

# *PV PAWS*

---

*Faculty Module*

*Simple, Responsive and Convenient*

*User's Tutorial*

*Office of Human Resources*

PRAIRIE VIEW A&M UNIVERSITY

# Objective

---

To gain a thorough understanding of the PV PAWS and PV PATH Faculty modules, enabling their effective use to initiate and process faculty hires.

# Users Tutorial Objective

The Office of Human Resources has developed this User's Tutorial to assist all users of the PV PAWS Faculty Module with completing departmental HR functions that relate to initiating, reclassifying, and/or updating a position description, advertising/posting positions, learning about the pre-employment hiring steps and electronically seating successful candidates into faculty positions via the Hiring Proposal.

# Table of Contents

This tutorial includes the following sections to help you navigate through the PV PAWS Faculty Module:

<b>Section 1</b>	<b>Developing an Action</b>
<b>Section 2</b>	<b>Searching for an Action</b>
<b>Section 3</b>	<b>Viewing &amp; Approving Pending Actions</b>
<b>Section 4</b>	<b>Searching for Positions</b>
<b>Section 5</b>	<b>Viewing an Application</b>
<b>Section 6</b>	<b>Recording an Applicant Status</b>
<b>Section 7</b>	<b>Completing the Hiring Proposal</b>



Let's Get Started!

PRAIRIE VIEW A&M UNIVERSITY

# Section 1

---

## **Developing an Action**

This section includes instructions on how to complete faculty position descriptions in the PV PAWS system.



You must create a user account before you can log in. Click here to create a user account.

USERS

CREATE USER ACCOUNT

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.

User Name:

Password:

**LOGIN**

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.



From the University's home page, type in the following URL address:  
[jobs.pvamu.edu/hr](http://jobs.pvamu.edu/hr)



## A Legacy of Greatness

During this year long celebration of 130 years, Prairie View A&M University honors its heritage and traditions, alumni, students, faculty and staff. While commemorating the past, future excellence must be the impetus.

What do the years mean? If they are filled with the honest sweat of service to humanity...the years are a benediction. Founded, symbolically, upon the ruins of a slave plantation, this college was authorized in the spirit of fair play...where wisdom would not allow vengeance to triumph over justice. The humble student, from every nook and cranny in the land, has left the echo of his laughter upon the wind, his hopes within the luring shadows of our hills and by-ways. The giants, the world-shakers, have stood on our hill to mingle their search for truth with the fledgling's hope for life.

"The First Seventy-Five Years, 1876 - 1951, Prairie View A&M College of Texas" by Dr. George R. Woolfolk

- Current Students
- Prospective Students
- Alumni & Friends
- Faculty & Staff
- ▶ About PVAMU
- ▶ Alumni & Friends
- ▶ Athletics
- ▶ Finance & Administration
- ▶ Institutional Relations & Public Service
- ▶ Library
- ▶ Online Services

### PVAMU IN THE NEWS

---

#### Black History Month

Click here for a full list of Black History Month events and activities.

[more](#)

---

#### PVAMU Awarded \$1million Grant from National Science Foundation

Four faculty members in the electrical engineering department at Prairie View A&M University were awarded a \$1million grant from the National Science Foundation (NSF) for a research project on modeling and testing of advanced mixed signal systems.

EXTEND THE VIEW  
GIVING AT PVAMU

---

**PANTHERLAND DAY**

REGISTER NOW

---

2006 SPRING





USERS

CREATE USER ACCOUNT

## Create User

Users can submit a user account to HR for approval and will be notified by HR if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

*\*Required information is denoted with an asterisk.*

Fill in the following information to create your user account.

Create User	
* Username Must be between 6 and 20 characters	<input type="text"/>
* Password Must be between 6 and 20 characters	<input type="text"/>
* Confirm Password	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Employee ID	<input type="text"/>
Title	<input type="text"/>
Phone Number/extension	<input type="text"/>
Email	<input type="text"/>



USERS

CREATE USER ACCOUNT

* First Name	<input type="text"/>																											
* Last Name	<input type="text"/>																											
* Employee ID	<input type="text"/>																											
Title	<input type="text"/>																											
Phone Number/extension	<input type="text"/>																											
* Email Use Prairie View Email address only.	<input type="text"/>																											
* Department	<table border="1"> <thead> <tr> <th>Not Selected</th> <th></th> <th>Selected</th> </tr> </thead> <tbody> <tr> <td>Acad For Coll.Excell</td> <td>&gt;</td> <td>Not Assigned</td> </tr> <tr> <td>Academic Advisor</td> <td>&lt;</td> <td></td> </tr> <tr> <td>Academic Advisory</td> <td>&gt;&gt;</td> <td></td> </tr> <tr> <td>Academic Affairs</td> <td>&lt;&lt;</td> <td></td> </tr> <tr> <td>Accounting &amp; Information S</td> <td></td> <td></td> </tr> <tr> <td>Accounting Services</td> <td></td> <td></td> </tr> <tr> <td>Accounting, Finance, Mis</td> <td></td> <td></td> </tr> <tr> <td>Accounts Payable</td> <td></td> <td></td> </tr> </tbody> </table>	Not Selected		Selected	Acad For Coll.Excell	>	Not Assigned	Academic Advisor	<		Academic Advisory	>>		Academic Affairs	<<		Accounting & Information S			Accounting Services			Accounting, Finance, Mis			Accounts Payable		
Not Selected		Selected																										
Acad For Coll.Excell	>	Not Assigned																										
Academic Advisor	<																											
Academic Advisory	>>																											
Academic Affairs	<<																											
Accounting & Information S																												
Accounting Services																												
Accounting, Finance, Mis																												
Accounts Payable																												

User Status

Submit for Approval

CANCEL

CONTINUE

Click continue to submit your request for a user account. The Office of Human Resources will notify you by email that your user account has been approved.



USERS

CREATE USER ACCOUNT

## User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

After your user account is approved, login in here. Type your user name and password.



JOB POSTINGS

- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

JOB DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE PASSWORD
- LOGOUT

• Welcome **Sample Creator**. You are logged in.

This is the first page you will see after logging in. This page is called the "Internal Site" page and gives you access to view active departmental positions.

Hiring Manager's Guide

[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
6 Records						
Classification Title	Posting Number	Apps In Process	Posting Date	Closing Date	Department	Posting Status
<b>Agri Program Aide</b> <a href="#">View</a>	0400032	1	02-16-2006	03-01-2006	Sample Office	Removed from Web <a href="#">Cancel</a>    <a href="#">Designate Position as Filled</a>
<b>Senior Student Recruiter</b> <a href="#">View</a>	0400031	1	02-01-2006	03-01-2006	Sample Office	Removed from Web <a href="#">Cancel</a>    <a href="#">Designate Position as Filled</a>
<b>Admin Secretary</b>	0400030	0	02-01-2006	03-01-2006	Sample Office	Removed from Web <a href="#">Cancel</a>    <a href="#">Designate</a>



JOB POSTINGS

- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

JOB DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE PASSWORD
- LOGOUT

• Welcome **Sample Creator**. You are

Select one of four options from the "Job Descriptions" menu on the left navigation bar.

**Hiring Manager's Guide**

[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
6 Records						
Classification Title	Posting Number	Apps In Process	Posting Date	Closing Date	Department	Posting Status
<b>Agri Program Aide</b> <a href="#">View</a>	0400032	1	02-16-2006	03-01-2006	Sample Office	Removed from Web <a href="#">Cancel</a>    <a href="#">Designate Position as Filled</a>
<b>Senior Student Recruiter</b> <a href="#">View</a>	0400031	1	02-01-2006	03-01-2006	Sample Office	Removed from Web <a href="#">Cancel</a>    <a href="#">Designate Position as Filled</a>
<b>Admin Secretary</b>	0400030	0	02-01-2006	03-01-2006	Sample Office	Removed from Web <a href="#">Cancel</a>    <a href="#">Designate Position as Filled</a>



- JOB POSTINGS
- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN
- HOME
- CHANGE PASSWORD
- LOGOUT

• Welcome **Sample Creator**. You are logged in.

You may select one of four option under the "Job Descriptions" menu. The first option is "Begin New Action". Click here to begin the Faculty action.

**Hiring Manager's Guide**  
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
6 Records						
Classification Title	Posting Number	Apps In Process	Posting Date	Closing Date	Department	Posting Status
<b>Agri Program Aide</b> <a href="#">View</a>	0400032	1	02-16-2006	03-01-2006	Sample Office	Removed from Web <a href="#">Cancel</a>    <a href="#">Designate Position as Filled</a>
<b>Senior Student Recruiter</b> <a href="#">View</a>	0400031	1	02-01-2006	03-01-2006	Sample Office	Removed from Web <a href="#">Cancel</a>    <a href="#">Designate Position as Filled</a>
<b>Admin Secretary</b>	0400030	0	02-01-2006	03-01-2006	Sample Office	Removed from Web    <a href="#">Designate</a>

Choose a faculty action and click the "Start Action" link.

There are seven "Begin New Action" records for faculty.

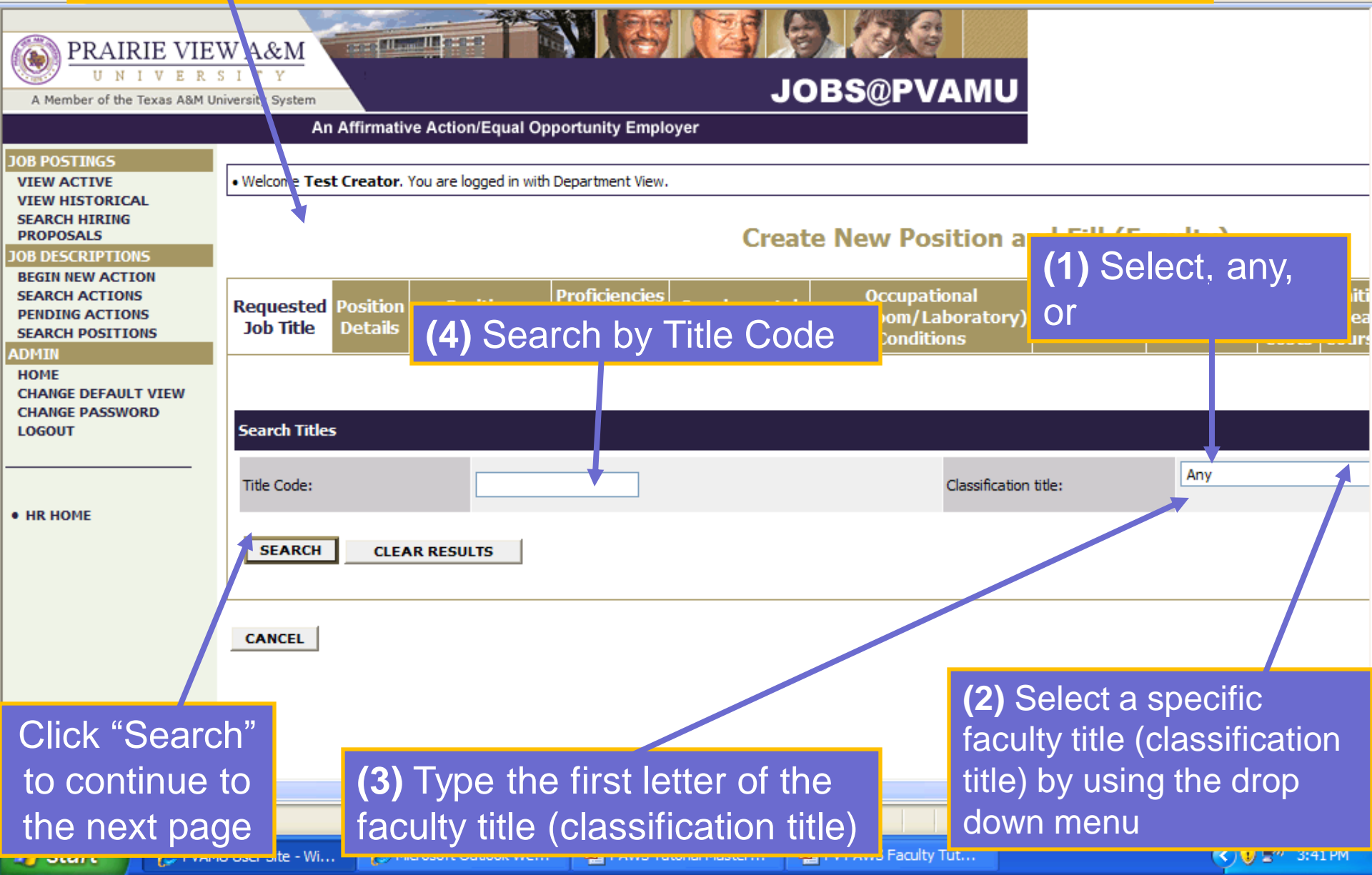
- JOB POSTINGS**
- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN**
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

<b>New Position (Faculty)</b> <a href="#">Start Action</a>	Use this action to create a new position. May be used in reorganization where new positions are being created.	80
<b>New Position and Fill (Faculty)</b> <a href="#">Start Action</a>	Use this action to create and post a new position. This action creates the position description and the requisition to post in one step. May be used to hire temporary staff.	90
<b>Reclassify/Change Position Salary (Faculty)</b> <a href="#">Start Action</a>	Use this action to reclassify a position from one title to another and to change position salary. The original position description must first be in the system to use this action. If it isn't already in the system, fill out the New Position and Fill action to add it.	100
<b>Reclassify/Change Position Salary and Fill (Faculty)</b> <a href="#">Start Action</a>	Use this action to reclassify a position from one title to another, to change position salary, and to post a vacant position. This action modifies the position description and creates the requisition to post in step. The original position description must first be in the system to use this action. If it isn't already in the system, fill out the New Position and Fill action to add it.	110
<b>Update Position (Faculty)</b> <a href="#">Start Action</a>	Use this action to update an employee's position description. The original position must first be in the system to use this action.	120
<b>Update Position and Fill (Faculty)</b> <a href="#">Start Action</a>	Use this action to update and post a vacant budgeted position. This action creates the position description and the requisition to post in one step.	130
<b>Request to Fill (No Change to Position) (Faculty)</b> <a href="#">Start Action</a>	Use this action to re-post an existing budgeted position when no changes to the position are needed. The original position must first be in the system to use this action.	140

Use the action descriptive to determine which action needs to be created.

Note: Please ensure that if you are creating a faculty position description, you have selected the appropriate faculty action option.

This is the Requested Job Title page. Choose one of four position search options to request a faculty title (classification title).



Welcome Test Creator. You are logged in with Department View.

### Create New Position and Fill (5/1/11)

Requested Job Title	Position Details	Proficiencies	Occupational (Room/Laboratory) Conditions
---------------------	------------------	---------------	---

(1) Select, any, or

(4) Search by Title Code

#### Search Titles

Title Code:

Classification title:

**SEARCH** CLEAR RESULTS

CANCEL

Click "Search" to continue to the next page

(3) Type the first letter of the faculty title (classification title)

(2) Select a specific faculty title (classification title) by using the drop down menu



This is a continuation of the "Requested Job Title" page that reflects the details of the faculty title (classification title) selected.

An Affirmative Action/Equal Opportunity Employer

- JOB POSTINGS**
- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN**
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Requested Job Title	Position Details	Position Responsibilities	Prerequisites & Affiliations	Supplemental Documentation	Occupational (Classroom/Laboratory) Conditions	Justification	Budget Information	Start-up Costs	Initial Year Courses	Other Responsibilities
---------------------	------------------	---------------------------	------------------------------	----------------------------	--	---------------	--------------------	----------------	----------------------	------------------------

**Title Details**

Classification title:	Professor and Head
Title Code:	7050
Job Category:	Faculty
Minimum Salary (Applicant View):	
Salary Range:	Not Specified
Minimum Education Requirements:	
Minimum Experience, Knowledge, Skills & Abilities:	<p>Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, <u>not</u> what is preferred.</p>
Required Certification(s)/License(s) - List name and level of certification(s)/license(s):	

**CHANGE CLASSIFICATION**

**CONTINUE TO NEXT PAGE >>**



- JOB POSTINGS**
- SEARCH HIRING PROPOSALS
- SEARCH POSTINGS
- CREATE POSTING**
- FROM POSITION
- CLASSIFICATIONS**
- SEARCH CLASSIFICATION
- CREATE CLASSIFICATION**
- FROM CLASS TITLE
- APPLICANTS**
- SEARCH APPLICANTS
- CONF NBR SEARCH
- RESTRICTED LIST**
- ADD TO RESTRICTED LIS
- SEARCH RESTRICTED LIS
- USERS**
- CREATE USER ACCOUNT
- APPROVE
- SEARCH USERS
- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN**
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Preferred Education Requirements:	
Minimum Experience Requirements:	
Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, <u>not</u> what is preferred.	
Required Certifications/Licensures:	
Required Applicant Documents:	
Optional Applicant Documents:	Resume Cover Letter

Use the change classification link to change a class title when using the action to reclassify a position.

**CHANGE CLASSIFICATION**

**CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

Click "Continue to Next Page".

**CANCEL**

**PREVIEW ACTION**

This is the "Position Details" page. Type in all relevant information for the faculty position you are creating.

**PRAIRIE VIEW A&M UNIVERSITY**  
A Member of the Texas A&M University System

**JOBS@PVAMU**  
An Affirmative Action/Equal Opportunity Employer

• Welcome **Test Creator**. You are logged in with Department View.

### View/Edit New Position and Fill (Faculty)

Requested Job Title	Position Details	Position Responsibilities	Proficiencies & Affiliations	Supplemental Documentation	Occupational (Classroom/Laboratory) Conditions	Justification	Budget Information	Start-up Costs	Initial Year Courses	Other Responsibilities
---------------------	------------------	---------------------------	------------------------------	----------------------------	--	---------------	--------------------	----------------	----------------------	------------------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

\*Required information is denoted with an asterisk.

\* Tenure Status:

Date of Hire:

Classification title:

Proposed New Title:  
Use only if '0000-Undecided' was selected on previous page.

\* PIN #:   
If PIN # does not exist, please type in NEW.

Title Code:

Required fields are denoted with an asterisk. Fields in red are visible to the applicant in the job posting.

Select departmental users with permission to access position information using the greater and less than arrows to move users from the not selected block to the selected block.

- JOB POSTINGS
- SEARCH HIRING PROPOSALS
- SEARCH POSTINGS
- CREATE POSTING FROM POSITION
- CLASSIFICATIONS
- SEARCH CLASSIFICATION
- CREATE CLASSIFICATION FROM CLASS TITLE
- APPLICANTS
- SEARCH APPLICANTS
- CONF NBR SEARCH
- RESTRICTED LIST
- ADD TO RESTRICTED LIST
- SEARCH RESTRICTED LIST
- USERS
- CREATE USER ACCOUNT
- APPROVE
- SEARCH USERS
- JOB DESCRIPTIONS
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Supervisor's Title: \_\_\_\_\_

Supervisor's Phone/Extension: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

\* Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Request number: \_\_\_\_\_  
(Will be assigned upon first saving position)

Not Selected		Selected
Ayyar, Radhika gee, albert	>	No Response
	<	
	>>	
	<<	

\*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS

SAVE AND STAY ON THIS PAGE

CONTINUE TO NEXT PAGE >>

Click continue to move to next page.

CANCEL

PREVIEW ACTION

The "Position Responsibilities" page is a "Builder" format page. Define the primary position responsibilities of the faculty position use clear and concise statements.

## JOB POSTINGS

VIEW ACTIVE  
VIEW HISTORICAL  
SEARCH HIRING  
PROPOSALS

## JOB DESCRIPTIONS

BEGIN NEW ACTION  
SEARCH ACTIONS  
PENDING ACTIONS  
SEARCH POSITIONS

## ADMIN

HOME  
CHANGE DEFAULT VIEW  
CHANGE PASSWORD  
LOGOUT

• HR HOME

• Welcome **Test Creator**. You are logged in with Department View.

## View/Edit New Position and Fill (Faculty)

Requested Job Title	Position Details	Position Responsibilities	Proficiencies & Affiliations	Supplemental Documentation	Occupational (Classroom/Laboratory) Conditions	Justification	Budget Information	Start- up Costs	Initial Year Courses	Other Responsi
------------------------	---------------------	------------------------------	------------------------------------	-------------------------------	--	---------------	-----------------------	-----------------------	----------------------------	-------------------

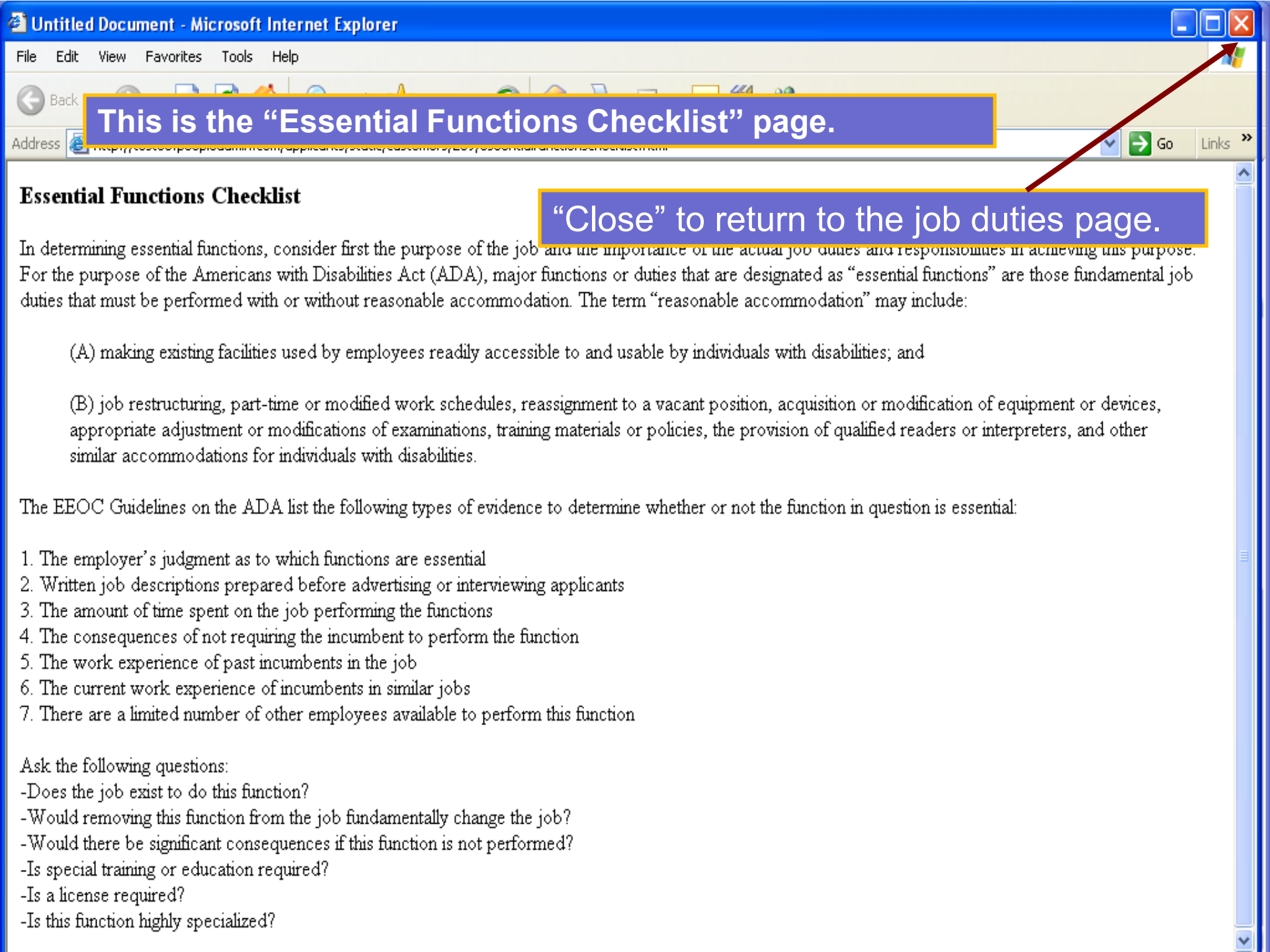
List, *in order of importance*, specific major duties and responsibilities and estimate the average percentage of time spent on each. If possible, use objectives or end results of the job being performed, **not** the steps or tasks involved in performing the job duty or responsibility. (Example: *Prep. problem analysis, and submits recommendations for solutions*).

Each statement should be brief and concise, beginning with an action verb. Use a separate statement for each major duty or responsibility.

**Duties or responsibilities that take less than 10% of employee's time should not be shown as a separate statement but grouped with other duties. The following statement must also be included on the job duties page "performs other duties as assigned".**

1. Walk through the process in performing the task a
2. Use the [Essential Functions Checklist](#) to determ
3. Ensure that a task is not a restatement or overlap
4. Review the order of importance and percentage o

Click on the "Essential Functions Checklist" to determine if a task is an essential function of the faculty position.



This is the "Essential Functions Checklist" page.

"Close" to return to the job duties page.

## Essential Functions Checklist

In determining essential functions, consider first the purpose of the job and the importance of the actual job duties and responsibilities in achieving this purpose. For the purpose of the Americans with Disabilities Act (ADA), major functions or duties that are designated as "essential functions" are those fundamental job duties that must be performed with or without reasonable accommodation. The term "reasonable accommodation" may include:

- (A) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and
- (B) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

The EEOC Guidelines on the ADA list the following types of evidence to determine whether or not the function in question is essential:

1. The employer's judgment as to which functions are essential
2. Written job descriptions prepared before advertising or interviewing applicants
3. The amount of time spent on the job performing the functions
4. The consequences of not requiring the incumbent to perform the function
5. The work experience of past incumbents in the job
6. The current work experience of incumbents in similar jobs
7. There are a limited number of other employees available to perform this function

Ask the following questions:

- Does the job exist to do this function?
- Would removing this function from the job fundamentally change the job?
- Would there be significant consequences if this function is not performed?
- Is special training or education required?
- Is a license required?
- Is this function highly specialized?



**JOB POSTINGS**

- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

**JOB DESCRIPTIONS**

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

**ADMIN**

- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Each statement should be brief and concise, beginning with an action verb. Use a separate statement for each major duty or responsibility. **Duties or responsibilities that take less than 10% of employee time should not be shown as a separate statement but grouped with other duties.**

1. Ensure that a task is not a restatement or overlap of another statement.
2. Review the order of importance and percentage of time.
3. Walk through the process in performing the task and consider the tools and resources used, people involved, types of decisions, outcomes, etc.
4. Use the [Essential Functions Checklist](#) to determine if specific tasks are considered essential functions as defined under the Americans with Disabilities Act (ADA).

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

**Existing Entries**

No Records Found

To add position responsibility entries, click here.

**ADD NEW ENTRY**

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE



- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

- HR HOME

Complete the following fields, then click "Add Entry".

**Add New Entry**

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

\* Required information is denoted with an asterisk.

* Percent of total time:	<input type="text"/>
Responsibility/Duty Type:	<input type="text" value="No Response"/>
* Description of job responsibility/duty:	<input type="text"/>
Essential Function:	<input type="text" value="No Response"/>

**ADD ENTRY**  
**CANCEL**

Click on "Add Entry" when finished.



You will need to enter the "Responsibility/Duty Type" based on the drop-down menu provided for each position responsibility entered.

**PRAIRIE VIEW A&M UNIVERSITY**  
A Member of the Texas A&M University System

**JOBS@PVAMU**  
An Affirmative Action/Equal Opportunity Employer

**JOB POSTINGS**  
VIEW ACTIVE  
VIEW HISTORICAL  
SEARCH HIRING PROPOSALS

**JOB DESCRIPTIONS**  
BEGIN NEW ACTION  
SEARCH ACTIONS  
PENDING ACTIONS  
SEARCH POSITIONS

**ADMIN**  
HOME  
CHANGE DEFAULT VIEW  
CHANGE PASSWORD  
LOGOUT

• HR HOME

View | Edit | Delete Will be required to teach one course in the area of Marketing, Management or Economics each semester.

**Add New Entry**

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

\* Required information is denoted with an asterisk.

\* Percent of total time:

Responsibility/Duty Type:

\* Description of job responsibility/duty:

Essential Function:

**ADD ENTRY**

**CANCEL**

Responsibility/Duty Type may only be indicated as Administrative, Teaching, Research, Service or Other.

- JOB POSTINGS
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

3. Ensure that a task is not a restatement or overlap of another statement.  
4. Review the order of importance and percentage of time.

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

Percent of Duty Total: **100**

Percent of duty total must be 100% for this page to be complete.

4 Records

<input checked="" type="checkbox"/> % of Time	<input checked="" type="checkbox"/> Responsibility / Duty	Duty	<input checked="" type="checkbox"/> Essential Function
50 <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Provides leadership and supervision to the department's faculty in areas of course assignments, research agenda and released time and student issues.	Administrative	Essential
25 <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Writes grants proposal and develop fundraising efforts for the College to generate funds for programs and other opportunities within the College.	Other	Essential
15 <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Advises student with the department with approval of course substitutions, course openings and other student matters. Performs other duties assigned. Job responsibilities	Service	Essential
10 <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Will be required to teach one	Teaching	Essential

Position responsibilities added can be viewed, deleted or edited.

**ADD NEW ENTRY**

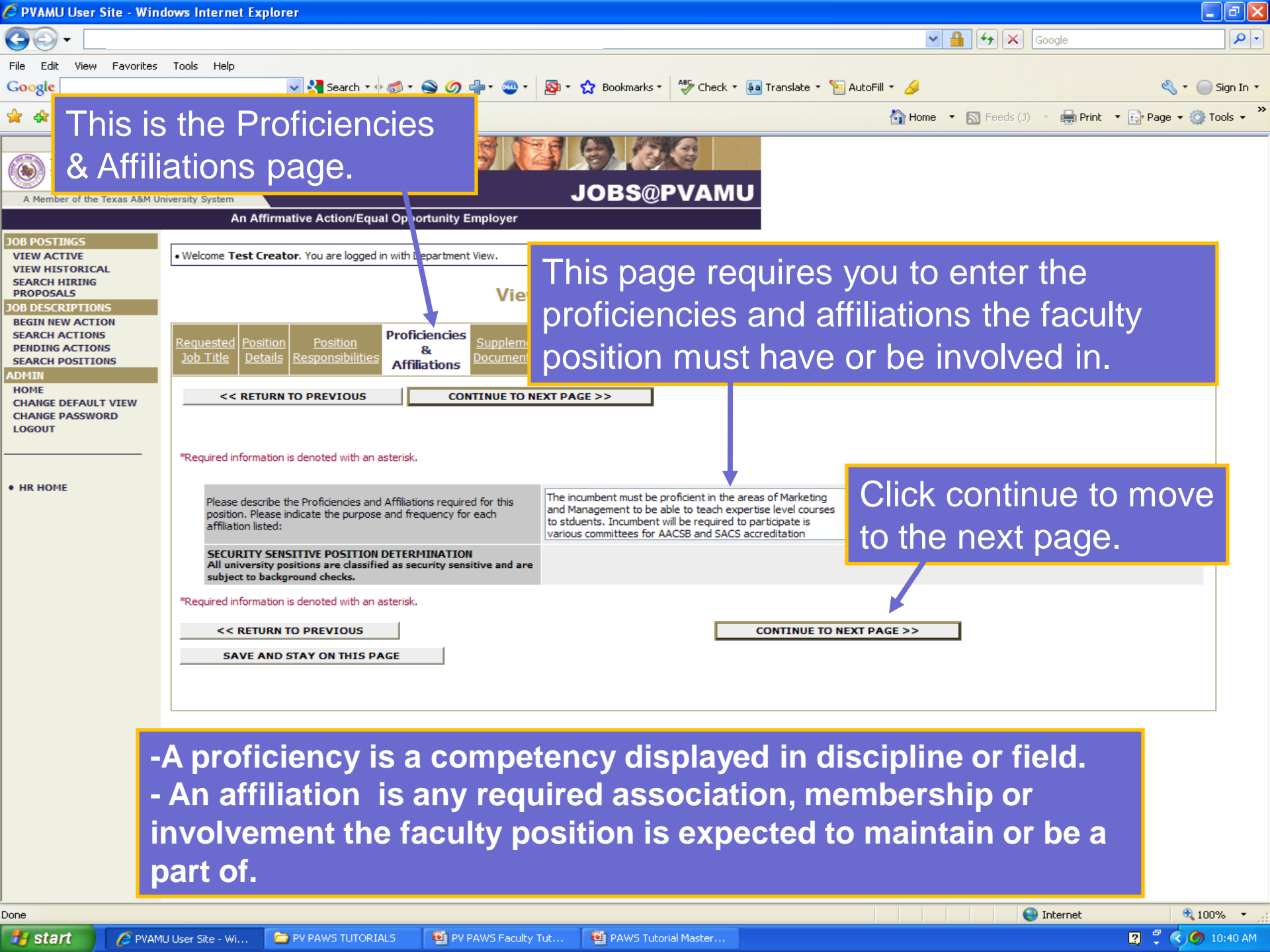
<< RETURN TO PREVIOUS

SAVE AND STAY ON THIS PAGE

CONTINUE TO NEXT PAGE >>

CANCEL VIEW ACTION SUMMARY >>

Click continue to move to the next page when finished.



This is the Proficiencies & Affiliations page.

This page requires you to enter the proficiencies and affiliations the faculty position must have or be involved in.

Click continue to move to the next page.

-A proficiency is a competency displayed in discipline or field.  
- An affiliation is any required association, membership or involvement the faculty position is expected to maintain or be a part of.

This is the Supplemental Documentation Page.

Welcome **Test Creator**. You are logged in with Department View.

**View/Edit New Position and Fill (Faculty)**

Requested Job Title	Position Details	Position Responsibilities	Proficiencies & Affiliations	Supplemental Documentation	Occupational (Classroom/Laboratory) Conditions	Justification	Budget Information	Start-up Costs	Initial Year Courses	Other Responsibilities	Requisition Form	Comments	Action History
---------------------	------------------	---------------------------	------------------------------	----------------------------	--	---------------	--------------------	----------------	----------------------	------------------------	------------------	----------	----------------

9 Records

Attach / Remove	Document Type	Attached Document	View Document
<a href="#">Attach</a>	Memo	Not Attached	
<a href="#">Attach</a>	Additional Info or Memo	Not Attached	
<a href="#">Attach</a>	Additional Info or Memo	Not Attached	
<a href="#">Attach</a>	Proposed Job Announcement	Not Attached	
<a href="#">Attach</a>	Current Organization Chart	Not Attached	
<a href="#">Attach</a>	Proposed Organization Chart	Not Attached	
<a href="#">Attach</a>	Other	Not Attached	
<a href="#">Attach</a>	Other2	Not Attached	
<a href="#">Remove</a>	Start Up Costs	Attached	<a href="#">View</a>

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Click attach to add a memorandum, a current and a proposed organizational chart, and to add a proposed job announcement. The organizational chart will provide a visual representation of the reporting relationships for the position. Click continue to next page.

Attach documents by uploading into the system. To upload a document, click on browse to search for the file that houses the document. Documents such as organizational charts are easier to attach when using the upload mode.

- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE PASSWORD
  - LOGOUT

### Upload a new document

Browse below to select a document to associate

File:

Documents can also be attached by pasting.

### Paste a new document:

Please either copy and paste document text or type from scratch into the box below to associate a document.

Text:

Click attach to add document and to move to the next page.

[Return to Previous](#)



Welcome **Sample Creator**. You are logged in.

JOB POSTINGS

- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

JOB DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE PASSWORD
- LOGOUT

## Create Action

Action: Create New Position

<u>Requested Job Title</u>	<u>Position Details</u>	<u>Job Duties</u>	<u>Competencies &amp; Relationships</u>	<u>FLSA</u>	<u>Supplemental Documentation</u>	<u>Working/Env Conditions</u>	<u>Justification</u>	<u>Budget Information</u>	<u>Comments</u>
----------------------------	-------------------------	-------------------	---	-------------	-----------------------------------	-------------------------------	----------------------	---------------------------	-----------------

Click the **Confirm** below to attach the document.

**Always click confirm to make sure documents are attached.**

- JOB POSTINGS
- SEARCH HIRING PROPOSALS
- SEARCH POSTINGS
- CREATE POSTING FROM POSITION
- CLASSIFICATIONS
- SEARCH CLASSIFICATION
- CREATE CLASSIFICATION FROM CLASS TITLE
- APPLICANTS
- SEARCH APPLICANTS
- CONF NBR SEARCH
- RESTRICTED LIST
- ADD TO RESTRICTED LIS
- SEARCH RESTRICTED LIS
- USERS
- CREATE USER ACCOUNT
- APPROVE
- SEARCH USERS
- JOB DESCRIPTIONS
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD

## Create New Position and Fill

Attached documents can be removed or viewed.

Attach / Remove	Document Type	Attached Document	View Document
<a href="#">Attach</a>	Memo	Not Attached	
<a href="#">Attach</a>	Current Organizational Chart	Not Attached	
<a href="#">Attach</a>	Proposed Organizational Chart	Not Attached	
<a href="#">Remove</a>	Proposed Job Announcement	Attached	<a href="#">View</a>

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Click to continue to next page.

CANCEL

PREVIEW ACTION

This the Occupational (Classroom/Laboratory) Conditions page. This page captures the type of class room and laboratory conditions the faculty will be exposed to.

**JOBS@PVAMU**

An Affirmative Action/Equal Opportunity Employer

Requested Job Title	Position Details	Position Responsibilities	& Affiliations	Supplemental Documentation	<b>(Classroom/Laboratory) Conditions</b>	Justification	Budget Information	Up Costs	Year Courses	Requisition Form	Other Responsibilities	Comments
---------------------	------------------	---------------------------	----------------	----------------------------	--	---------------	--------------------	----------	--------------	------------------	------------------------	----------

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

The "Work (Occupational) Environment" factor considers the risks and discomforts in the employment regulations required. Although the use of safety precautions can practically eliminate a certain the employee in carrying out safety regulations and techniques.

**Please make the level selection that best describes applicable Work Environment**

\*Required information is denoted with an asterisk.

**Level 1:**

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

**Level 2:**

The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Level 3:**

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, e.g., working at great heights under extreme outdoor weather conditions, subject to possible physical attack or mob conditions, or similar situations where conditions cannot be controlled.

\*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS

SAVE AND STAY ON THIS PAGE

CONTINUE TO NEXT PAGE >>

Select the Level that is most closely related to the conditions the faculty will be exposed to.

Click continue to move to the next page.



This is the "Justification Page". Provide a statement justifying the need for the position.

- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

Welcome **Test Creator**. You are logged in with Department View.

### View/Edit New Position and Fill (Faculty)

Requested Job Title	Position Details	Position Responsibilities	Proficiencies & Affiliations	Supplemental Documentation	Occupational (Classroom/Laboratory) Conditions	Justification	Budget Information	Start-up Costs	Initial Year Courses	Other Responsibilities	Requisition Form	Comments	Action History
---------------------	------------------	---------------------------	------------------------------	----------------------------	--	---------------	--------------------	----------------	----------------------	------------------------	------------------	----------	----------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

\*Required information is denoted with an asterisk.

\* Justification for Position

This positions is critical to the operations of the Department of Marketing and Management.

\*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL      VIEW ACTION SUMMARY >>

Click continue to move to the next page.



This is the "Budget Information" Page.  
Enter budgetary data specific to supporting the position being created.

### View/Edit New Position and Fill (Faculty)

Tenured and Tenure-Track faculty will have beginning date only.

Proficiencies	Occupational (Laboratory) Assignments	Justification	<b>Budget Information</b>	Start-up Costs	Initial Year Courses	Other Responsibilities	Requisition Form	Comments	Action History
---------------	---------------------------------------	---------------	---------------------------	----------------	----------------------	------------------------	------------------	----------	----------------

\*Required information is denoted with an asterisk.

<b>Tenure/Tenure Track Faculty</b>	
* Dates of Employment From: (Tenure Track faculty appointments do not have an ending date)	01/15/2010
<b>Non-tenure Faculty</b>	
Dates of Employment - From:	
Dates of Employment - To:	
* Ad Loc. Acct. No.:	123456
* Funding Acct. Number(s):	05123456
* Funding Acct. Title(s):	College of Business
	Regular F/T
	n/a
...-Funded, what is the duration in	n/a
	40
	100

The "Date of Employment – From:" is the anticipated date the employee will fill the position (1<sup>st</sup> or 15<sup>th</sup> of the month).

Non-tenure and adjunct faculty will have a beginning and end date of employment.

The "Date of Employment – To:" is May 31 of the current academic year.

Budget Comments:  
(For Budget/OSP Office Only)

This is the "Start-up Costs" page. This page is used to capture any potential expenditures associated with the establishment of a new hire.

An Affirmative Action/Equal Opportunity Employer

- JOB POSTINGS
- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITION
- ADMIN
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT
- HR HOME

Review the instructional text below before completing the embedded "start-up cost" worksheet.

### Position and Fill (Faculty)

nal oratory)	Justification	Budget Information	Start- up Costs	Initial Year Courses	Other Responsibilit
-----------------	---------------	-----------------------	-----------------------	----------------------------	------------------------

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

Please use the Start-up Costs form available [here](#) to estimate any initial start-up costs associated with this position.

**Note: This information is required for all tenure and tenure track faculty positions.**

1. This page will require you to indicate associated start-up costs for this appointment such as moving cost, space needs, equipment, staff, rel
2. Additionally, this page will require you to calculate the Net Start-up Cost for this appointment based on the research grants or income receiv correctly you need to indicate the items associated with the grants, the amount each item will cost, the indirect cost return (IDC return) for requirements associated with each item.
3. Once the form has been filled out, please save it and the

Click on "here" to access the "start-up cost" worksheet.

\*Required information is denoted with an asterisk.

\*Required information is denoted with an asterisk.

https://cs239.peopleadm  
 https://cs239.peopleadmin.com  
 McAfee SiteAdvisor

This is the "Estimated Start-up Costs" worksheet. Indicate the information for each column below. The object of this worksheet is to calculate the estimated net start-up costs associated with the position.

FADocumentFromA

**Estimated Start-up Costs (applicable to tenure and tenure-track positions only)**

Item	Yes/No	Year(s) Cost will be incurred	Amount	Acct #	Comments/Justification
<b>Moving Costs</b>					
<b>Need Space (attach space request form)</b> Office Lab					
<b>Equipment</b> Computer Printer Other (Describe)					
<b>Staff</b> Graduate Assistant Student Worker Other (Describe)					
<b>Released Time</b> Fall Spring Summer					
<b>Professional Development</b> (Describe)					

<b>Staff</b> Graduate Assistant Student Worker Other (Describe)					
<b>Released Time</b> Fall Spring Summer					
<b>Professional Development</b> (Describe)					
<b>Summer Research</b>					
<b>Other:</b>					
<b>Other:</b>					
<b>Other:</b>					

**Estimated Total Start-up Cost (Sum of dollar amounts entered in to the Amount column):**

**\$ \_\_\_\_\_**

You will then need to determine the “Estimated Total Start-up Cost” by calculating the sum of the dollar amounts entered in to the “Amount” column.

https://cs239.peopleadmin.com/userfiles/Central?windowTimestamp=PA\_1253807128854&delegateParam=Windows Internet Explorer

https://cs239.peopleadmin.com/userfiles/Central?windowTimestamp=PA\_1253807128854&delegateParam=Windows Internet Explorer

McAfee SiteAdvisor

parameter=viewGFADocumentFromA

You will then need to indicate the Research Grants & Income sources the position will bring to the University.

**Less: Research Grants & Income source the position is expected to bring to PVAMU:**

Item	Amount	IDC Return (%)
Text field (User will added info)		
Text field (User will added info)		
Text field (User will added info)		
Text field (User will added info)		

You will then need to determine the "Total Grants/Income" by calculating the dollar amounts entered in the "Amount" column.

**Total Grants/Income (Sum of dollar amounts entered in to the Amount Column: \$** \_\_\_\_\_

**\*Estimated Net Start-up Costs (Total Start-up costs – Total Grants/Income): \$** \_\_\_\_\_

To determine the "Net Start-up Costs, you need to subtract the "Total Start-up Costs" minus "Total Grants/Income".

- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

Welcome **Test Creator**. You are logged in with Department View.

### View/Edit New Position and Fill (Faculty)

Requested Job Title	Position Details	Position Responsibilities	Proficiencies & Affiliations	Supplemental Documentation	Occupational (Classroom/Laboratory) Conditions	Justification	Budget Information	Start-up Costs	Initial Year Courses	Other Responsibilities	Requisition Form	Comments	Action History
<a href="#">Attach</a>				Current Organization Chart				Not Attached					
<a href="#">Attach</a>				Proposed Organization Chart				Not Attached					
<a href="#">Attach</a>				Other				Not Attached					
<a href="#">Attach</a>				Other 2				Not Attached					
<a href="#">Remove</a>				Start Up Costs				Attached				<a href="#">View</a>	

You will need to save the "Estimated Start-up Costs" worksheet and the attach it to the appropriate attachment slot on the "Supplemental Documentation" page.

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

VIEW ACTION SUMMARY >>

Click continue to move to the next page.



This is the "Initial Year Courses" page. This page captures the courses to be taught for each semester (session).

Welcome **Test Creator**. You are logged in with Department View.

### View/Edit New Position and Fill (Faculty)

Requested Job Title	Position Details	Position Responsibilities	Proficiencies & Affiliations	Supplemental Documentation	Occupational (Classroom/Laboratory) Conditions	Justification	Budget Information	Start-up Costs	Initial Year Courses	Other Responsibilities
---------------------	------------------	---------------------------	------------------------------	----------------------------	--	---------------	--------------------	----------------	----------------------	------------------------

- Please indicate the anticipated teaching load for the initial year's appointment for this position. Please include Course number, Course Name and Course Description.
- Expectations may change for this position based on the need of the University

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit link for that entry. To delete an existing entry, click the **Delete** link for that entry.

**Existing Entries**

2 Records

Session:	Course #	Course Name	Course Description
Fall <a href="#">View</a>   <a href="#">Edit</a> <a href="#">Delete</a>	MGMT 3113	Intro to Organization Behavior	Considers elements of of several mgmt theories and implications of individual and gro
Spring <a href="#">View</a>   <a href="#">Edit</a> <a href="#">Delete</a>	MGMT 3103	Principles of Management	Basic fundamentals of organization and administration in businesses





- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

- Please indicate the anticipated teaching load for the initial year's appointment for this position. Please include Course number, Course Name and Course Description.
- Expectations may change for this position based on the need of the University

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To delete an existing entry, click the **Delete** link for that entry.

**Existing Entries**

2 Records

Session:	Course #	Course Name	Course Description
<b>Fall</b> <a href="#">View</a>   <a href="#">Edit</a> <a href="#">Delete</a>	MGMT 3113	Intro to Organization Behavior	Considers elements of of several mgmt theories and implications of individual and group
<b>Spring</b> <a href="#">View</a>   <a href="#">Edit</a> <a href="#">Delete</a>	MGMT 3103	Principles of Management	Basic fundamentals of organization and administration in businesses

This page is a "Builder" format. Click "Add New Entry" to begin entering courses.

**ADD NEW ENTRY**    << RETURN TO PREVIOUS    SAVE AND STAY ON THIS PAGE

• HR HOME



PRAIRIE VIEW A&M  
UNIVERSITY

**JOBS@PVAMU**

Enter the information for the courses to be taught in the fields below.

- JOB POSTINGS
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

**Add New Entry**

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

\* Required information is denoted with an asterisk.

Session:	<input type="text"/>
Course #:	<input type="text"/>
Course Name:	<input type="text"/>
Course Description:	<input type="text"/>
Percentage of Time:	<input type="text"/>

**ADD ENTRY**

**CANCEL**

Click on "Add Entry" when finished.



- JOB POSTINGS**
- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN**
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Proficiencies & Affiliations

Percentage of time indicated on this page should be equal to the figure given on the "Teaching Responsibility" field of the "Position Responsibilities" page.

Adapted teaching number, Course description for this position based on the need of the University  
 New Entry Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Course Name	<input checked="" type="checkbox"/> Course Description	<input checked="" type="checkbox"/> % of Time
Intro to Organization Behavior	Considers elements of of several mgmt theories and implications of individual and group behavior	10
Principles of Management	Basic fundamentals of organization and administration in businesses	10

Click continue to the move to the next page.

**CONTINUE TO NEXT PAGE >>**

This is the "Other Responsibilities" page. This page captures Areas of Expertise, Scholarly/Research Activities and Service/Other Contributions. Complete each field below.

Requested Title	Position Details	Position Responsibilities	Experiences & Affiliations	Supplemental Documentation	Occupational (Classroom/Laboratory) Conditions	Justification	Budget Information	Start-up Costs	Annual Year Courses						
<p>&lt;&lt; RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE &gt;&gt;</p> <p><i>Required information is denoted with an asterisk.</i></p> <table border="1"> <tr> <td style="background-color: #e0e0e0;"> <p><b>Expertise:</b> Please list the area of expertise needed, in addition to that stated in the initial year. <b>Expectations may change for this position based on the need of the University</b></p> </td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;"> <p><b>Research/Scholarly Activities:</b> Please give an indication of research and scholarly expectations/contributions. Please provide the anticipated research and scholarly activities for which the incumbent will be involved in this position. <b>Expectations may change for this position based on the need of the University</b></p> </td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;"> <p><b>Service/Other Contributions:</b> Please provide examples of the anticipated service or other contributions in which the incumbent will be involved for this position. <b>Expectations may change for this position based on the need of the University</b></p> </td> <td></td> </tr> </table> <p><i>Required information is denoted with an asterisk.</i></p> <p style="text-align: right;"><b>CONTINUE TO NEXT PAGE &gt;&gt;</b></p>										<p><b>Expertise:</b> Please list the area of expertise needed, in addition to that stated in the initial year. <b>Expectations may change for this position based on the need of the University</b></p>		<p><b>Research/Scholarly Activities:</b> Please give an indication of research and scholarly expectations/contributions. Please provide the anticipated research and scholarly activities for which the incumbent will be involved in this position. <b>Expectations may change for this position based on the need of the University</b></p>		<p><b>Service/Other Contributions:</b> Please provide examples of the anticipated service or other contributions in which the incumbent will be involved for this position. <b>Expectations may change for this position based on the need of the University</b></p>	
<p><b>Expertise:</b> Please list the area of expertise needed, in addition to that stated in the initial year. <b>Expectations may change for this position based on the need of the University</b></p>															
<p><b>Research/Scholarly Activities:</b> Please give an indication of research and scholarly expectations/contributions. Please provide the anticipated research and scholarly activities for which the incumbent will be involved in this position. <b>Expectations may change for this position based on the need of the University</b></p>															
<p><b>Service/Other Contributions:</b> Please provide examples of the anticipated service or other contributions in which the incumbent will be involved for this position. <b>Expectations may change for this position based on the need of the University</b></p>															

Continue to move to the next page.

- JOB POSTINGS
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS

The Requisition Form replaces the paper Request to Fill Vacant Position Form and initiates the notification that a position requires advertisement/posting. This form is found in all actions that have "...and Fill".

Action: Create New Position and Fill

Competencies	Comments
--------------	----------

The Requisition Form generates the job posting. This includes the job summary, details about the Search Committee and potential advertising media, etc. You will need to need complete the "Job Summary/Basic Function" field to include the general information about the position, the department, the College, etc. that the hiring department would like to appear in the job posting.

\*Required information is denoted with an asterisk.

Job summary/basic function:



- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

• HR HOME

The Search Committee members must be listed. This information is needed to release qualified applicants to the Search Chair using a Guest User account.

\* Name of employee replacing: N/A

Posting date:

Closing date:

\* Search Committee:

**Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.**

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Name, title, department, gender, ethnicity - Search Chair  
 Name, title, department, gender, ethnicity  
 Name, title, department, gender, ethnicity  
 Name, title, department, gender, ethnicity  
 Name, title, department, gender, ethnicity

- [Check All](#) [Clear All](#)
- Resume
  - Cover Letter
  - Curriculum Vita
  - List of Published Articles



Indicate the documents required to be attached by applicants. The documents selected by the hiring department are the documents that will be required for applicants to successfully apply to a faculty position.

- JOB POSTINGS**
- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN**
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

\* Required Applicant Documents:

[Check All](#) [Clear All](#)

- Resume
- Cover Letter
- Curriculum Vita
- List of Published Articles
- Recommendation Letter 1
- Recommendation Letter 2
- Recommendation Letter 3
- Recommendation Letter 4
- Recommendation Letter 5
- Teaching Philosophy & Methods
- Copy of Official Transcript(s)
- Copy of License(s)/Certification(s)
- References List with Contact Information
- Other 1
- Other 2

[Check All](#) [Clear All](#)

- Resume
- Cover Letter
- Curriculum Vita
- List of Published Articles
- Recommendation Letter 1



- JOB POSTINGS**
- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN**
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Required Applicant Documents:

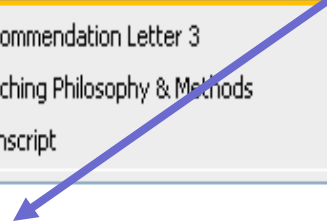
- Cover Letter
- Curriculum Vita
- Recommendation Letter 1
- Recommendation Letter 2
- Recommendation Letter 3
- Teaching Philosophy & Methods
- Transcript

Optional Applicant Documents:

- Recommendation Letter 3
- Teaching Philosophy & Methods
- Transcript

Please list any questions you would like to ask all applicants who apply to this posting:  
  
Minimum screening questions, etc.

List any pre-screening questions related to the minimum qualifications that you would like to ask all applicants. These questions should not be interviews questions.





Indicate the advertising media the department would like the position placed in. This information will be used to obtain advertising quotes.

- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

Indicate the external advertising sources:  
\* Please check University Web Page & TWC as they are minimum posting standards.

- University Web Page & TWC
- Chronicle of Higher Education
- Diverse (Black Issues in Higher Education)
- Hispanic Outlook
- Affirmative Action Registry
- CareerBuilder.com
- Monster.com
- HigherEdJobs.com
- chron.com (Houston Chronicle)
- Academickeys.com
- Facultyoutcomes.com

[Check All](#) [Clear All](#)

- Houston Chronicle
- Tomball/Magnolia Tribune
- Brenham Banner Press
- Navasota Examiner
- Bryan/College Station Eagle
- Waller Times
- Waller County Citizen

Any advertising media not provided on the list can be indicated here.

Please list any other advertising sources you would like to use:

\*Required information is denoted with an asterisk.



An Affirmative Action/Equal Opportunity Employer

- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

This is the "Comments" page. Type any relevant comments in the designated comments field for your user type. (i.e., Creator).

Department Head Comments	
Dean Comments	
HR Comments:	
VPBA Comments:	
Provost Comments	
Creator Comments:	<input type="text"/>
Pre-Approver Comments:	

Click continue to move to the next page.

**CONTINUE TO NEXT PAGE >>**



**PRAIRIE VIEW A&M UNIVERSITY**  
A Member of the Texas A&M University System



**JOBS@PVAMU**

An Affirmative Action/Equal Opportunity Employer

- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
  - JOB DESCRIPTIONS**
    - BEGIN NEW ACTION
    - SEARCH ACTIONS
    - PENDING ACTIONS
    - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

To edit information, click on the "Edit" link.

To print the position summary, click here.

To change the status of this action, choose from the statuses below:

[Edit](#)

 [Printer-Friendly Version](#)

To route the action, click the radio button for the appropriate level.

Click "Continue" to move to the next page.

**Action Status**

- Save
- Submit Action to Office of Sponsored Programs (Grant Funded)
- Submit Action to Mgr/Dept Head
- Submit Action to Dean/Director
- Position Not Approved (Final)

**Position Details**

Tenure Status	Tenured
Date of Hire:	01/15/2009
Classification title:	Professor and Head



- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - CHANGE PASSWORD
  - LOGOUT

• Welcome **Test Creator**. You are logged in with Department View. Thursday, September 24, 2009

### Confirm Change Action Status

You are about to change this action to the following status:

**Action Status**

**Submit Action to Dean/Director**

Click "Confirm" to successfully route the action.

**For questions regarding the PV PAWS system please contact:**

***Elmary Wells***  
***Human Resources Specialist***  
***Office of Human Resources***  
***(936)261-1723***  
***[elwells@pvamu.edu](mailto:elwells@pvamu.edu)***

or

***Jana Smith***  
***Employment Analyst***  
***Office of Human Resources***  
***(936) 261-1729***  
***[jbsmith@pvamu.edu](mailto:jbsmith@pvamu.edu)***

**PRAIRIE VIEW A&M UNIVERSITY**