SEARCH COMMITTEE CHAIR ACTIONS:

Submittal of Applicant Pool for Review and Approval

Initiating the submittal of the recommended applicant pool occurs after your committee meets to discuss the outcome of the individual search committee members' review of all applicants. *Only you, as the Search Committee Chair, will enter the selection criteria within the system, which the committee has determined collectively for the applicants recommended for the pool.* **DO NOT** have individual committee members include their review responses in the system.

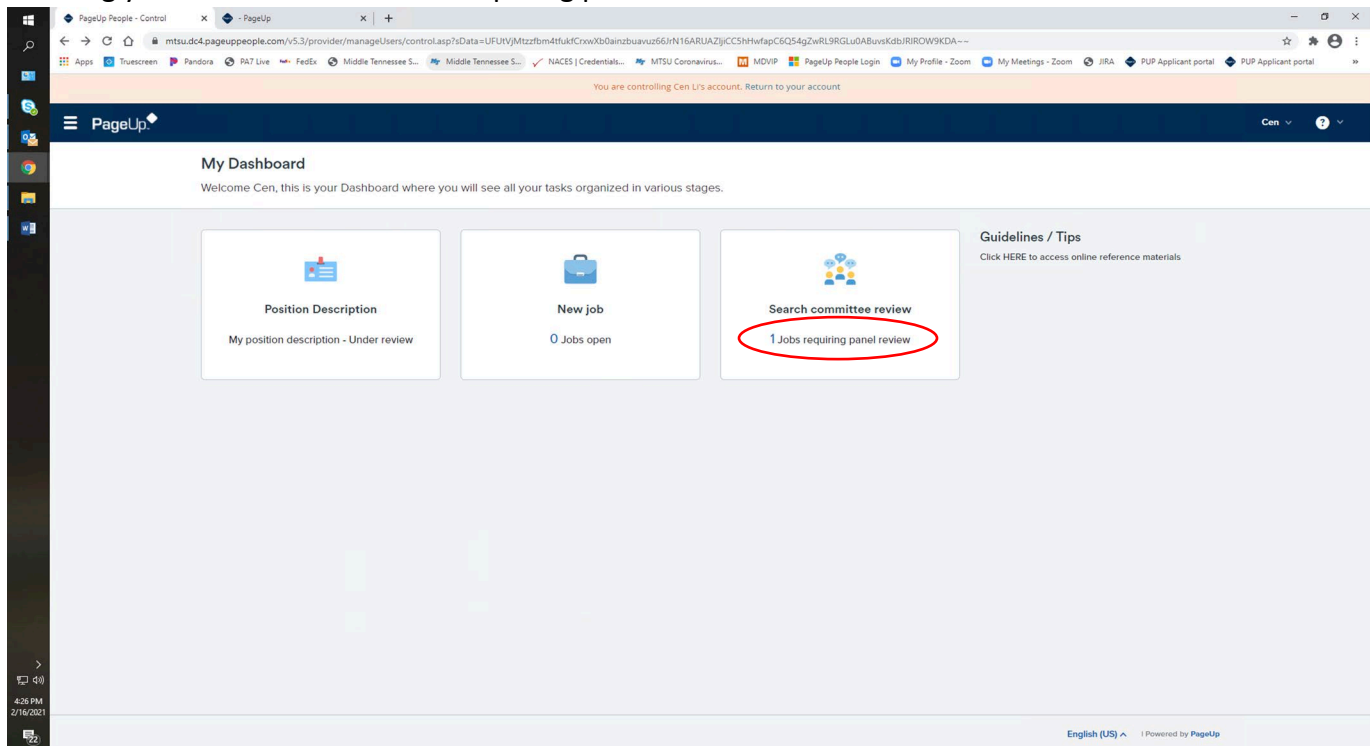
Suppose your department chair elects to perform the online review instead. In that case, they must notify the faculty recruitment specialist to adjust the posting to allow them access to complete the selection criteria review(s).

Search Committee Chairs will not MOVE applicants within the PageUp hiring system. Only the department chair will have the ability to move the applicants being recommended in the pool.

Please read through the following steps before completing the required review of applicants being submitted for pool approval.

Log in to the hiring site at <https://mtsu.dc4.pageuppeople.com/>

You will see the “My Dashboard” screen display, which provides the “Search committee review” section, allowing you to click on the “# Job requiring panel review” link.



“My search committee jobs” page will appear, displaying a list of jobs for which you serve on a committee. As Search Committee Chair, you will see three options: View Applicants, View Responses, and Edit Job.

- “View Applicants” allows you to provide the required selection criteria responses for pool submittal.
- “View response” is not being utilized at this point since your committee members must perform their reviews outside the online hiring system using the “Faculty Applicant Selection Criteria” Excel form.
- “Edit Job” allows you to view the posting and its requirements as you complete the review of applicants submitted for pool approval. You will not have the ability to edit the posting.

Select the “View Applicants” option to see the list of all applicants, just as you did when performing your review of all applicants during the committee review.

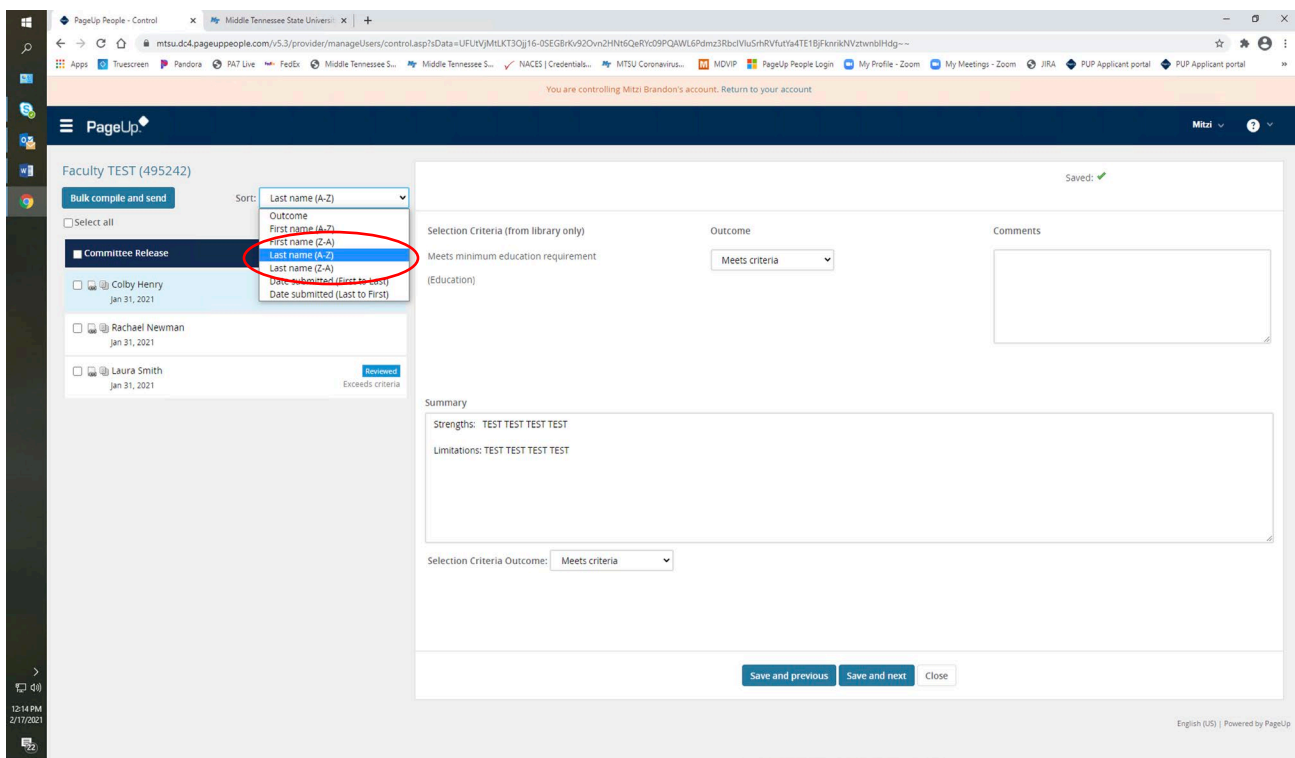
The screenshot shows a web browser window with the PageUp People - Control interface. The browser's address bar shows a URL starting with 'mts.dcd4.pageuppeople.com'. The interface has a dark blue header with the PageUp logo and a user profile 'Mitzi'. Below the header, there's a section titled 'My search committee jobs'. It contains a table with the following data:

Job number	Date added	Status	Title	User	Total applications	Your role	
495242	Jan 31, 2021	Approved	Faculty TEST	KB	4	Chairperson	View Applicants (3) View responses Edit job

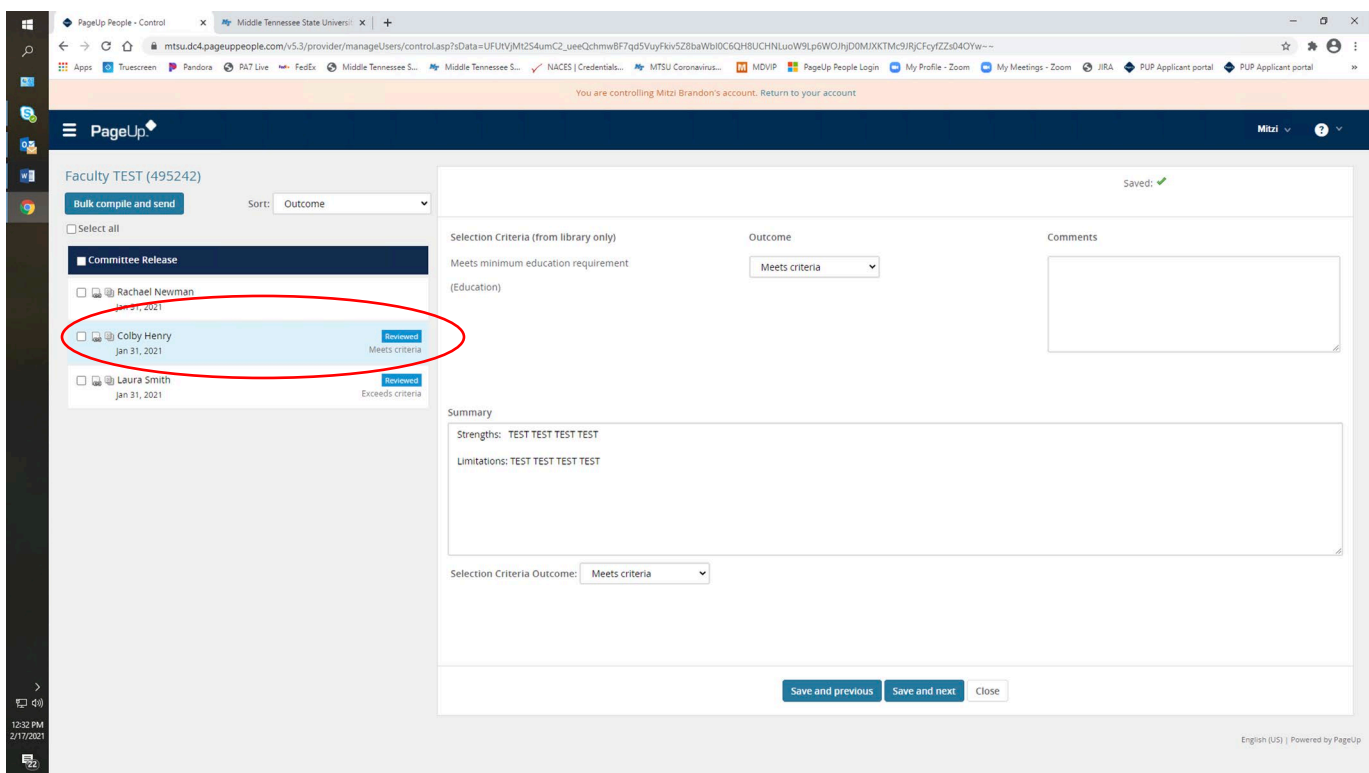
Below the table, it says 'Page 1 of 1' and 'Records 1 to 1 of 1'. The 'View Applicants (3)' link is circled in red. The bottom of the screen shows a taskbar with the time '2:13 PM Sunday 1/31/2021' and the text 'Powered by PageUp'.

You will ONLY be required to enter selection criteria in PageUp for applicants recommended for the pool.

You may have a significant applicant response, so as you begin your review, please use the “Sort” function to display your applicants alphabetically. This will assist you in selecting the applicants for whom you are about to enter the review outcomes for your recommended pool.



Please use caution to ensure you enter information for the correct recommended applicant as you go through your applicant list. You may scroll through the list and click on the applicant's name to enter their information. The applicant's name should be **highlighted in blue**, confirming you are entering information on the intended applicant.



Selection criteria categories, specific to the posting's requirements, will be available and require the search committee chair to select a response (e.g., does not meet criteria, meets criteria, or exceeds criteria) for each

category. You may also choose to enter comments for each category. Strengths and Limitations should be detailed in the “Summary” box below the selection criteria categories. An overall criteria outcome rating (located below the Summary area) should be selected.

The screenshot shows the PageUp People Control interface for Faculty TEST (495242). The interface is divided into several sections:

- Left Sidebar:** Contains a list of applicants under the "Committee Release" section. The applicants are Rachael Newman, Colby Henry, and Laura Smith, all dated Jan 31, 2021. Each applicant has a "Reviewed" status and a "Meets criteria" or "Exceeds criteria" label.
- Main Form Area:**
 - Selection Criteria (from library only):** Displays "Meets minimum education requirement (Education)".
 - Outcome:** A dropdown menu showing "Meets criteria".
 - Comments:** A text area for entering comments.
 - Summary:** A section for entering "Strengths" and "Limitations". The text "TEST TEST TEST TEST" is entered in both fields.
 - Selection Criteria Outcome:** A dropdown menu showing "Meets criteria".
- Bottom Bar:** Contains buttons for "Save and previous", "Save and next", and "Close".

Red circles highlight the "Meets criteria" dropdown in the Outcome section, the "Meets criteria" dropdown in the Selection Criteria Outcome section, and the "Meets criteria" dropdown in the Summary section.

You must save your response before moving to the next applicant. As you “Save” and move through your list, a “Reviewed” flag and the overall criteria response you chose will appear to the right of your applicant’s name in your applicant list, confirming your input.

This screenshot shows the same PageUp People Control interface, but with the "Save and next" button highlighted with a red circle. The "Reviewed" status and "Exceeds criteria" label are visible for the applicant Laura Smith in the left sidebar. The main form area remains the same, with the "Meets criteria" dropdown in the Outcome section, the "Meets criteria" dropdown in the Selection Criteria Outcome section, and the "Meets criteria" dropdown in the Summary section.

You can navigate through your list of applicants by scrolling through the list and clicking on the next applicant's name (helpful with significant applicant response), OR you may use the "Save and previous" OR "Save and next" function buttons at the bottom of the page to move through your list of applicants. Please confirm you are on the intended applicant's review page by noting their name, which is highlighted in blue on the list on the left-hand side of the page.

The screenshot shows the PageUp People Control interface. The top navigation bar includes the PageUp logo and a user profile for Mitzi. The main content area is titled "Faculty TEST (495242)" and features a "Bulk compile and send" button. A sidebar on the left lists applicants under the "Committee Release" section, with Rachael Newman, Colby Henry, and Laura Smith listed. The main review area displays "Selection Criteria (from library only)" with a table showing "Meets minimum education requirement (Education)" and an "Outcome" dropdown set to "Meets criteria". A "Comments" section is also present. The "Summary" section includes "Strengths: TEST TEST TEST TEST" and "Limitations: TEST TEST TEST TEST". At the bottom, the "Selection Criteria Outcome" is set to "Meets criteria". The bottom navigation bar contains three buttons: "Save and previous", "Save and next", and "Close", which are circled in red.

Since committee chairs are not moving applicants through the online hiring system, an automatic email alert to your department chair cannot be generated. Once the selection criteria response reviews are in the system, **please email your department chair** to let them know you have completed the process and provide them with the list of recommended applicants. *Please also provide your department chair with the names of any applicants you have detected who failed to apply successfully or did not meet the qualifications and cannot be considered at any point for this particular search.*

WARNING: It is essential to confirm that at least one committee member has saved the compiled document attachments downloaded while reviewing the applicants if the committee intends to refer back to any documents at any point in the future. You will only have access to applicants and their materials while they are in the "Committee Release," "Under Review by Department," "Approved as Candidate for Interview," and "Finalist Interview Scheduled" workflow states.

OBTAINING APPLICANT POOL APPROVAL – CONT.

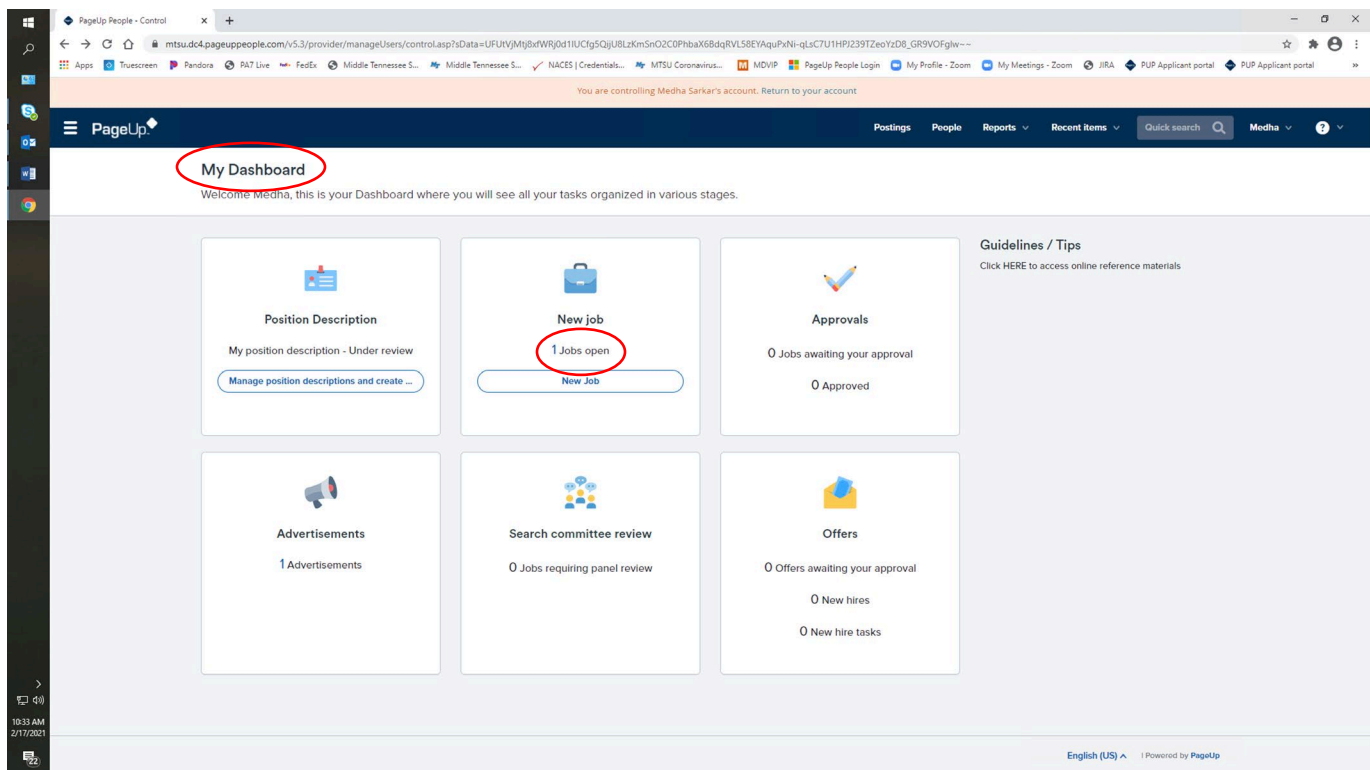
DEPARTMENT CHAIR ACTIONS:

Search Committee Chairs are instructed to enter the selection criteria responses for applicants recommended in the pool and then provide their department chair with an emailed list of the applicants recommended in the pool. Afterward, department chairs may access the applicants to provide their review/approval before the pool submittal to the dean. *(If, as a department chair, you have elected to enter the selection criteria responses for applicants being recommended in the pool rather than having this action performed by your search committee chair as intended in the system, please notify the faculty recruitment specialist so that changes can be made within the posting allowing you access to perform this function.)*

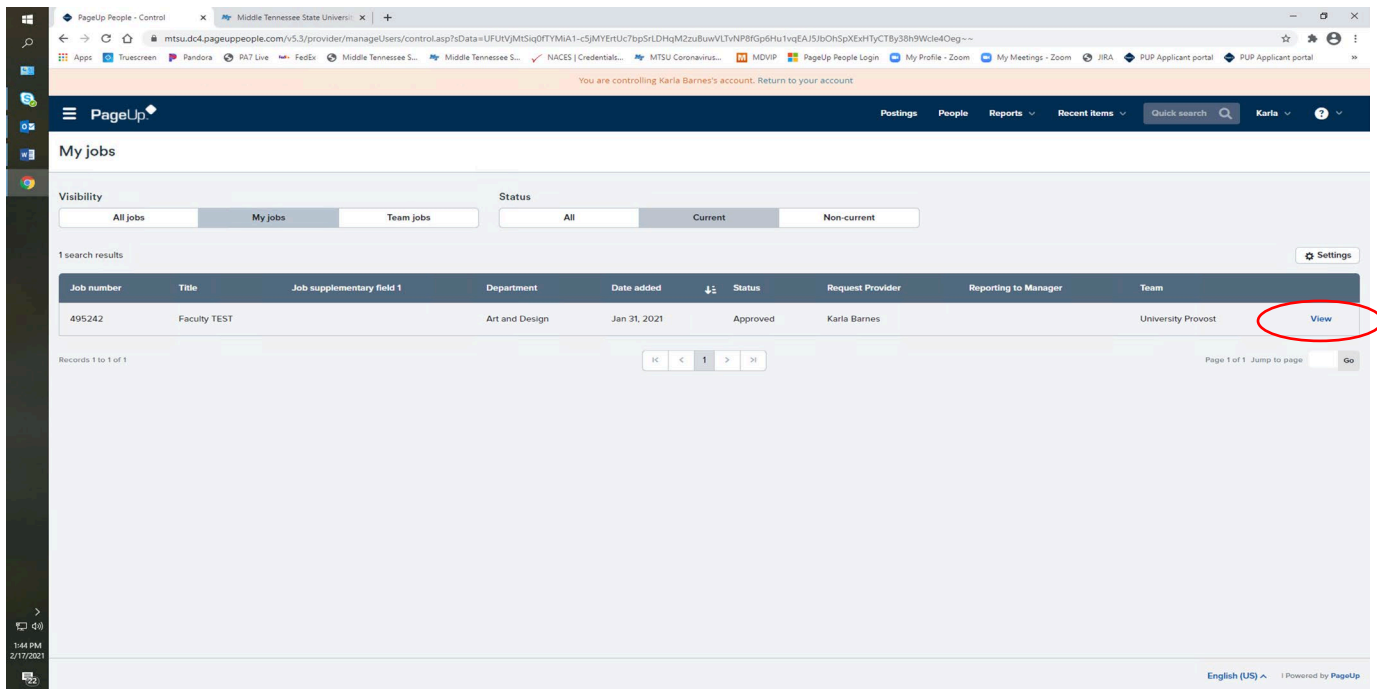
Otherwise, department chairs are asked to confirm the selection criteria (e.g., strengths/limitations) entered before moving the pool forward in the system. Without this information entered into the system, Equity and Compliance will be unable to conduct their review of the pool, which will be returned for completion without approval.

Department chairs should log into the hiring system at <https://mtsu.dc4.pageuppeople.com/>

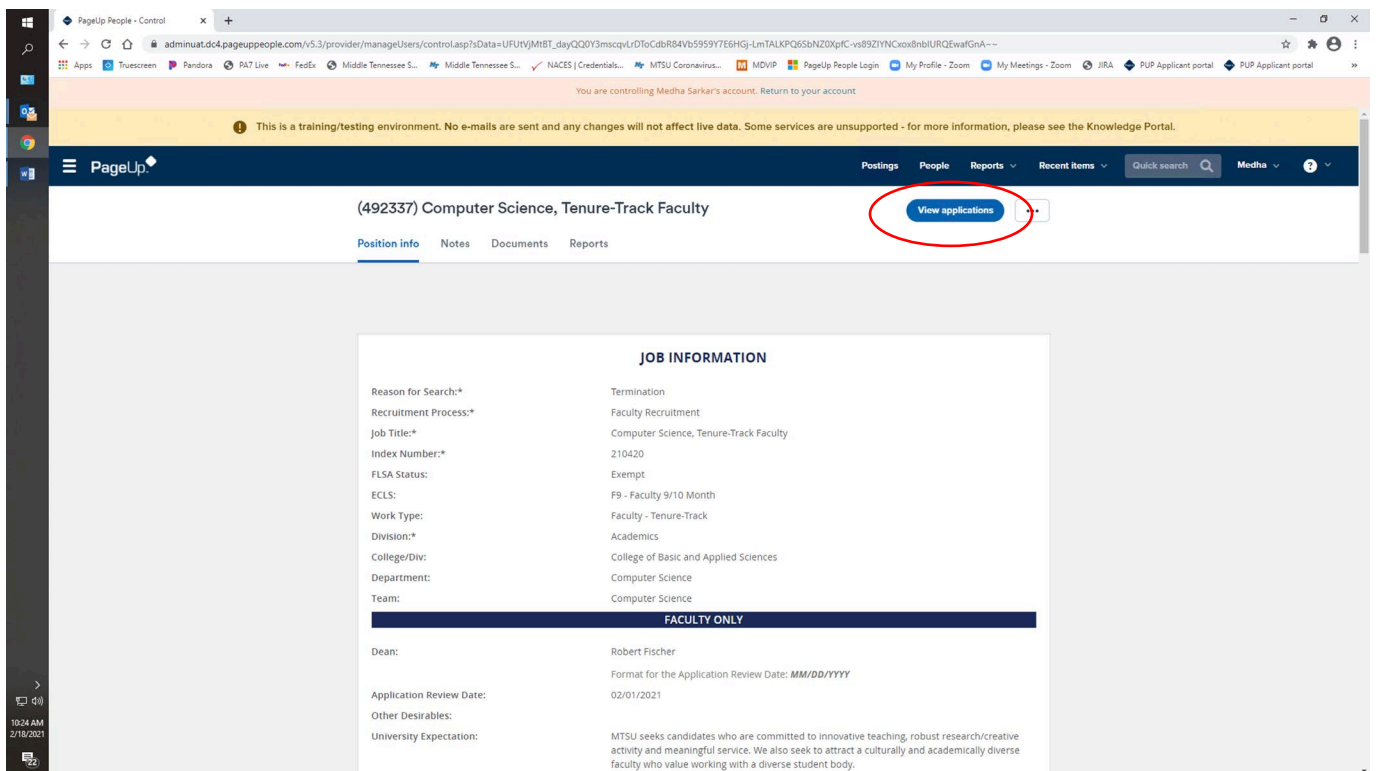
Locate your “My Dashboard” screen display. Under the “**New Job**” field, click on the “**# Job open**” link to travel to your posting(s).



Select the posting whose applicant pool is recommended to have access to review and approve your pool by clicking on “View.”



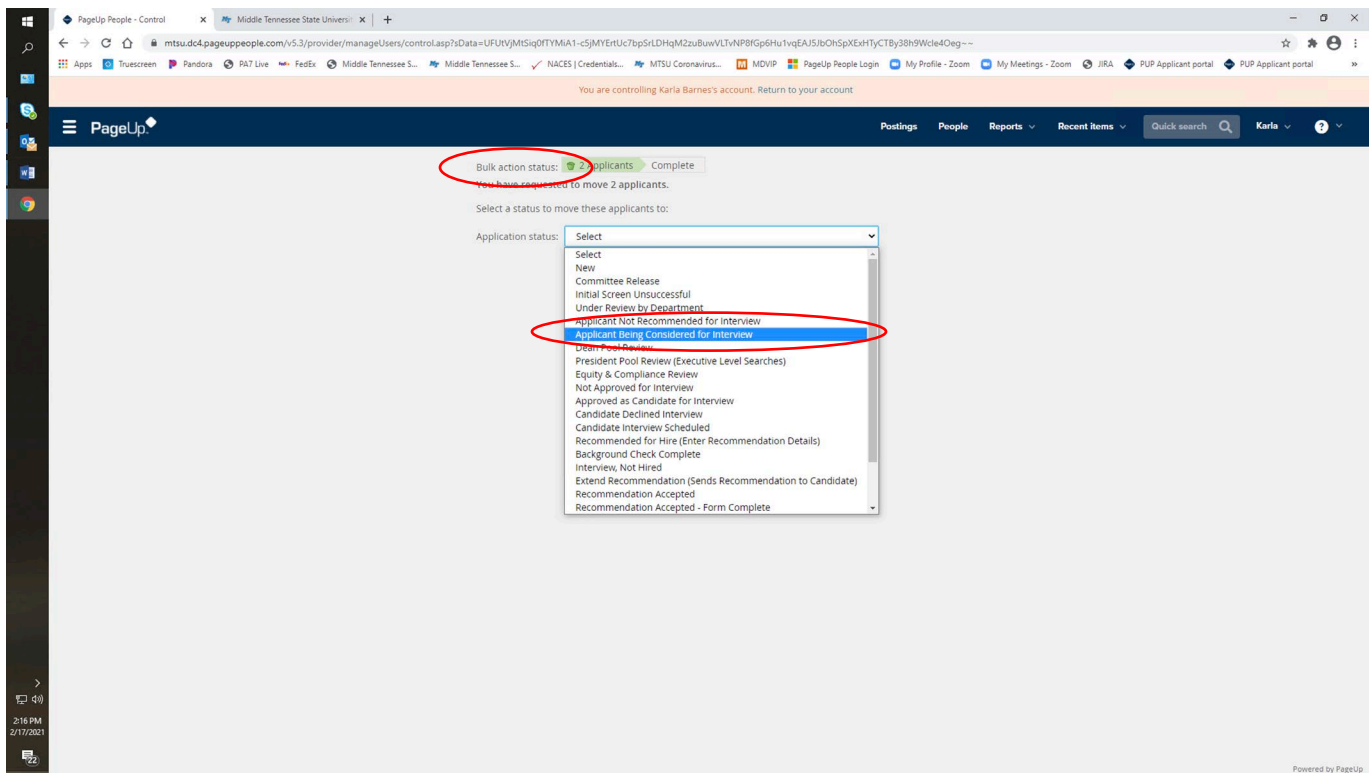
The “Job Information” will populate, allowing you to review the posting details and your applicants. Locate and select the “View applications” button at the top of the information page.



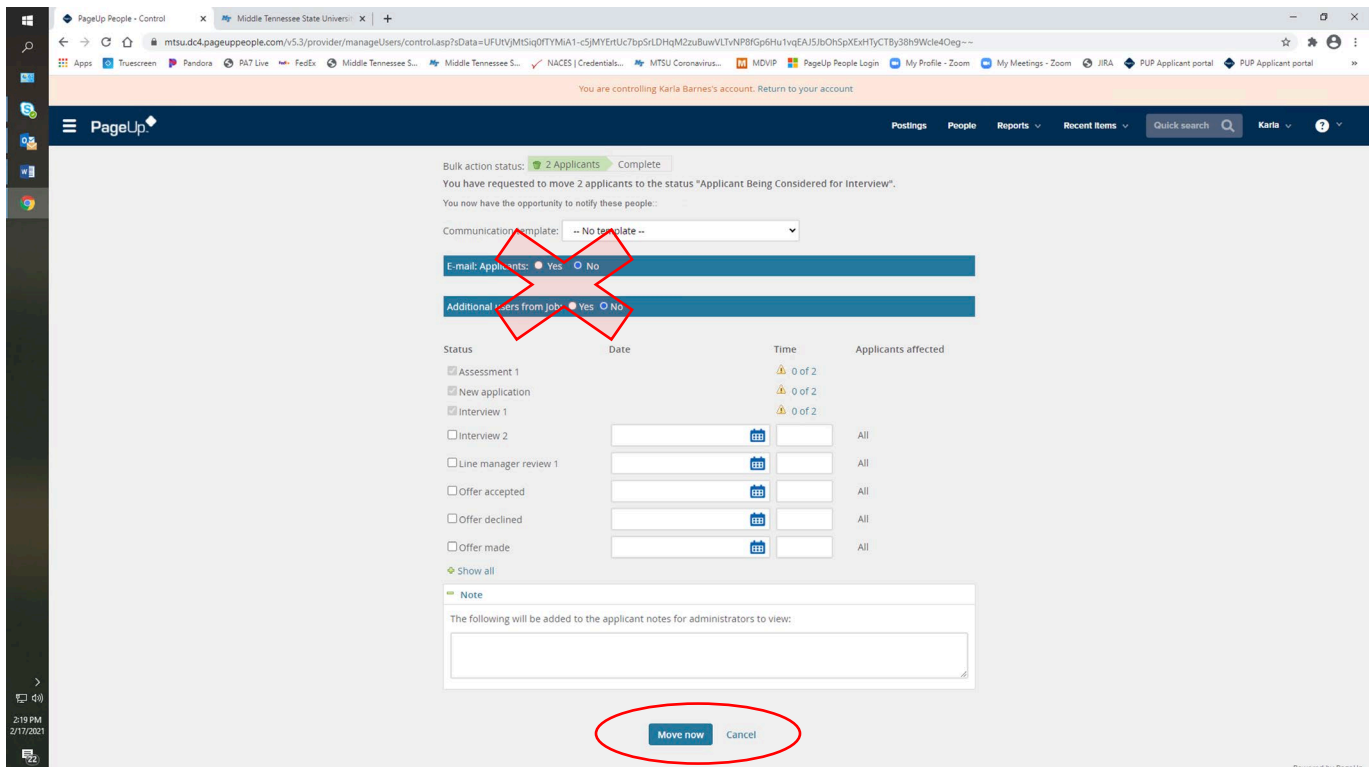
Suppose you have had significant applicant responses resulting in multiple pages of applicants (the default view is 20 applicants per page). In that case, you may scroll to the bottom of your first-page list to locate and select “Show all records,” generating a complete running list of all your applicants. Referring to your search committee chair’s email providing the names of recommended applicants, scroll through your list and check the box on the far left by the name of each applicant being recommended in the pool.

Once you have selected all names to be moved, scroll up to the top of the page and locate the drop-down arrow in the “Select a bulk action” box. From the list that populates, select the “Bulk move” option.

This action allows you to move those recommended applicants to the new workflow state of “Applicant Being Considered for Interview.”



A “Bulk action status page” will populate, identifying the total number of applicants you have selected for the bulk move. **Please do not adjust the screen regarding emails or communications at this point.** All that will be required is to scroll to the bottom of the page and select the blue “Move now” button.



Once you have completed the action, you will receive a screen confirmation of the number of applicants successfully moved in the system.

The screenshot shows the PageUp People Control interface for the 'Faculty TEST (495242)' posting. A green banner at the top states: 'You have just moved 3 applicants to the status 'Applicant Being Considered for Interview''. Below this, a table lists the applicants. The 'Status' column for the first three applicants is circled in red.

Select	Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flag
<input type="checkbox"/>	Jan 31, 2021	Applicant Being Considered for Interview	Rachael	Newman			5555555		Becky.Cole@mtsu.edu	United St	New Yor	New York				False		Other	EmpRef	View application
<input type="checkbox"/>	Jan 31, 2021	Applicant Being Considered for Interview	Colby	Henry			5555555	555555555	jamie.wilson@mtsu.edu	United St	New Yor	New York				False		Other	EmpRef	View application
<input type="checkbox"/>	Jan 31, 2021	Initial Screen Unsuccessful	Will	Shoemaker			5555555	555555555	kathy.musselman@mtsu.edu	United St	New Yor	New York				False		Other	EmpRef	View application
<input type="checkbox"/>	Jan 31, 2021	Applicant Being Considered for Interview	Laura	Smith			5555555	555555555	Lisa.Thayer@mtsu.edu	United St	New Yor	New York				False		Other	EmpRef	View application

Page 1 of 1 | 4 Records 1 to 4 of 4

You may now search those recommended in the pool within your applicant list by clicking on the blue “Search” tab just below your posting’s title and selecting the search criteria for their new workflow, “Applicant Being Considered for Interview.” This will help you narrow the list of applicants to those being submitted for the pool.

The screenshot shows the search filters for the 'Faculty TEST (495242)' posting. The 'Search' tab is selected and circled in red. The 'Application status' dropdown is also circled in red, showing 'Applicant Being Considered for Interview' as the selected option.

Job/campaign: Faculty TEST

Application status: ☒ Applicant Being Considered for Interview

E-mail:

First name:

Last name:

Reference check status:

Applicant number:

Current application statuses only: ☐

Show other search criteria

Search

At this point, department chairs should review the search committee's responses to the selection criteria evaluations before sending the pool to the dean for dean review/approval. When reviewing the report, you can export the information to an Excel spreadsheet if you choose to do so.

Please note you may use the "hamburger" (3 stacked lines) menu in the upper left corner of your page at any time to travel in the different areas of your access within the system. Select the "hamburger," and a vertical menu will appear on the left-hand side of your screen.

The screenshot shows the PageUp People - Control interface. A red circle highlights the "hamburger" menu icon in the top left corner. The main content area displays a search results table for "Faculty TEST (495242)". The table has columns for Submitted, Status, Pref Name, First name, Last name, Ranking, Phone, Mobile, Email, Country, State, City, Ref, Score, Dup, Undisclosed?, Employee, Source, Sub-source, and a View application link. The table contains four rows of data, all with a status of "Applicant Being Considered for Interview".

Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref	Score	Dup	Undisclosed?	Employee	Source	Sub-source	View application
Jan 31, 2021	Applicant Being Considered for Interview	Rachael Newman	Rachael	Newman		5555555		Becky.Cole@mtsu.edu	United St New Yor	New York					False	Other	EmpRef		View application
Jan 31, 2021	Applicant Being Considered for Interview	Colby Henry	Colby	Henry		5555555	5555555	jamie.wilson@mtsu.edu	United St New Yor	New York					False	Other	EmpRef		View application
Jan 31, 2021	Initial Screen Unsuccessful	Will Shoemaker	Will	Shoemaker		5555555	5555555	kathy.muselman@mtsu.edu	United St New Yor	New York					False	Other	EmpRef		View application
Jan 31, 2021	Applicant Being Considered for Interview	Laura Smith	Laura	Smith		5555555	5555555	Lisa.Thayer@mtsu.edu	United St New Yor	New York					False	Other	EmpRef		View application

By selecting "Jobs Open" under the Workflows heading, you can return to pick your posting again to initiate steps to generate the report to review your committee's criteria.

The screenshot shows the PageUp People - Control interface with the "hamburger" menu open. The "Jobs Open" option is highlighted under the "Workflows" heading. The main content area displays a search results table for "Faculty TEST (495242)". The table has columns for Submitted, Status, Pref Name, First name, Last name, Ranking, Phone, Mobile, Email, Country, State, City, Ref, Score, Dup, Undisclosed?, Employee, Source, Sub-source, and a View application link. The table contains four rows of data, all with a status of "Applicant Being Considered for Interview".

Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref	Score	Dup	Undisclosed?	Employee	Source	Sub-source	View application
Jan 31, 2021	Applicant Being Considered for Interview	Rachael Newman	Rachael	Newman		5555555		Becky.Cole@mtsu.edu	United St New Yor	New York					False	Other	EmpRef		View application
Jan 31, 2021	Applicant Being Considered for Interview	Colby Henry	Colby	Henry		5555555	5555555	jamie.wilson@mtsu.edu	United St New Yor	New York					False	Other	EmpRef		View application
Jan 31, 2021	Initial Screen Unsuccessful	Will Shoemaker	Will	Shoemaker		5555555	5555555	kathy.muselman@mtsu.edu	United St New Yor	New York					False	Other	EmpRef		View application
Jan 31, 2021	Applicant Being Considered for Interview	Laura Smith	Laura	Smith		5555555	5555555	Lisa.Thayer@mtsu.edu	United St New Yor	New York					False	Other	EmpRef		View application

Generate Report to Confirm Selection Criteria – Highly Recommended

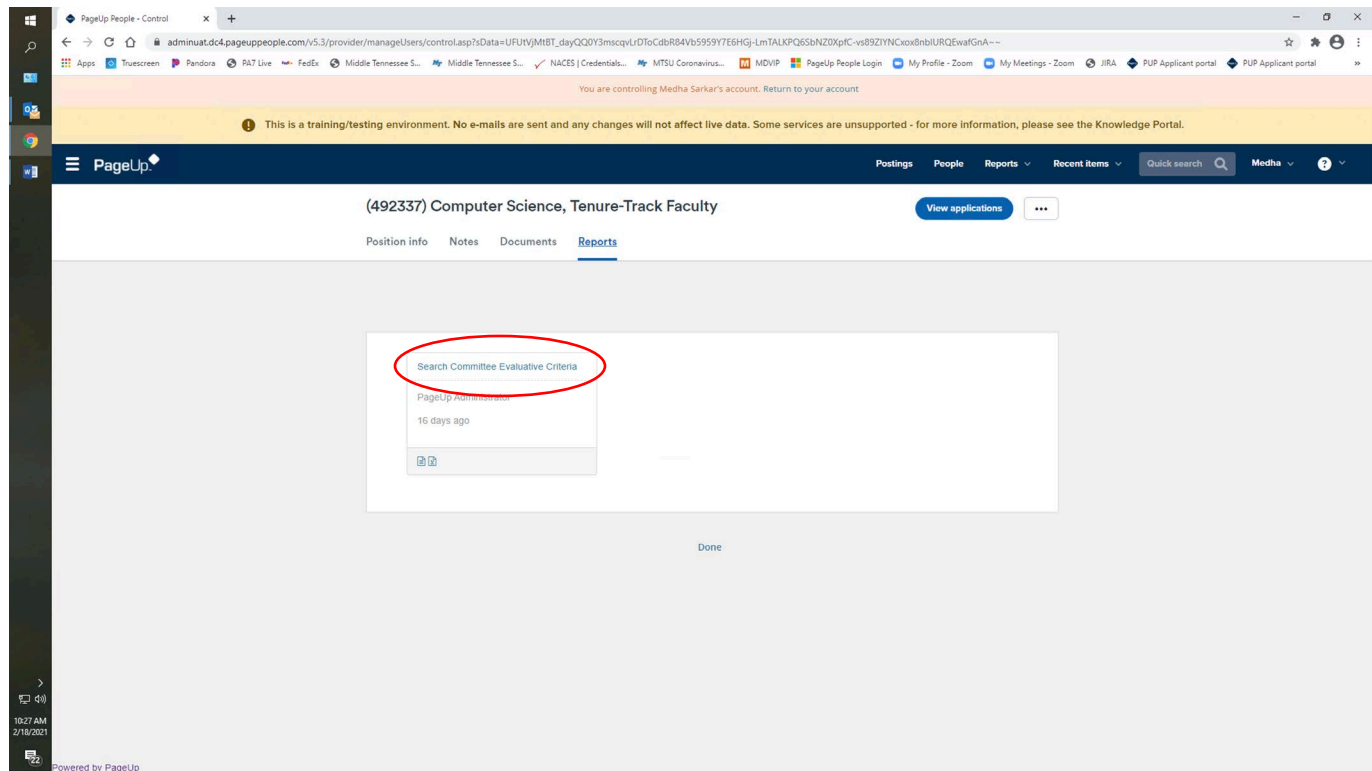
Department chairs should generate the report to review the committee selection criteria responses and confirm their provision. Without the criteria, **E&C will not be able to review the pool**. Travel to your list of postings in the system and select “View” for the posting whose pool is being submitted.

The screenshot shows the PageUp People Control interface. At the top, there is a navigation bar with 'Postings', 'People', 'Reports', 'Recent Items', and a 'Quick search' bar. Below this, a message states: 'You are controlling Karla Barnes's account. Return to your account.' A warning banner indicates: 'This is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for more information, please see the Knowledge Portal.' The main section is titled 'My jobs' and contains filters for 'Visibility' (All jobs, My jobs, Team jobs) and 'Status' (All, Current, Non-current). A table lists job results, with the first row showing '495242' for 'Faculty TEST' in the 'Art and Design' department. The 'View' button for this job is circled in red. The bottom of the page shows 'Records 1 to 1 of 1' and a 'Page 1 of 1' indicator.

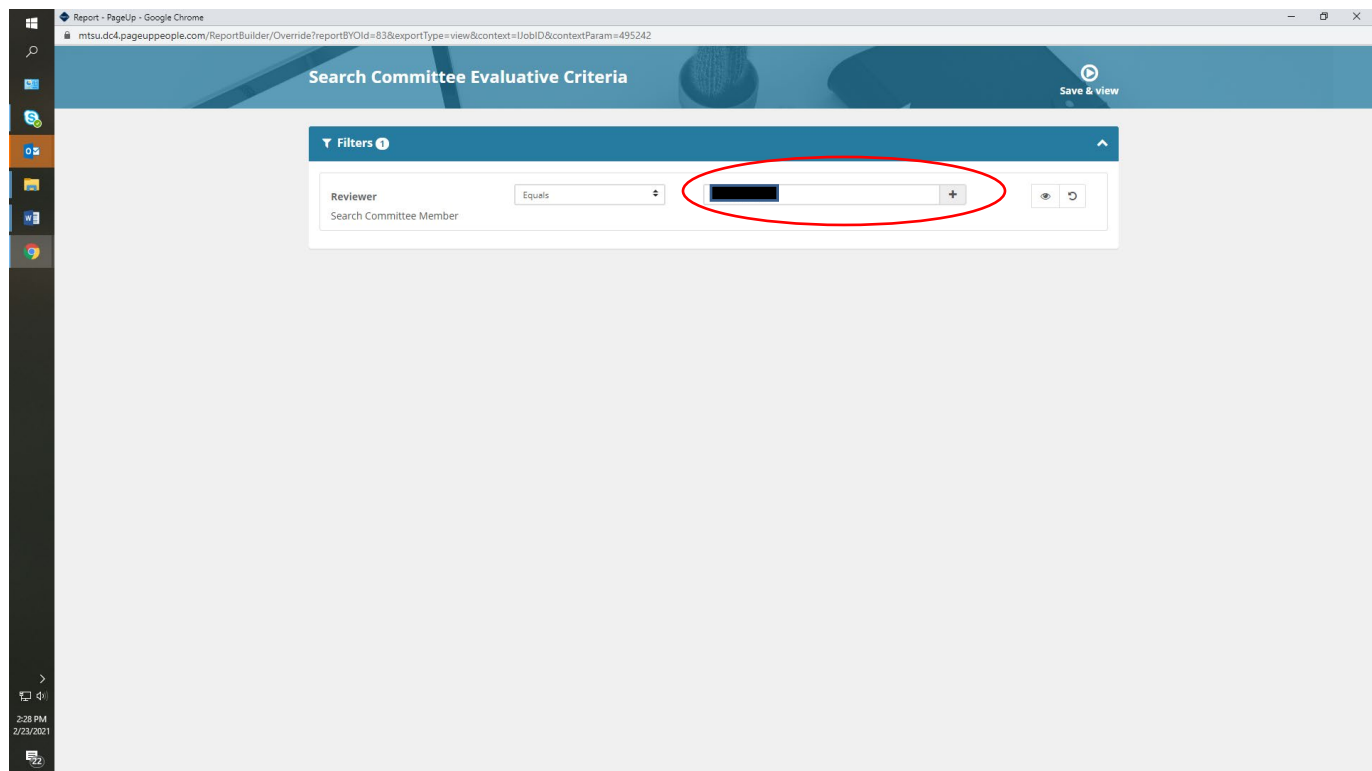
The “Job Information” page will populate in its entirety. Locate and select the “Reports (Legacy)” feature at the top of the information page.

The screenshot shows the PageUp People Control interface for the 'Faculty TEST' job. The navigation bar at the top includes 'Postings', 'People', 'Reports', 'Settings', 'Recent items', and a 'Quick search' bar. Below the navigation bar, the 'Faculty TEST' title is displayed. The 'Reports (Legacy)' tab is circled in red. The main section is titled 'JOB INFORMATION' and contains various fields for job details, including 'Reason for Search', 'Recruitment Process', 'Requisition Number', 'Job Title', 'Index Number', 'FLSA Status', 'ECLS', 'Work Type', 'Division', 'College/Div', 'Department', and 'Team'. The 'Faculty TEST' job is currently selected. The bottom of the page shows 'FACULTY ONLY'.

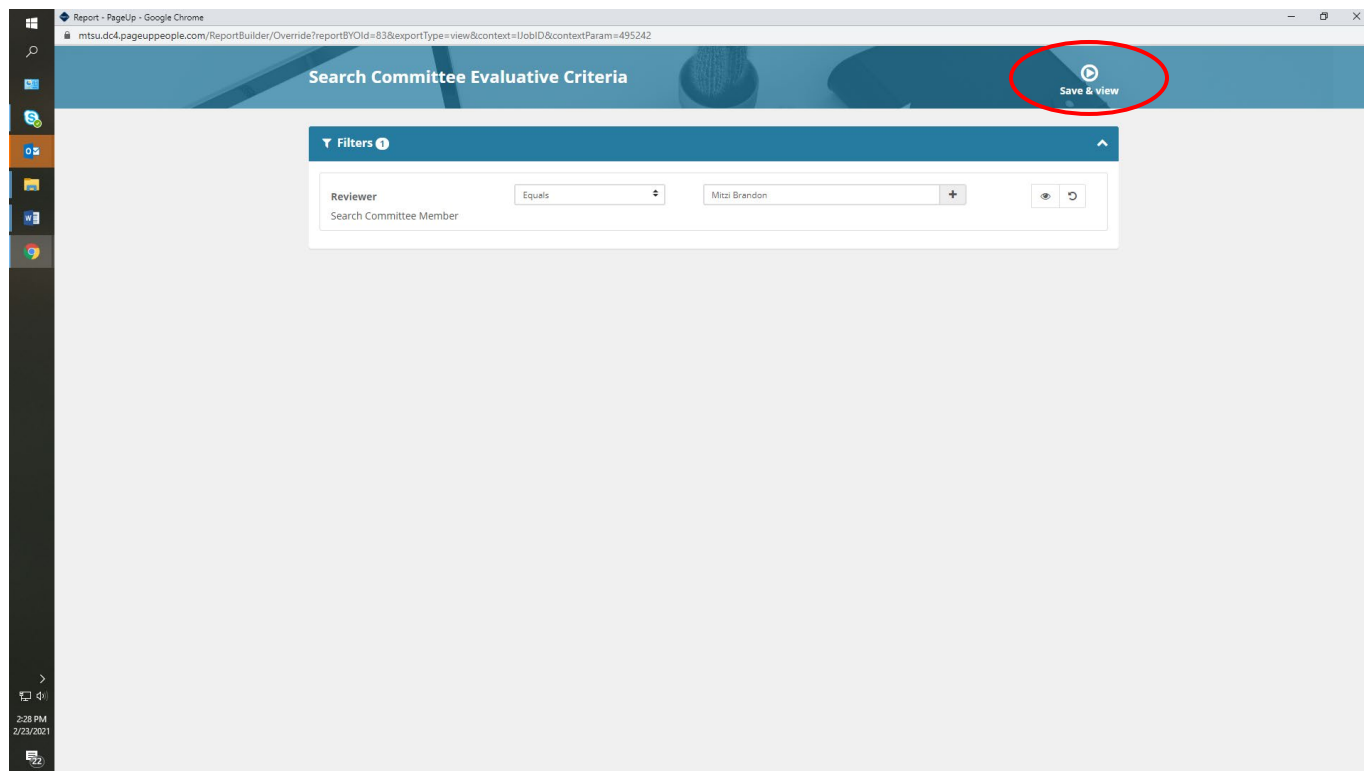
Locate and select the Search Committee Evaluation Criteria link.



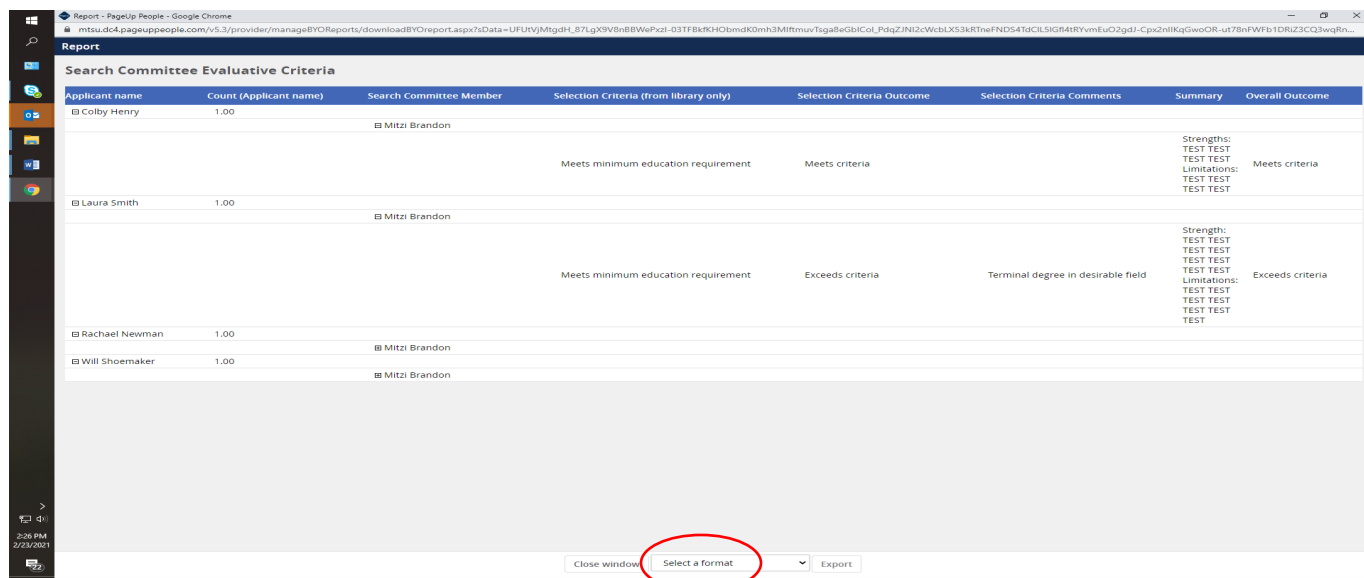
A “Search Committee Evaluative Criteria” page will populate—type in the name of the search committee chair assigned to the posting.



After entering your committee chair’s name, select the “Save & view” button.



Your Search Committee Evaluative Criteria report will populate. Click on the committee chair’s name to be able to have the system reveal the comments entered for those being recommended in the pool.



If you choose, though it is not required, you can export the data into Excel by selecting a format at the bottom of the page and exporting. The exported material allows you to sort and save the criteria provided for applicants being recommended in the pool.

Submittal Of Pool to Dean

After the pool recommendations and provision of the selection criteria have been completed, the pool is ready to be released to your dean. Please use the same steps used above on Pages 22-23, transitioning your pool to the “Applicants Being Considered” status (e.g., populate your applicant list, “move-in bulk”); **however**, this time, you will perform a bulk move selecting the “Dean Pool Review” workflow. By doing so, your dean will have access to review, approve, and submit the recommended pool to Equity and Compliance, who will provide their required final review and approval.

IMPORTANT

You must change the communication screen slightly as you perform this workflow status transition ONLY. For email alerts to automatically generate regarding the progress of the recommended pool’s approval, you **MUST prompt the PageUp system to email your dean.**

Leave the “Email Applicants” response as NO, scroll down to the second blue bar, locate the “Additional users from Job:” section, and select YES. Enter your dean's name in the ****Other Additional Users**** section. **You must perform this step if the dean is to receive an email alert from the system regarding their access to the pool for approval!!!**

The screenshot shows the PageUp People - Control interface. The bulk action status is "2 Applicants" and "Complete". A message states: "You have requested to move 2 applicants to the status 'Dean Pool Review'." Below this, a red text prompt says: "Please select the Dean in the 'Other Additional Users' field below to notify them of this request".

The "You now have the opportunity to notify these people:" section contains a "Communication template" dropdown set to "-- No template --".

Below this is a blue bar with "E-mail: Applicants: Yes No".

Below that is another blue bar with "Additional users from Job: Yes No". The "Yes" radio button is circled in red.

Under "Additional users from Job", there are two columns of checkboxes:

- Left column: ☐ Equity and Compliance, ☐ HR Representative, ☐ Chairperson, ☐ Equity and Compliance, ☐ Reports to Manager.
- Right column: ☐ PD Owner, ☒ Reporting to Manager, ☐ Search Committee Member, ☐ Originator.

Below these is a section titled "**Other Additional Users**" with a text input field and a magnifying glass icon. This section is circled in red.

At the bottom, there are fields for "E-mail from:" (noreply-hr@mtsu.edu), "E-mail subject:" (Applicants for Dean Review | (JOBNO) - (JOBTITLE)), and "E-mail body:".

Department Chairs, please also NOTE:

Suppose your committee identified applicants during their review who failed to apply successfully or who did not meet the requirements to qualify for the position and cannot be considered. In that case, they should also provide you with the applicants' names. Using the steps above to transition applications to a different workflow, you may move those applicants who cannot be considered and change their workflow to "Initial Screen Unsuccessful."

Applicants not currently being recommended for the pool may be moved to the workflow "Under Review by Department," where they may be held as the search proceeds.

Please do not leave applicants in the "Committee Release" workflow. Since our faculty postings remain "open until filled," we will continue in our process of encountering NEW "late" applicants (those who apply beyond the posted Review Date). This new system will require the faculty recruitment specialist to regularly review all postings to detect new applicants and make them available to committee members by moving their workflow status to "Committee Release." It will aid your committee members if they are not sorting through new AND previously released/reviewed applicants, but they can focus only on those new applicants who have moved to the Committee Release workflow.

Also, in rare instances, your committee may need to return to reconsider a previously reviewed applicant who had not been recommended for the pool and would have been placed in the holding status "Under Review by Department." If this occurs, please get in touch with the faculty recruitment specialist to discuss having the applicant's workflow returned to "Committee Release."

OBTAINING APPLICANT POOL APPROVAL – CONT.

DEAN ACTIONS:

Once you have logged into the hiring system (<https://mtsu.dc4.pageuppeople.com/>), use your “My Dashboard” screen to travel to the fields. Under the “New Job” field, click on the “# Job open” link to travel to your posting(s).

The screenshot shows the 'My Dashboard' page in the PageUp People system. The dashboard is titled 'My Dashboard' and includes a welcome message. It features six main task cards arranged in a 2x3 grid:

- Position Description:** My position description - Under review. Includes a link 'Manage position descriptions and create ...'.
- New job:** 1 Jobs open (circled in red). Includes a link 'New Job'.
- Approvals:** 0 Jobs awaiting your approval. Includes a link '0 Approved'.
- Advertisements:** 1 Advertisements.
- Search committee review:** 0 Jobs requiring panel review.
- Offers:** 0 Offers awaiting your approval. Includes links '0 New hires' and '0 New hire tasks'.

On the right side, there is a 'Guidelines / Tips' section with a link 'Click HERE to access online reference materials'. The bottom of the dashboard shows 'English (US)' and 'Powered by PageUp'.

From the list that populates, select the posting whose applicant pool is recommended to have access to review and approve your pool by clicking on “View.”

The screenshot shows the 'My jobs' page in the PageUp People system. It includes filters for 'Visibility' (All jobs, My jobs, Team jobs) and 'Status' (All, Current, Non-current). Below the filters, it shows '1 search results'. A table displays the job details:

Job number	Title	Job supplementary field 1	Department	Date added	Status	Request Provider	Reporting to Manager	Team
495242	Faculty TEST		Art and Design	Jan 31, 2021	Approved	Karla Barnes	University Provost	View

The 'View' link in the last column of the first row is circled in red. Below the table, it shows 'Records 1 to 1 of 1' and a pagination control. The bottom of the page shows 'English (US)' and 'Powered by PageUp'.

As you select “View” your posting, the “Job Information” page will populate, allowing you to review the posting details and your applicants. Locate and select the blue “**View applications**” button at the top of the information page.

The screenshot shows a web browser window with the PageUp People Control interface. The top navigation bar includes links for Postings, People, Reports, Recent Items, and a search bar. The main content area displays the details for a specific position: (492337) Computer Science, Tenure-Track Faculty. A blue button labeled "View applications" is circled in red. Below this, the "JOB INFORMATION" section is visible, containing fields for Reason for Search, Recruitment Process, Job Title, Index Number, FLSA Status, ECLS, Work Type, Division, College/Div, Department, and Team. A "FACULTY ONLY" section is also present, followed by a table of applicants.

FACULTY ONLY	
Dean:	[REDACTED]
Application Review Date:	02/01/2021
Other Desirables:	
University Expectation:	MTSU seeks candidates who are committed to innovative teaching, robust research/creative activity and meaningful service. We also seek to attract a culturally and academically diverse faculty who value working with a diverse student body.

*****BEFORE moving the applicant pool to Equity and Compliance, deans can review the search committee’s responses to the selection criteria evaluations. When reviewing the report, you will have the ability to export the information to an Excel spreadsheet. If you want to produce the report before moving your recommended pool to Equity and Compliance, please reference the instructions from the Generate Report to Confirm Selection Criteria sections on pages 26-28.**

Suppose you have had significant applicant responses resulting in multiple pages of applicants (the default view is 20 applicants per page) and want to review all your applicants. In that case, you may scroll to the bottom of your first-page list to locate and select “**Show all records,**” generating a complete running list of all your applicants.

OR

If you want to view/move **ONLY** the applicants recommended in the pool, we recommend you perform a search for applicants in the “Dean Pool Review” workflow. This search will provide a list of applicants recommended in the pool by the search committee for the posting.

To initiate the search, locate and select the “Search” tab above your list of applicants.

The screenshot shows the PageUp People application interface. At the top, there is a navigation bar with tabs: Postings, People, Reports, Settings, Recent Items, and a Quick search bar. Below the navigation bar, there is a header section with a message: "You have just moved 2 applicants to the status 'Dean Pool Review'." Below this, there is a section titled "Faculty TEST (495242)". Under this section, there are two tabs: "Search" and "Results". The "Search" tab is highlighted with a red circle. Below the tabs, there is a table with columns: Submitted, Status, Pref Name, First name, Last name, Ranking, Phone, Mobile, Email, Country, State, City, Ref. Score, Dup, Undisclosed?, Employee, Source, Sub-source, and Flags. The table contains four rows of data. The first row shows a submitted application for Henry Colby, with status "Dean Pool Review". The second row shows a submitted application for Rachael Newman, with status "Dean Pool Review". The third row shows a submitted application for Will Shoemaker, with status "Initial Screen Unsuccessful". The fourth row shows a submitted application for Laura Smith, with status "Committee Release".

Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref. Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags
Jan 31, 2021	Dean Pool Review	Colby	Henry			55555555	55555555	jamie.wilson@mtsu.edu	United St	New Yor	New York			False		Other	EmpRef	
Jan 31, 2021	Dean Pool Review	Rachael	Newman			55555555		Becky.Cole@mtsu.edu	United St	New Yor	New York			False		Other	EmpRef	
Jan 31, 2021	Initial Screen Unsuccessful	Will	Shoemaker			55555555	55555555	kathy.musselman@mtsu.edu	United St	New Yor	New York			False		Other	EmpRef	
Jan 31, 2021	Committee Release	Laura	Smith			55555555	55555555	Lisa.Thayer@mtsu.edu	United St	New Yor	New York			False		Other	EmpRef	

From the new screen that populates, locate and select “Dean Pool Review.”

The screenshot shows the PageUp People application interface. At the top, there is a navigation bar with tabs: Postings, People, Reports, Recent Items, and a Quick search bar. Below the navigation bar, there is a header section with a message: "You are controlling Robert Fischer's account. Return to your account." Below this, there is a section titled "Biology (Physiologist), Tenure-Track Faculty (492335)". Under this section, there are two tabs: "Search" and "Results". The "Search" tab is highlighted with a red circle. Below the tabs, there is a search form with fields for Job/campaign, Application status, E-mail, First name, Last name, Reference check status, Applicant number, and Current application statuses only. The "Application status" dropdown menu is open, and the "Dean Pool Review" option is highlighted with a red circle. There are also buttons for "Clear", "Search", and "Save search".

At this point, your new list of the applicants recommended in the pool and forwarded as “Dean Pool Review” only will populate.

This is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for more information, please see the Knowledge Portal.

PageUp

Postings People Reports Settings Recent Items Quick search Lisa

New applicant Search by answers to questions Merge applicants Select a bulk action

Faculty TEST (495242)

Search Results

	Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags
<input type="checkbox"/>	Jan 31, 2021	Dean Pool Review		Colby	Henry		55555555	55555555	jamie.wilson@mtsu.edu	United St	New Yor	New York	<input checked="" type="checkbox"/>			False		Other	EmpRef	
<input type="checkbox"/>	Jan 31, 2021	Dean Pool Review		Rachael	Newman		55555555		Becky.Cole@mtsu.edu	United St	New Yor	New York	<input checked="" type="checkbox"/>			False		Other	EmpRef	

Page 1 of 1 | 11 Records 1 to 2 of 2

Powered by PageUp

To transition all recommended applicants to Equity and Compliance for their review, you can select them in bulk by clicking the green checkmark at the “All” button just above the name list.

This is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for more information, please see the Knowledge Portal.

PageUp

Postings People Reports Settings Recent Items Quick search Lisa

New applicant Search by answers to questions Merge applicants Select a bulk action

Faculty TEST (495242)

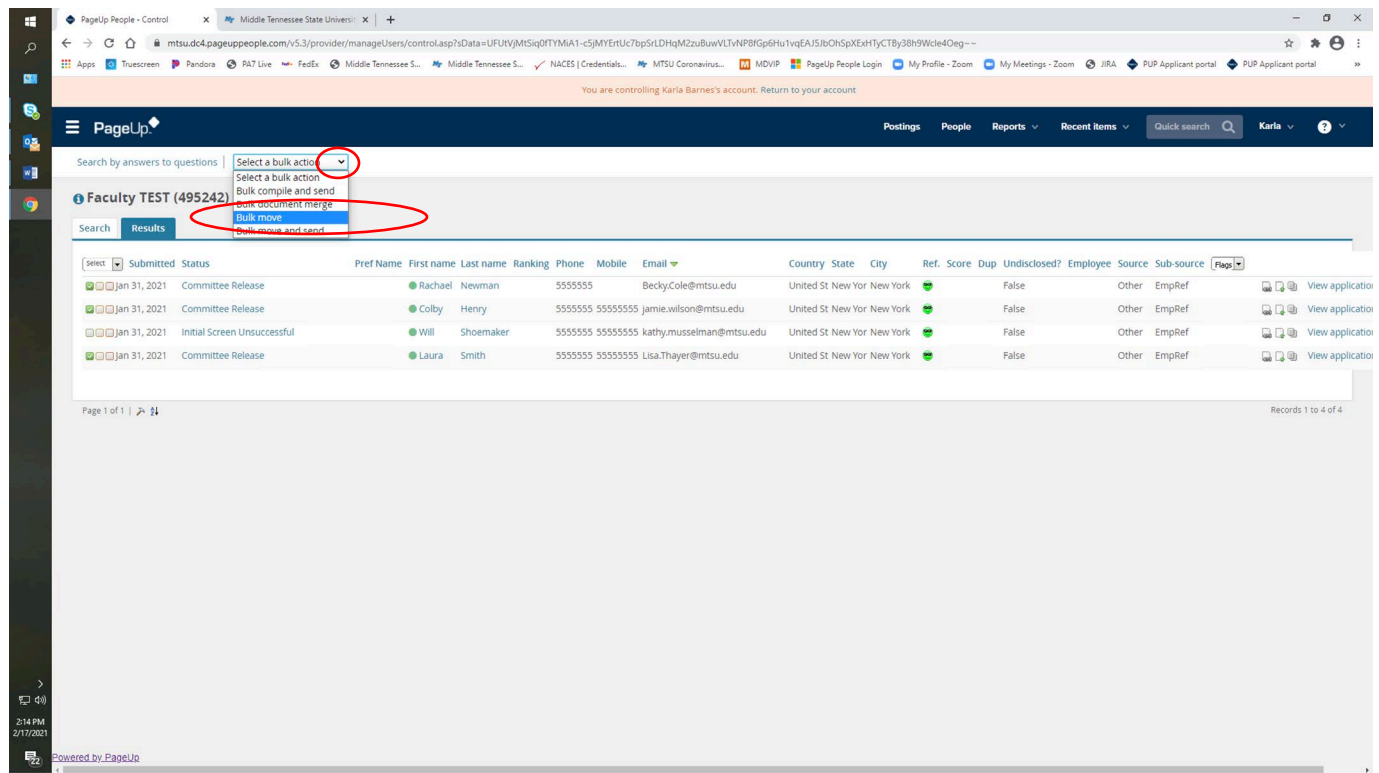
Search Results

	Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags
<input checked="" type="checkbox"/>	Jan 31, 2021	Dean Pool Review		Colby	Henry		55555555	55555555	jamie.wilson@mtsu.edu	United St	New Yor	New York	<input checked="" type="checkbox"/>			False		Other	EmpRef	
<input checked="" type="checkbox"/>	Jan 31, 2021	Dean Pool Review		Rachael	Newman		55555555		Becky.Cole@mtsu.edu	United St	New Yor	New York	<input checked="" type="checkbox"/>			False		Other	EmpRef	

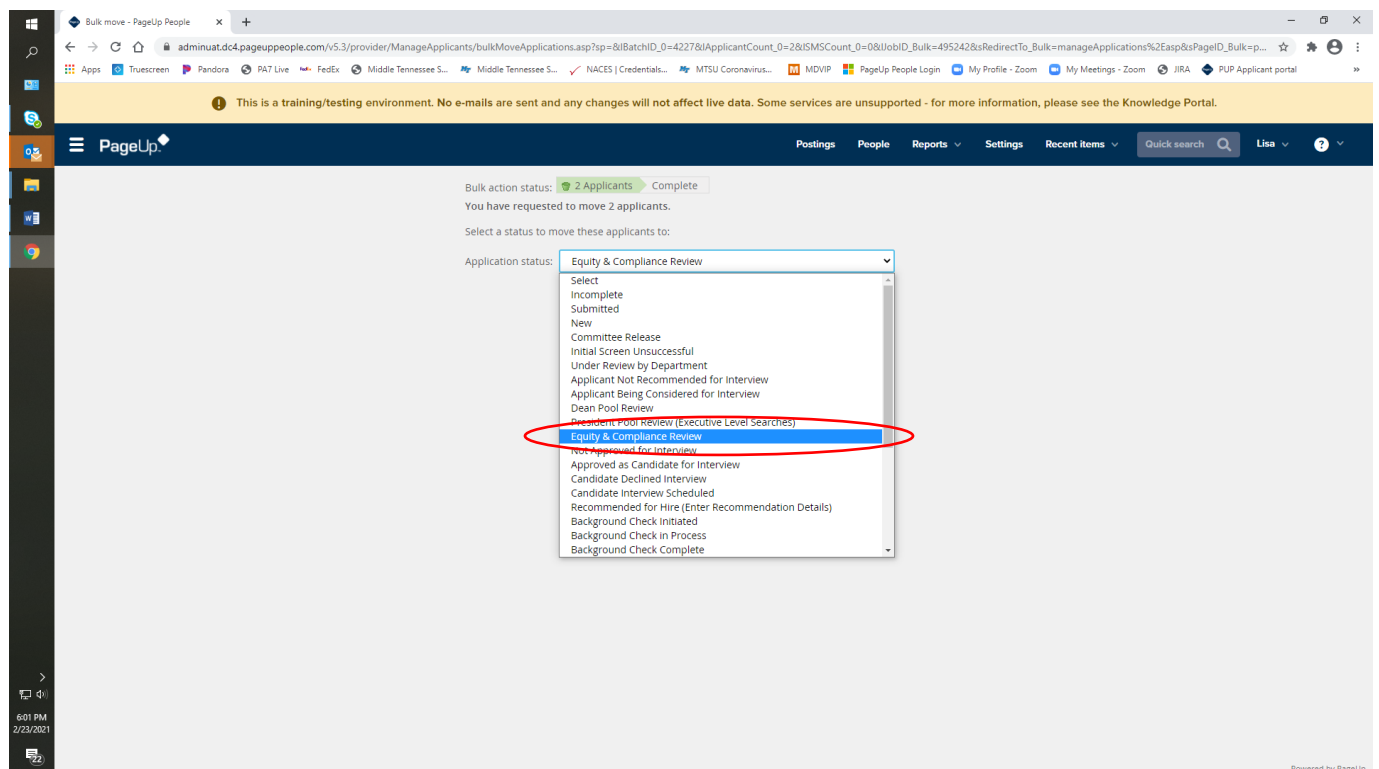
Page 1 of 1 | 11 Records 1 to 2 of 2

Powered by PageUp

Once you have selected all names for the pool, scroll up to the top of the page and locate the drop-down arrow in the “Select a bulk action” box. From the list that populates, select the “Bulk move” option.



This action allows you to select and move those recommended applicants to the new “Equity & Compliance Review” workflow state.



adminuat.d04.pageuppeople.com/v5.3/provider/ManageApplicants/bulkmoveapplications2.asp?sp=&lApplicationStatusID=24472&iBatchID_0=4230&iApplicantCount_0=2&iSMSCount_0=0&iJobID_Bulk=495242&RedirectTo_Bulk=manageApplica...

This is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for more information, please see the Knowledge Portal.

PageUp

Postings People Reports Settings Recent Items Quick search Lisa

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants to the status "Equity & Compliance Review".

You now have the opportunity to notify these people:

Communication template: -- No template --

E-mail: Applicants Yes No

Additional users from Job: Yes No

Additional users from Job

☒ Equity and Compliance ☐ PD Owner

☐ HR Representative ☐ Reporting to Manager

☐ Chairperson ☐ Search Committee Member

Additional users from Offer

☐ Equity and Compliance ☐ Originator

☐ Reports to Manager

Other additional users

E-mail from: noreply@mtsu.edu

E-mail subject: Applicants for Review - {JOBNO} - {JOBTITLE}

E-mail body: Merge fields

B I U [List Bulleted] [List Numbered] [Table] [Link] [Image] [Code] [Quote] [Indent] [Outdent] [Align Left] [Align Center] [Align Right] [Justify] [Decrease Indent] [Increase Indent] [Undo] [Redo] [Find] [Replace] [Print] [Fullscreen] [Exit Fullscreen] [Help] [About]

Hello {EMPLOYEEFIRSTNAME},

The following applicants are now ready for Equity & Compliance review for job {JOBNO} - {JOBTITLE}.

Drag & Drop files here

Or click to browse from local drive.

5MB file size limit

Delay e-mail by: No delay ▾

Status	Date	Time	Applicants affected
<input checked="" type="checkbox"/> Assessment 1		0 of 2	
<input checked="" type="checkbox"/> Interview 1		0 of 2	
<input checked="" type="checkbox"/> Line manager review 1		0 of 2	
<input checked="" type="checkbox"/> New application		0 of 2	
<input checked="" type="checkbox"/> Review 1	<input type="text" value="Feb 23, 2021"/>	6:03 pm	All
<input type="checkbox"/> Interview 2	<input type="text" value=""/>		All
<input type="checkbox"/> Offer accepted	<input type="text" value=""/>		All
<input type="checkbox"/> Offer declined	<input type="text" value=""/>		All
<input type="checkbox"/> Offer made	<input type="text" value=""/>		All

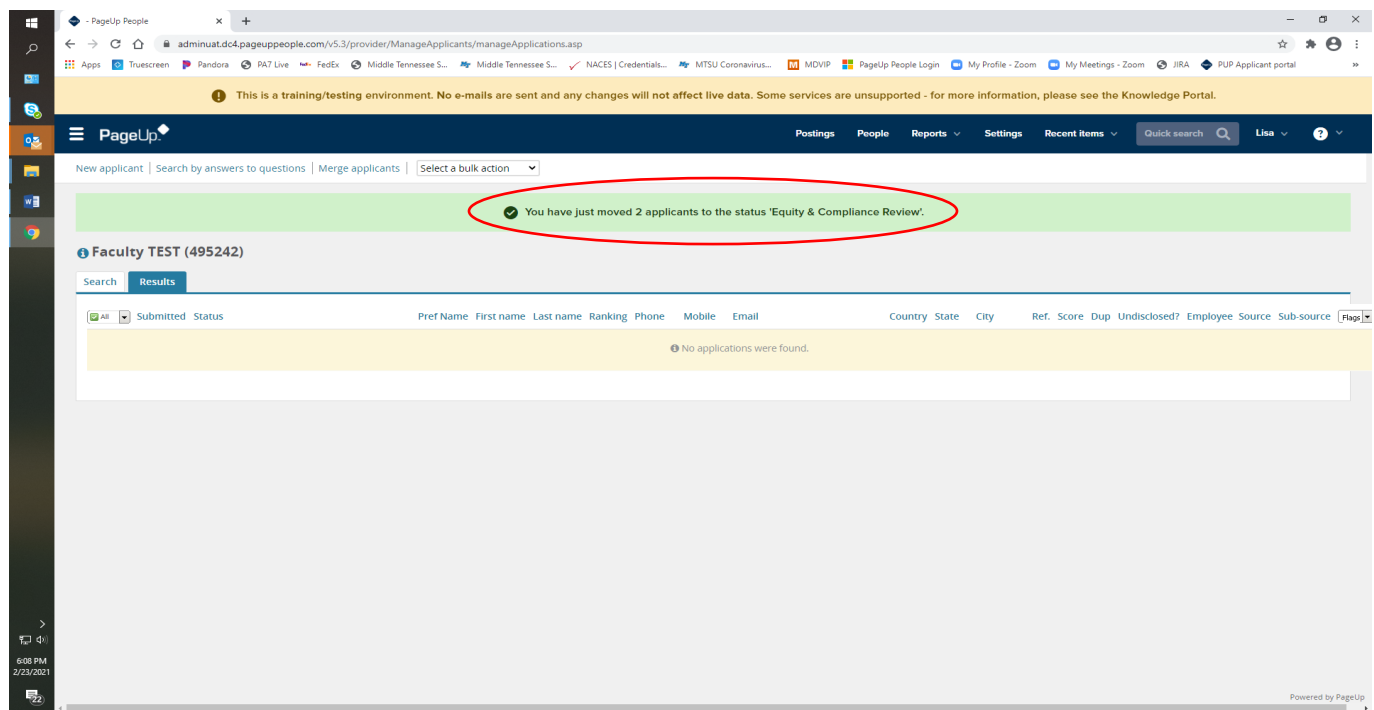
[Show all](#)

Note

The following will be added to the applicant notes for administrators to view:

Move now Cancel

Once you have completed the action, you will receive a screen confirmation of the number of applicants successfully moved in the system.



RETRIEVING LETTERS OF RECOMMENDATION

Letters are automatically solicited within the system as the applicant is approved in the candidate pool by Equity and Compliance. The recommender should return letters through the PageUp system using the unique link assigned to each recommender. They should not be accepted by email.

Committee members may desire the ability to review letters of recommendation. Therefore, they can access these letters for approved candidates during the interview stage. Department chairs will need access to letters to ensure complete Hiring Packet materials are submitted for their recommended finalist(s). Department chairs and committee members use different methods to access these letters; please reference the instructions below for your respective roles.

DEPARTMENT CHAIR METHOD:

Go into the posting and select the “View Applications” button to populate your list of applicants (reference Pages 20-22 above) to retrieve the approved candidate’s letter(s). From the list of applicants, locate your candidate’s name and click on their first name to generate a screen specific to their application. Select the box to the far right of this screen with the three bullets.

Jules Ostin

[View profile](#) [View references](#) [Add flags](#)

Address	Tennessee United States	Phone	+1 555 555 5555
E-mail	aboutthefit1@gmail.com	Number	3340
Original source	Employee referral	e-Zines comms hold	<input checked="" type="checkbox"/> Yes

Applications History Scheduled emails CRM Resume

i 495242 - Faculty TEST Undisclosed

Date submitted Mar 1, 2021	Applied via Employee referral	Status changed Aug 10, 2021 Recommended for Hire (Enter R...)	Offer No offer
Resume View	Form View		

A drop-down menu will populate, allowing you to select “View references.”

The screenshot shows the 'Applications' tab in a system. A card for application '495242 - Faculty TEST' is displayed with a status of 'Undisclosed'. The card includes details such as 'Date submitted: Mar 1, 2021', 'Applied via: Employee referral', 'Status changed Aug 10, 2021', and 'Offer: No offer'. A dropdown menu is open from the top right of the card, listing actions: 'Add activity', 'Add document', 'Add document from file', 'Add note', 'Compile and send', 'New form', 'View references' (highlighted with a red circle), and 'Disclose application'. At the bottom of the card, there are 'Resume View' and 'Form View' links. Below the card is a 'Close' button and navigation icons.

A “Manage references” screen will populate with your posting job title and the names and contact information of your finalist’s recommenders.

The screenshot shows the 'Manage references' screen. The title 'Manage references' is circled in red. Below it, the job title 'Dance, Tenure-Track Faculty (FAC101)' is shown. A status dropdown is set to 'Active'. A table header is visible with columns: First name, Last name, Type of Reference/Recommender, Status, Expiry, Score, Organization, Reference/Recommender Position, Phone Number, E-mail, and Length of Tenure. The table body is currently empty.

Within the information provided under these columns, you can select “View answers” for each recommender who has responded on behalf of an approved candidate. A new screen will populate, providing the recommender’s information and a link to the letter delivered on behalf of the candidate. Clicking on the letter’s link will populate a PDF button for the letter in the bottom left-hand corner of this information screen. Clicking on the PDF button displays the letter and allows you to print a hard copy or save it as a PDF file to be shared with your committee during their review/consideration of the approved candidates.

COMMITTEE MEMBER METHOD:

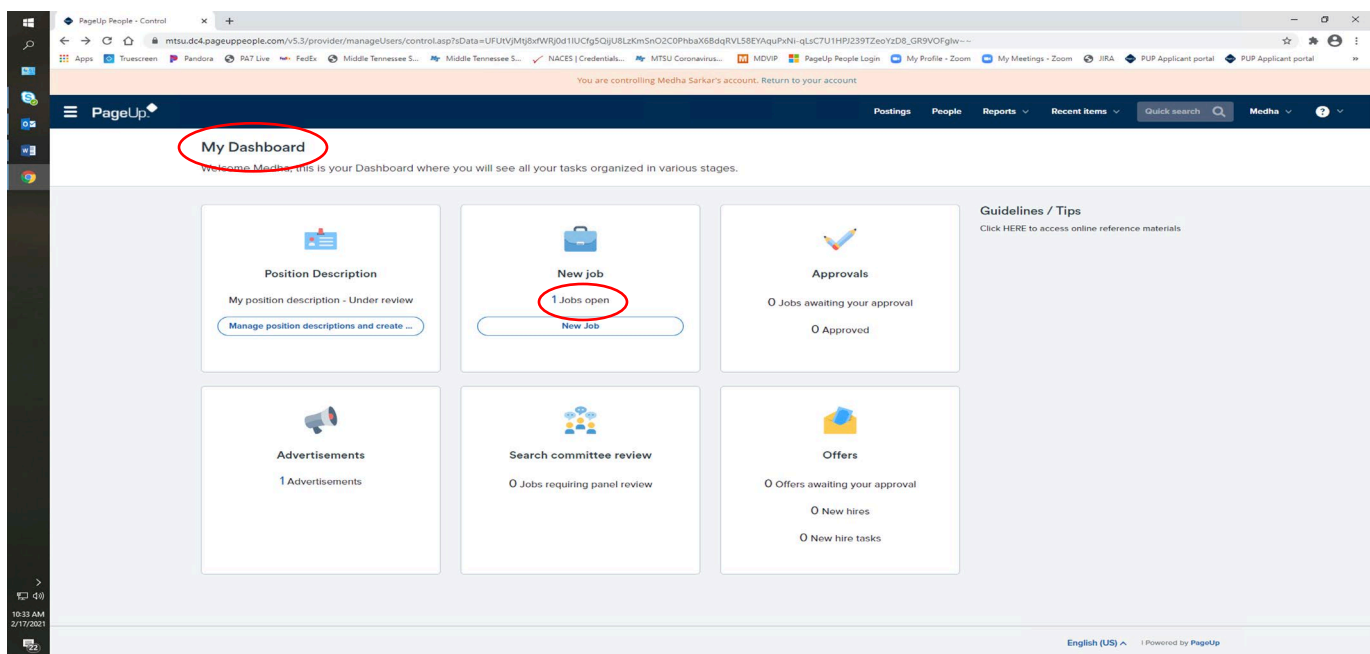
Committee members may access recommendation letters submitted on behalf of approved candidates at two latter stages of the pool approval and the identifying finalist stage. Suppose members elected not to perform the “Bulk Compile and Send” during their initial review stage, generating a downloadable report capturing submitted documents for their pool of applicants being considered. In that case, they can do so while retrieving letters of recommendation. This can be accomplished at either the “Applicant Approved as Candidate for Interview” or the “Finalist Interview Scheduled” workflows. Retrieval of these documents post-candidate approval can be performed by following the steps outlined on Pages 9-13 above. The only selection exception would be to include “Letters of Recommendation.”

IDENTIFYING YOUR APPROVED SHORTLIST

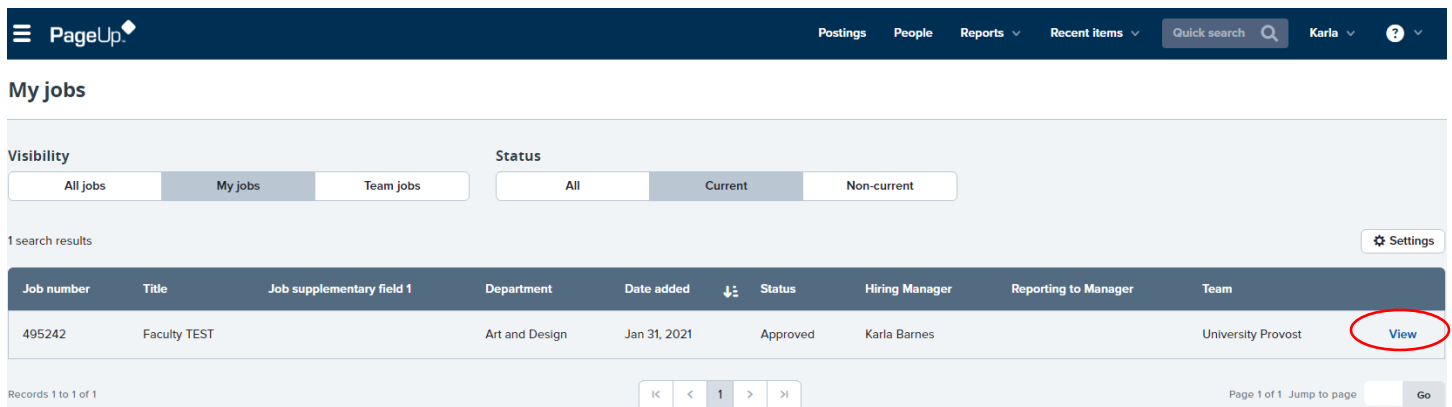
DEPARTMENT CHAIR ACTIONS:

Once you have identified your 2-3 “shortlisted” candidates being considered for possible recommendation (either through the tiered approach from an initial interview of all candidates from a larger candidate pool approved by E&C or having initially refined your pool before submittal for E&C review/approval), you will be required to transition the workflow state of your shortlisted candidates. **This action is needed** and works as a system prompt to generate an automatic email to the candidates notifying them of the need to initiate the provision of their required official transcripts and credential evaluations.

Locate your “My Dashboard” screen display. Under the “New Job” field, click on the “# Job open” link to travel to your posting(s).



Select the posting whose applicant pool is recommended to have access to review and approve your pool by clicking on “View.”



The “Job Information” will populate, allowing you to select the “View applications” button at the top of the information page.

The screenshot shows the PageUp People Control interface. At the top, there's a navigation bar with 'PageUp' logo and various tabs like 'Postings', 'People', 'Reports', 'Recent Items', and a search bar. Below this, the main header displays '(492337) Computer Science, Tenure-Track Faculty'. A red circle highlights the 'View applications' button in the top right corner of the main content area. Below the header, there's a 'JOB INFORMATION' section with a table of details:

JOB INFORMATION	
Reason for Search:*	Termination
Recruitment Process:*	Faculty Recruitment
Job Title:*	Computer Science, Tenure-Track Faculty
Index Number:*	210420
FLSA Status:	Exempt
ECLS:	F9 - Faculty 9/10 Month
Work Type:	Faculty - Tenure-Track
Division:*	Academics
College/Div:	College of Basic and Applied Sciences
Department:	Computer Science
Team:	Computer Science
FACULTY ONLY	
Dean:	Robert Fischer
Application Review Date:	Format for the Application Review Date: MM/DD/YYYY
Other Desirables:	02/01/2021
University Expectation:	MTSU seeks candidates who are committed to innovative teaching, robust research/creative activity and meaningful service. We also seek to attract a culturally and academically diverse faculty who value working with a diverse student body.

When transitioning your “shortlist” candidates, limiting your applicant list to only those candidates previously approved for an interview is helpful. This is especially helpful if you have multiple pages of applicants. (When there are numerous pages of applicants, be sure to select the “show all records” option at the bottom of the page of the applicant list so that all pages will be populated as one running list.) By clicking on the “All” button just below the “Search” tab, you will note that each name will have a green ✓ checkmark indicating they have been selected for the search.

The screenshot shows the PageUp People Control interface with a list of applicants for 'Faculty TEST (495242)'. The 'All' button is highlighted with a red circle. The table below shows the applicant list:

Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Employee	Sour
Mar 1, 2021	Approved as Candidate for Interview (E8	Flounder	Fish			4444444		flounder.fish@mtsu.edu	United St	Tenness		✓			True		Othe
Jan 31, 2021	Approved as Candidate for Interview (E8	Colby	Henry			5555555	5555555	jamie.wilson@mtsu.edu	United St	New Yor	New York	✓			False		Othe
Mar 1, 2021	Committee Release (AA Use ONLY)	Ariel	Mermaid					ariel.mermaid@gmail.com	United St	Tenness		✓			True		Othe
Jan 31, 2021	Approved as Candidate for Interview (E8	Rachael	Newman			5555555		Becky.Cole@mtsu.edu	United St	New Yor	New York	✓			False		Othe
Mar 1, 2021	Finalist Interview Scheduled (CAUTION: I	Jules	Ostin			5555555		aboutthefit1@gmail.com	United St	Tenness		✓			True		Othe
Mar 1, 2021	Committee Release (AA Use ONLY)	Zack	Pearlman					aboutthefit3@gmail.com	United St	Tenness		✓			True		Othe
Jan 31, 2021	Committee Release (AA Use ONLY)	Will	Shoemaker			5555555	5555555	kathy.musselman@mtsu.edu	United St	New Yor	New York	✓			False		Othe

Click on the blue “Search” tab just below your posting’s title and select the search criteria “Approved as Candidate for Interview,” then travel to the bottom of the page and click on the “Search” button.

PageUp BETA

Postings People Reports Settings Recent items Quick search Lisa

New applicant | Search by answers to questions | Merge applicants | Bulk move

You have just moved 2 applicants to the status 'Approved as Candidate for Interview (E&C Use ONLY)'.

Faculty TEST (495242)

Search Results

Job/campaign: Faculty TEST

Application status:

- ☐ President Pool Review (Executive Level Search)
- ☐ Equity & Compliance Review
- ☐ Not Approved for Interview (E&C Use ONLY)
- ☒ Approved as Candidate for Interview (E&C Use ONLY)

E-mail:

First name:

Clear Search

Save search:

Only the approved candidates will populate from the overall applicant list, allowing you to quickly select and identify the 2-3 candidates you intend as your “Shortlist.”

PageUp

Postings People Reports Recent items Quick search Karla

Search by answers to questions | Select a bulk action

Faculty TEST (495242)

Search Results

Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Emplo
Mar 1, 2021	Approved as Candidate for Interview (E8)		Flounder	Fish		4444444		flounder.fish@mts.u.edu	United St	Tenness					True	
Jan 31, 2021	Approved as Candidate for Interview (E8)		Colby	Henry		5555555	55555555	jamie.wilson@mts.u.edu	United St	New Yor	New York				False	
Jan 31, 2021	Approved as Candidate for Interview (E8)		Rachael	Newman		5555555		Becky.Cole@mts.u.edu	United St	New Yor	New York				False	
Mar 1, 2021	Approved as Candidate for Interview (E8)		Jules	Ostin		5555555		aboutthefit1@gmail.com	United St	Tenness					True	
Mar 1, 2021	Approved as Candidate for Interview (E8)		Zack	Pearlman				aboutthefit3@gmail.com	United St	Tenness					True	
Jan 31, 2021	Approved as Candidate for Interview (E8)		Will	Shoemaker		5555555	55555555	kathy.musselman@mts.u.edu	United St	New Yor	New York				False	

CAUTION: If you are using the tiered interview approach after having received E&C approval of a large pool, you must have completed interviews of **ALL** approved candidates from the large pool before moving forward with identifying your “short-list” of candidates being considered for a final interview and possible recommendation.

To transition your shortlist, you may select or deselect the applicants/candidates individually in the list generated from your search by just clicking on the box to the left of their names. Once you have selected/deselected and identified the 2-3 candidates transitioning to your shortlist, you may either change their workflow status individually or move them “in bulk” all at once. Transitioning them individually only requires you to click on the “Approved as Candidate for

Interview” in the Status column and select “Finalist Interview Scheduled” from the dropdown menu on the screen. Complete the process by hitting “Next” at the bottom of the page.

Change application status

- New
- Committee Release (AA Use ONLY)
- Initial Screen Unsuccessful
- Under Review by Department
- Applicant Not Recommended for Interview
- Applicant Being Considered for Interview
- Dean Pool Review
- President Pool Review (Executive Level Searches)
- Equity & Compliance Review
- Not Approved for Interview (E&C Use ONLY)
- Approved as Candidate for Interview (E&C Use ONLY)
- Candidate Declined Interview
- Finalist Interview Scheduled (CAUTION: Use for approved, short-list candidates ONLY)**
- Recommended for Hire (Enter Recommendation Details)
- Background Check Complete
- Interviewed, Not Hired
- Extend Recommendation (AA USE ONLY - Sends Recommendation to Candidate)
- Recommendation Accepted (AA Use ONLY)
- Recommendation Accepted - Form Complete (AA Use ONLY)
- Recommendation Declined (AA Use ONLY)

Save **Next >** Cancel

A “Confirm status change” box will populate, allowing you to preview the email automatically generated due to this transition. (Please do not modify the body of this email in any way.) Select “Move now” at the bottom of the page to ensure the email is generated and the status move is complete.

If electing to move the finalists in bulk, select the box to the far left of each final candidate’s name, scroll to the top of the page, and select “Bulk move” from the dropdown menu.

PageUp Postings People Reports Recent items Quick search

Search by answers to questions | Bulk move

Faculty TEST (495242)

Search Results

Bulk move

- Select a bulk action
- Bulk compile and send
- Bulk document merge
- Bulk move**
- Bulk move and send

Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed
<input type="checkbox"/> Mar 1, 2021	Approved as Candidate for Interview (E8)		Flounder	Fish		4444444		flounder.fish@mtsu.edu	United St	Tenness					True
<input checked="" type="checkbox"/> Jan 31, 2021	Approved as Candidate for Interview (E8)		Rachael	Newman		5555555		Becky.Cole@mtsu.edu	United St	New Yor	New York				False
<input checked="" type="checkbox"/> Mar 1, 2021	Approved as Candidate for Interview (E8)		Zack	Pearlman				aboutthefit3@gmail.com	United St	Tenness					True
<input type="checkbox"/> Jan 31, 2021	Approved as Candidate for Interview (E8)		Will	Shoemaker		5555555	55555555	kathy.musselman@mtsu.edu	United St	New Yor	New York				False

A new window will open, allowing you to select the application status to be used for the transition. Select “Finalist Interview Scheduled” from the dropdown menu and click “Next.”

PageUp BETA Postings People Reports Settings Recent items Quick search Lisa

Bulk action status: 2 Applicants Complete

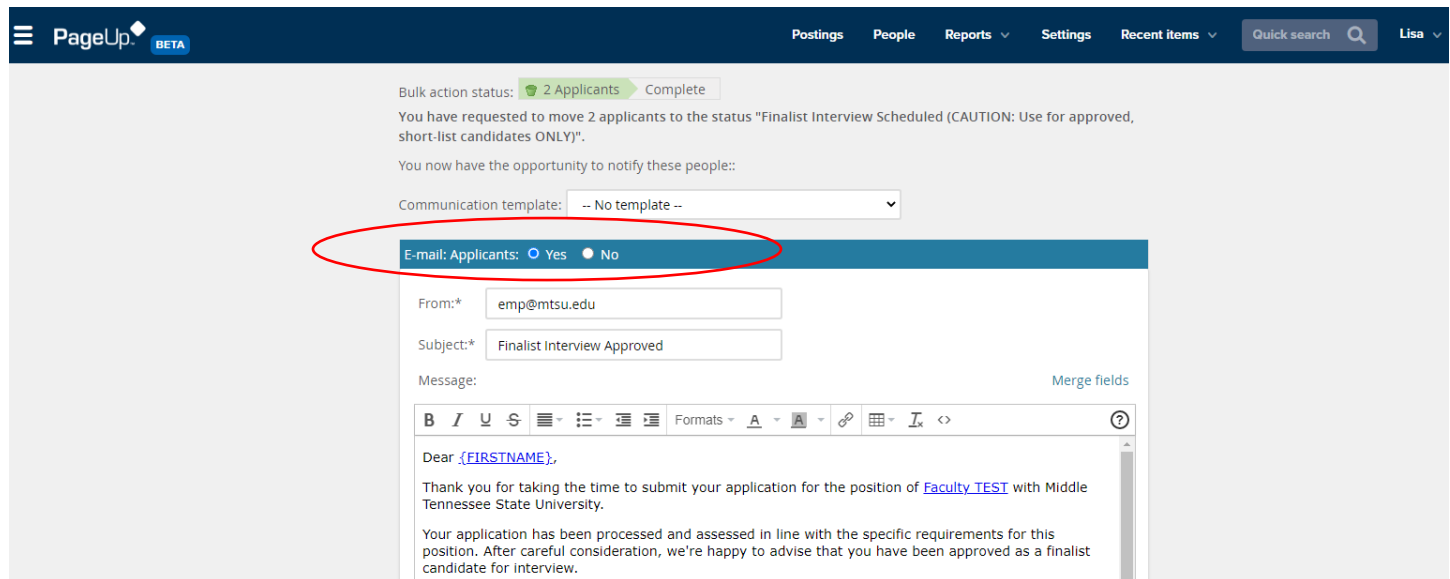
You have requested to move 2 applicants.

Select a status to move these applicants to:

Application status: **Finalist Interview Scheduled (CAUTION: Use for approved, short-list candidates ONLY)**

Next > Cancel

A bulk action status page will populate, DISPLAYING a blue banner bar depicting confirmation that an email to your applications has been initiated. You can also see the email content to be sent. Please **do not adjust** this screen or the automatically generated email sent to each selected candidate for your shortlist.



PageUp BETA

Postings People Reports Settings Recent items Quick search Lisa

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants to the status "Finalist Interview Scheduled (CAUTION: Use for approved, short-list candidates ONLY)".

You now have the opportunity to notify these people::

Communication template: -- No template --

E-mail: Applicants: ☒ Yes ☐ No

From:* emp@mtsue.edu

Subject:* Finalist Interview Approved

Message: Merge fields

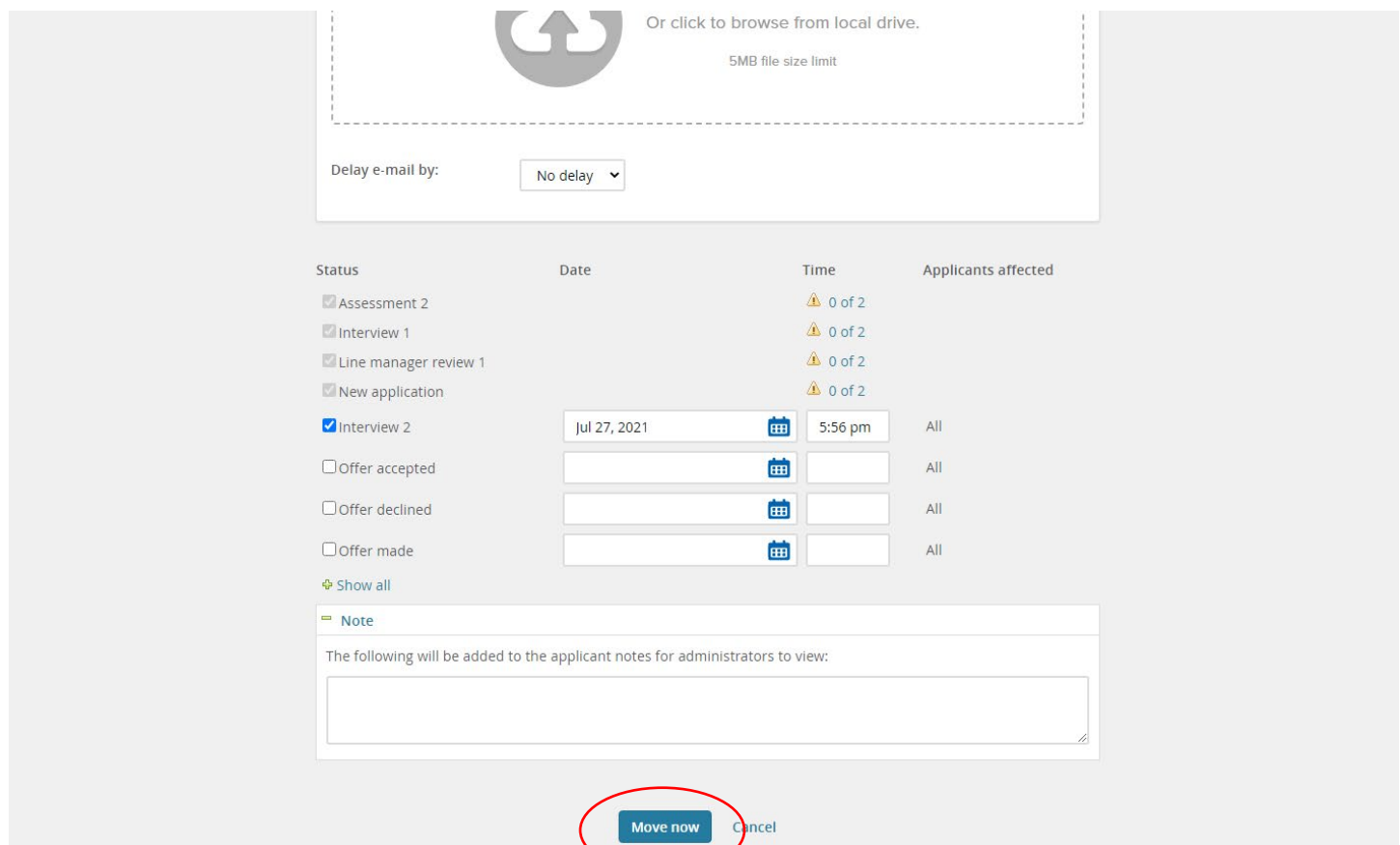
B I U S [List Icons] [Table Icon] [Link Icon] [More Icons] Formats [Font Color] [Background Color] [Link] [Table] [Text] [Code]

Dear {FIRSTNAME},

Thank you for taking the time to submit your application for the position of Faculty TEST with Middle Tennessee State University.

Your application has been processed and assessed in line with the specific requirements for this position. After careful consideration, we're happy to advise that you have been approved as a finalist candidate for interview.

Scroll to the bottom of the page and select the “Move Now” button to complete the transition of the applicant status.



Or click to browse from local drive.

5MB file size limit

Delay e-mail by: No delay

Status	Date	Time	Applicants affected
<input checked="" type="checkbox"/> Assessment 2		0 of 2	
<input checked="" type="checkbox"/> Interview 1		0 of 2	
<input checked="" type="checkbox"/> Line manager review 1		0 of 2	
<input checked="" type="checkbox"/> New application		0 of 2	
<input checked="" type="checkbox"/> Interview 2	Jul 27, 2021	5:56 pm	All
<input type="checkbox"/> Offer accepted			All
<input type="checkbox"/> Offer declined			All
<input type="checkbox"/> Offer made			All

Show all

Note

The following will be added to the applicant notes for administrators to view:

Move now Cancel

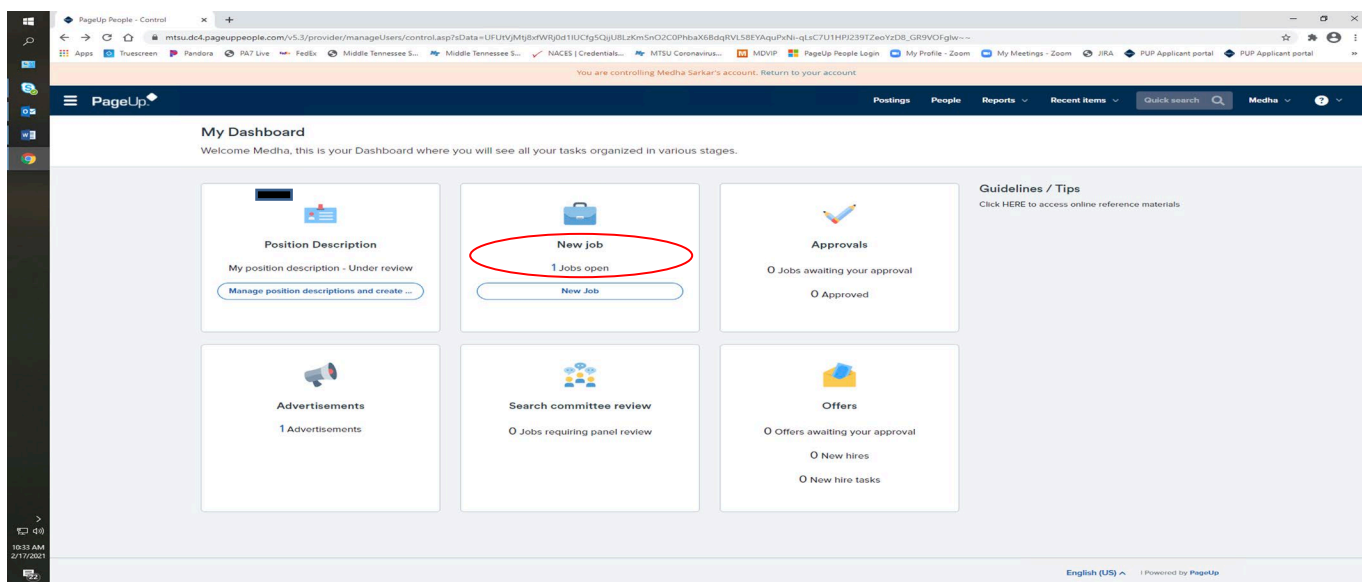
RECOMMENDING YOUR FINALIST (AND RESULTING OFFER)

DEPARTMENT CHAIR ACTIONS:

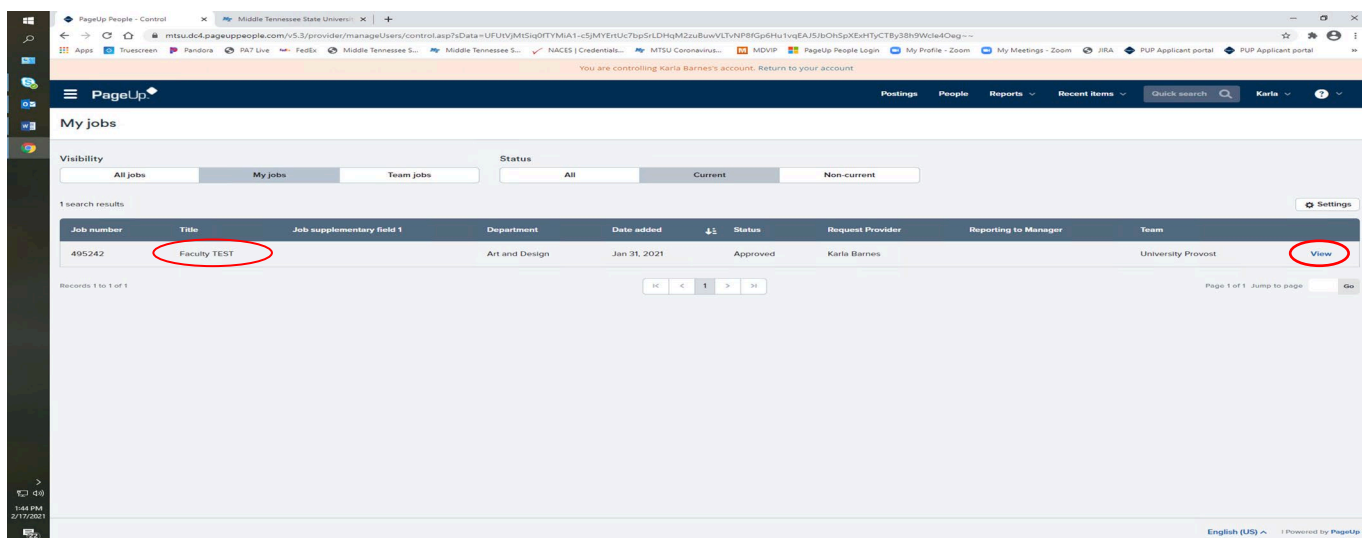
Once you have determined your recommended finalist and they have accepted the negotiated terms being recommended for the appointment, please log in to the online hiring system to initiate the recommendation/offer process at mtsu.dc4.pageuppeople.com

By this point, you should have already forwarded a salary recommendation form with the recommended finalist's CV to Becky Cole, who will return it to you. You will have the approved recommended salary (range) information to finalize negotiated terms.

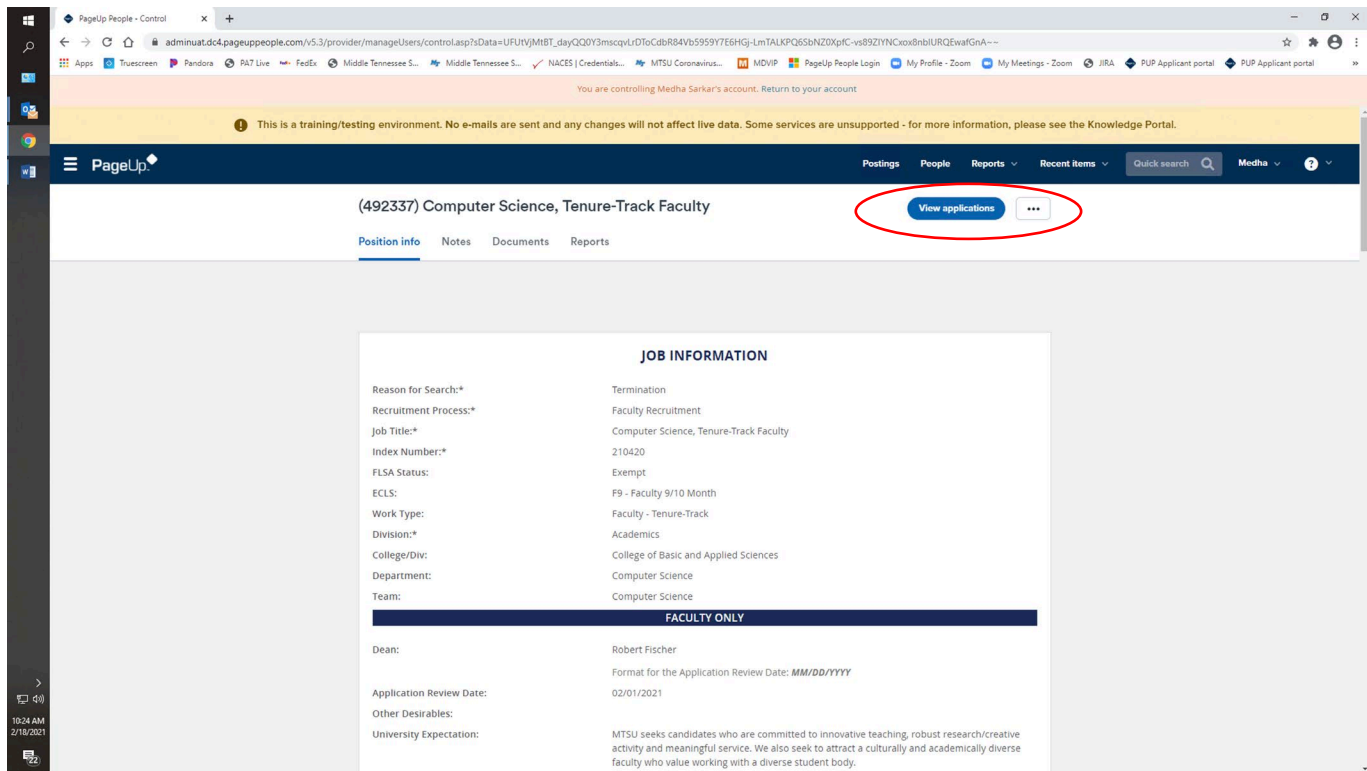
Locate your “My Dashboard” screen display. Under the “**New Job**” field, click on the “**# Job open**” link to travel to your posting(s).



Locate your posting title from the list that populates and select it by clicking “**View**” at the far right.



Click on the blue **“View Applications”** button in the upper right corner to populate your list of applicants.



Once viewing your applicant list, locate your finalist’s name. At this point, your short-listed finalists should have already been moved to the workflow state *“Final Interview Scheduled.”*

PageUp <small>BETA</small>													
Postings People Reports Settings Recent Items Quick search Lisa													
New applicant Search by answers to questions Merge applicants Select a bulk action													
Faculty TEST (495242)													
Search Results													
<input checked="" type="checkbox"/> All	Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref. Score Dup Ur
<input type="checkbox"/>	Mar 1, 2021	Finalist Interview Scheduled (CAUTION: Use 1	Flounder	Fish		44444444			flounder.fish@mtsu.edu	United St	Tenness		Tr
<input type="checkbox"/>	Jan 31, 2021	Finalist Interview Scheduled (CAUTION: Use 1	Colby	Henry		55555555	55555555		jamie.wilson@mtsu.edu	United St	New Yor	New York	Fa
<input type="checkbox"/>	Mar 1, 2021	Committee Release (AA Use ONLY)	Ariel	Mermaid					ariel.mermaid@gmail.com	United St	Tenness		Tr
<input type="checkbox"/>	Jan 31, 2021	Approved as Candidate for Interview (E&C U:	Rachael	Newman		55555555			Becky.Cole@mtsu.edu	United St	New Yor	New York	Fa
<input type="checkbox"/>	Mar 1, 2021	Finalist Interview Scheduled (CAUTION: Use 1	Jules	Ostin		55555555			aboutthefit1@gmail.com	United St	Tenness		Tr
<input type="checkbox"/>	Mar 1, 2021	Finalist Interview Scheduled (CAUTION: Use 1	Zack	Pearlman					aboutthefit3@gmail.com	United St	Tenness		Tr
<input type="checkbox"/>	Jan 31, 2021	Approved as Candidate for Interview (E&C U:	Will	Shoemaker		55555555	55555555		kathy.musselman@mtsu.edu	United St	New Yor	New York	Fa
<input type="checkbox"/>	Jan 31, 2021	Recommended for Hire (Enter Recommenda	Laura	Smith		55555555	55555555		Lisa.Thayer@mtsu.edu	United St	New Yor	New York	Fa
<input type="checkbox"/>	Mar 1, 2021	New	Ben	Whitaker					aboutthefit2@gmail.com	United St	Tenness		Tr

If choosing to move the finalists in bulk because you are searching for more than one position, select the box to the far left of each final candidate’s name, scroll to the top of the page, and select “Bulk move” from the dropdown menu. (Reference steps for a “bulk move” on Page 41 above.)

If your posting has multiple pages of applicants, a couple of options allow you to locate the recommended finalist quickly.

You may want to perform a “Search” using the workflow status to more quickly locate your finalist(s) in the list. (Please reference instructions for a search on Pages 39 and 40 above using the “Finalist Interview Scheduled” as your search category for the workflow status.)

After locating your recommended finalist’s name, click on their “Finalist Interview Scheduled” workflow in the “Status” column when recommending only one finalist. From the dropdown list that populates, select **“Recommended for Hire (Enter Recommendation Details)”** and click **“Next”** at the bottom of this drop-down list. Select this recommendation status as several workflow states contain *“Recommend.”*

The screenshot displays the 'Change application status' interface in the PageUp People system. The background shows a table of applicants for 'Faculty TEST (495242)' with columns for 'Submitted' and 'Status'. A dropdown menu is open, listing various application statuses. The status 'Recommended for Hire (Enter Recommendation Details)' is highlighted in blue and circled in red. Below the list, the 'Next >' button is also circled in red. The interface includes a search bar, a 'Results' tab, and a 'Page 1 of 1' indicator at the bottom left.

Change application status - PageUp People - Google Chrome

adminuat.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMta8sbk7...

Change application status

Incomplete
Submitted
New
Committee Release (AA Use ONLY)
Initial Screen Unsuccessful
Under Review by Department
Applicant Not Recommended for Interview
Applicant Being Considered for Interview
Dean Pool Review
President Pool Review (Executive Level Searches)
Equity & Compliance Review
Not Approved for Interview (E&C Use ONLY)
Approved as Candidate for Interview (E&C Use ONLY)
Candidate Declined Interview
Finalist Interview Scheduled (CAUTION: Use for approved, short-list candidates ONLY)
Recommended for Hire (Enter Recommendation Details)
Background Check Initiated
Background Check In Process
Background Check Complete
Background Check Unsuccessful
Interviewed, Not Hired
Extend Recommendation (AA USE ONLY - Sends Recommendation to Candidate)
Recommendation Accepted (AA Use ONLY)
Recommendation Accepted - Form Complete (AA Use ONLY)
Recommendation Declined (AA Use ONLY)

Save Next > Cancel

A “Confirm status change” page will populate, allowing you to click on the blue “Move now” button at the bottom of the screen. Please **do not change** any preset default information regarding emails at any point on this screen. Both bubble options should remain with “● No” selected before completing this move step.

Confirm status change - Google Chrome

adminuat.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtQ2qcVJehnAQuu...

Confirm status change

You are about to move Jules Ostin to a different status:

From status: Finalist Interview Scheduled (CAUTION: Use for approved, short-list candidates ONLY)

To status: Recommended for Hire (Enter Recommendation Details)

Communication template: -- No template --

E-mail: Applicant: ☐ Yes ☒ No

Additional users from Job: ☐ Yes ☒ No

Status	Date	Time	User
✓ Assessment 2	5 Mar 2021	2:07 pm	Wendy Beckman
✓ Interview 1	Mar 4, 2021	8:45 am	Lisa Thayer
✓ Interview 2	15 Mar 2021	11:16 am	Wendy Beckman
✓ Line manager review 1	4 Mar 2021	11:17 am	Wendy Beckman
✓ New application	Mar 1, 2021	3:22 pm	Lisa Thayer
✓ Compliance review	15 Mar 2021	11:29 am	Wendy Beckman

Move now Cancel

An “Offer/Recommendation Details” page will populate. Begin by completing the Current or Previous Employee Details by following the directions provided.

Current or Previous Employee Details

i If the applicant you are extending an offer to is a current or previous employee of MTSU, then use the lookup below to select their employee profile. If the applicant is not a current or previous employee, or if the applicant is not found in the search, please leave the field blank.

Employee
number:

Employee:



No user selected.

Travel down the page to the “Faculty Positions Only” section of the offer card and begin providing the negotiated/agreed-upon terms of the recommendation. Please **do not** add information to the “Special Conditions for Appointment” section. Only the faculty recruitment specialist should enter information in this field.

Offer/Recommendation Details

Date Employee
Desired:



Faculty Positions Only

Salary:

Enter without \$ but with a comma, decimal, and cents

Rank:

Select

Administrative
Supplement:

Approved Moving
Allowance Amount:

Enter without \$ but with a comma, decimal, and cents

Approved Immigration
Reimbursement
Amount:

Enter without \$ but with a comma, decimal, and cents

Credit Toward Tenure:

Special Conditions for
Appointment:



Travel down the page to the “*Positions Details*” section and be sure to select the “**Reason for Selection of Candidate.**” (The first selection will typically be used for faculty appointments, as many other options pertain more to HR’s Admin/Classified appointments.) You may use the [Salary Recommendation for Faculty Candidate](#) form you should have already submitted to and received back from Ms. Becky Cole to complete the three “Experience” boxes within this section. Continue completing this section, noting all boxes with an * must be completed.

Offer/Recommendation Details

Positions Details

Reason for Selection of Candidate:*

Select

Other Higher Education Experience:

Other Related Experience:

MTSU Years of Experience:

Date References Checked:*

Reference Information Checked By:*

Home Department Org Code:*

Select

Timekeeping Org Code:*

Select

Employee Campus Address:*

Enter EXACTLY as MTSU Box XXXX

(must be four digits, so add a leading(s) zero if necessary)

Building Code:*

Select

Room Number:*

Campus Telephone Number:*

Enter as XXX-XXX-XXXX

Scroll down to the “Approval process” section, where ***you must*** select “**Academic Affairs Recommendation Approval**” from the dropdown menu. You may use the lookup feature to include the following:

- Your dean’s name,
- Mitzi Dunkley (for both areas designated Academic Affairs),
- Michelle Halman for Equity and Compliance, and
- Rebecca Cole for provost/designee.

Hit “**Save**” to initiate the approval process in the system and confirm by selecting “**OK.**”

(Any required boxes not completed will generate an alert for you to complete before moving forward.)



Offer/Recommendation Details - Google Chrome

adminuat.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/offer.asp?sData=UFUtVjMtwQFeK%2BtvOG0XkusKzX...

Offer/Recommendation Details

Page 1 of 1 Records 1 to 4 of 4

Approval process

Originator:* Lisa Thayer  

Email address: Lisa.Thayer@mtsu.edu

Approval process:

- None
- Academic Affairs Recommendation Approval**
- Admin/Classified Offer Approval

Application status

Save and close Save Cancel

A complete Hiring Packet of hard copy materials must be submitted to Academic Resources to generate an electronic contract.

REMINDER: Reference information required on the "Offer Card" cannot be fulfilled by information provided within letters of recommendation. Direct department communication with a finalist's past employer/supervisor or colleagues (listed and/or unlisted) regarding their work performance must be completed before the recommendation within the system. This is especially important when contacting their current employer.

DEPARTMENT CHAIRS – your actions within the hiring system are complete now.

RECOMMENDING YOUR FINALIST - CONT.

DEAN ACTIONS:

After receiving an automatically generated email alert in PageUp that you have a recommendation offer pending, please go into the hiring system to complete your approval.

You may click on a link within the email alert or log in to the system and locate the “Offers” field from your dashboard. When you have a recommendation approval pending, you should be able to see/select the “# Offers awaiting your approval” link.

The screenshot shows the PageUp dashboard with a dark blue header containing navigation links: Postings, People, Reports, Recent items, and a Quick search bar. Below the header, a welcome message states: "Welcome [user] this is your Dashboard where you will see all your tasks organized in various stages." The main content area features six task cards in a 2x3 grid:

- Position Description**: Includes "My position description" and "Manage position descriptions and create ..."
- New job**: Shows "0 Jobs open", "6 Team jobs open", and a "New Job" button.
- Approvals**: Shows "0 Jobs awaiting your approval" and "0 Approved".
- Advertisements**: Shows "0 Advertisements".
- Search committee review**: Shows "0 Jobs requiring panel review".
- Offers**: Shows "1 Offers awaiting your approval" (circled in red), "0 New hires", and "0 New hire tasks".

On the right side, there is a "Guidelines / Tips" section with a link: "Click HERE to access online reference n".

From the screen that populates displaying information specific to the pending recommendation offer, select “View” from the far right.


The screenshot shows the PageUp interface for viewing offers. The header includes navigation links: Postings, People, Reports, Recent items, Quick search, and a user profile for David. A message at the top states: "The following offers have been assigned to you for approval. Click view to review the offer details, and then either approve or decline the offer." Below this is a table with the following data:

Offer created	Applicant name	Originator name	Job title	Job number	
Aug 10, 2021	Shannon Sohl	Jeannie Harrington	Jacobs Chair of Excellence in Accounting, Professional Practice-Track Faculty	492350	View

At the bottom, there is a footer with "Page 1 of 1" and "Records 1 to 1 of 1".

An “Offer/Recommendation Details” page will populate. Scroll down the page to the “**Faculty Positions Only**” section to view details regarding the negotiated recommendation.

Offer/Recommendation Details

Date Employee Desired: 

Faculty Positions Only

Salary: 100,000

Rank: Assistant Professor

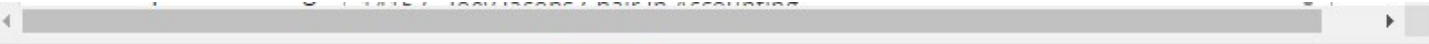
Administrative Supplement:

Approved Moving Allowance Amount: 2,000

Approved Immigration Reimbursement Amount:

Credit Toward Tenure: 2 years

After reviewing details, you can scroll to the bottom of this page and **select** from the following:



Save and close Save Cancel Approve Decline

There will not be a confirmation alert to populate regarding your approval; however, you can exit the online system or travel elsewhere if you have other pending actions.

The steps above are critical to initiating the recommendation of your finalist, AND they alert the faculty recruitment specialist to begin the background report. Please follow these directions as presented.

FACULTY HIRES WITHOUT A SEARCH (HWO)

When a department finds itself in need of an emergency full-time faculty hire without a search (HWO), which should be the exception, not the rule, they must obtain approval from their dean, the provost, and IE&C using the Request for Waiver of Search Procedures dynamic form.

[Hire Without A Search Waiver Form](#)

8/29/23, 2:14 PM

Request for Waiver of Search Procedures | Dynamic Forms

Timer  Hide
44 minutes

* = required field



Request for Waiver of Search Procedures

College: Department: Date:

Dean:

First Name:

Last Name:

Email:

Dean's

Assistant:

First Name:

Last Name:

Email:

Chair's

Assistant:

First Name:

Last Name:

Email:

Position to be Filled

Position #: Previous Employee/Rank/Title:

Recommendation

Name of Recommended Person:

Appointment Type

Contract Type

Please attach a copy of Provost's approval, if applicable.

 Attach File

Justification for Request to Hire Without a Search

Please provide a statement to justify filling position for one year or less without a search process.

DEPARTMENT CHAIR: I request a waiver of regular search procedures as specified above. ☐

Approval/Denial

DEAN:

☐ Approved

☐ Denied

<https://dynamicforms.ngwebsolutions.com/Submit/Page?form=2265693c-1848-4db9-9dba-a5c3acce95a2§ion=388666&page=331382&token=7a...> 1/2

Be sure to include all information requested in the upper boxes before submitting for signatory approval. You may attach any email correspondence associated with your request and approval when submitting the waiver form and reference them in the Justification section of the form as "See attached." Such supporting documentation can be helpful for those providing signatory approval; however, these emails **do not** replace the required waiver form, which must still be included and routed within the hiring packet.

Please also submit a request to initiate a background report when filling a faculty position as a HWO. Please follow the directions closely provided on the form, which can be accessed at:

<https://acadadmin.mtsu.edu/wp-content/uploads/sites/50/2024/08/BackgroundADJandHWOonly.pdf>

The accuracy of the information being provided is critical!!!

Rev.
01/25/2023



OFFICE OF THE UNIVERSITY PROVOST

ELECTRONIC BACKGROUND CHECK REQUEST FORM

NOTE: TO BE USED FOR ADJUNCT FACULTY and FULL-TIME TEMPORARY FACULTY APPROVED for HIRE WITHOUT a SEARCH ONLY

Email this form to the appropriate address listed below **by clicking on the envelope icon at the top left of the form window in Adobe Professional** after completing the information requested below.

DO NOT PRINT and MAIL/DELIVER TO OUR OFFICE

First Name, Middle Name:	
Last Name:	
Personal Email Address:	
Department:	

☐ Check here if request is for Nursing Department Clinical Faculty

What happens after Academic Resources receives your electronic request?

1. Adjunct/HWO FTT will receive an email from Academic Affairs alerting them that they will soon receive an email from TrueScreen requesting completion of their background check information form via the Application Station portal
2. Academic Resources submits above information to TrueScreen
3. Truescreen emails faculty member with direct link to background check information form in Application Station
4. Adjunct/HWO FTT will have **4 days** to complete background check information form
5. Academic Affairs will receive notification emails when background check is completed and when results are available

For questions, please contact:

Adjunct Faculty: Angie Parsons, Angie.Parsons@mtsu.edu 615-898-5544

FTT Hires W/O Search: Mitzi Dunkley, Mitzi.Dunkley@mtsu.edu 615-898-5128


[Submit for Adjuncts](#)

[Submit for Full-Time Faculty](#)

Hiring packet items should be compiled and forwarded to Academic Resources. Please include items listed on the checklist specific to the packet for hires without a search found at:

https://acadadmin.mtsu.edu/recruit/hiring_paper/

Print Form



**MIDDLE
TENNESSEE**
STATE UNIVERSITY

For Academic Affairs use only
 File Review Date:

OFFICE OF THE UNIVERSITY PROVOST

FULL-TIME FACULTY HIRING CHECKLIST WITHOUT SEARCH

FEDERAL LAW REQUIRES SECTION 1 OF AN I-9 BE COMPLETED ON OR BEFORE THE FIRST DAY OF EMPLOYMENT AND SECTION 2 OF THE I-9 BE COMPLETED WITHIN THREE BUSINESS DAYS OF EMPLOYMENT START DATE (THIS WILL BE THE FIRST DAY OF CLASSES FOR FULL-TIME FACULTY).

Do not write in this area

- ☐ Personnel Appointment (PAF) Form (full- time faculty **DO NOT** sign PAF)
- ☐ Academic Preparation Certification (SACSCOC) Form *
- ☐ Salary Recommendation for Faculty Candidate Form
- ☐ Request for Waiver of Search Procedures form
- ☐ Candidate's curriculum vita
- ☐ Three current letters of recommendation (date should not precede job posting date) **
- ☐ Original transcripts of college degrees as **sent DIRECTLY** to the **MTSU DEPARTMENT** (all completed degrees required; must not be "issued to student"!)

** If the candidate will be an exception to SACSCOC criteria, please include justification on the SACSCOC form including documentation of a minimum of three external sources of experience, honors, awards, etc. that attest to the individual's ability to teach and to exhibit an understanding of learning outcomes.*

** Letters of recommendation should be from sources external to MTSU, specific to the position, addressed to the Department Chair, signed originals with a current date, and on letterhead. General dossiers will not be accepted.

Do not write in this area

Rev. 3/25/19

QUESTIONS

Faculty Recruitment Specialist

Mitzi Dunkley

Email: Mitzi.Dunkley@mtsu.edu

Phone: 615-898-5128