These instructions apply to Temporary Academic Appointment Waivers ONLY!

#### **POSTING DETAILS**

#### **POSITION INFORMATION**

### Number of Open Positions:

This will always be **1**. Each Temp Academic Appointment requisition provides the information needed to approve temporary academic rank for a single individual.

#### **Other Title Information:**

Type in any additional title information that will help identify this position. For TAA's you may type the name of the person you are going to hire.

#### For continuing I4 Waivers

Type the following, in this order: Last name, first Name, I4, Discipline (ex: biology)

#### For Supplemental Pay Waivers

Open the Supplemental Academic Appointments instructions under My Links on the home page PA FORMS MUST INCLUDE COURSE DESCRIPTION INFORMATION IN THE COMMENTS SECTION

# Academic Rank/Position Title:

Choose one title from the drop down list. This title must match the position title field below.

## **Position Title:**

This field is for academic rank only. Please type in one of the following titles...

Lecturer (not the instructor of record) - Requires a Bachelors Degree in the teaching discipline

Instructor – Requires a Master's degree or 18 hours in the teaching discipline (see SACS rule)

Assistant Professor, Associate Professor, and Professor - the individual is required to have a PhD or a terminal degree in the teaching discipline.

### **Position Number:**

Please include the 6 digit position number associated with the position title being filling.

Use the Supplemental position number if this requisition involves supplemental pay. If a position number for the employee class you are hiring is needed, type "need a pos #" in the box. It is the department's responsibility to call OAA to obtain a new position number.

#### New or Replacement:

Please select one from the drop down list.

Select "New" if new to the University or new to the employee classification.

#### If Replacement, Name of Incumbent:

Please type the first and last name of the individual you are replacing.

#### Is this a Waiver?:

Select YES

### Type of Waiver:

#### Select TEMPORARY ACADEMIC APPOINTMENT

#### Justification for Waiver:

Please explain why you are not doing a regular search.

#### **Employee Class:**

Select the appropriate **TEMPORARY** employee class from the drop down list.

If supplemental pay, select ZM.

#### **Proposed Salary:**

Waivers indicate that you know who you want to hire, therefore you already know how much you are going to pay. Please type the amount paid per course or per credit hour in this box. Example: 2500 per 3 hour course.

For continuing I4 waivers only: Type "approved academic dept rate"

#### **Composite FTE:**

As a general rule, a 3 hour course is .20 fte. All calculations should be based on this rule and should tie back to the information included in the proposed salary box.

Please work with your budget office to determine the appropriate FTE.

### FOAPAL 1 & 2:

Please include the appropriate FOAP in the following format... Fund-Org-Acct-Program

#### **Department Required Background Checks:**

Check the box(es) as appropriate. Background checks are required.

#### FOAPAL for Background Checks:

Include the appropriate FOAPAL to charge for the background check expenditure.

# **DEPARTMENT INFORMATION**

#### **Responsible Hiring Manager:**

Select a Hiring Manager from the drop down box

#### Hiring Manager Phone:

Please include the phone number of the hiring manager. The hiring manager and this phone number

allow OAA to contact this person if there are questions about this requisition.

## Hiring Manager Email:

Please include the email address of the hiring manager.

### College/School/Division:

Please select the appropriate information from the drop down list. This field will determine who is able to see the requisition.

# **POSTING TEXT**

Waivers are not posted for the general public to see. They are posted internally... no ad text should be included. Position Summary:

Include the **course being taught and a description of the course** (if it is not obvious) as well as the **SSCH**. Example... IHP210, 3 hours – this is an honors English course. The description of the course is necessary because it is unclear from the course number what type of course it is... and therefore, what type of education the instructor should have.

### Ad Text:

Leave this blank

## **Additional Position Information:**

Leave this blank

### UA EEO Statement:

The EEO Statement is hard coded in the system. You may not change this information

### Search Initiation Date:

Type in the date the requisition is started

### **Application Deadline:**

Type in a date that is before the expected start date

## **DO NOT** select open until filled

## **Expected Starting Date of Appointment:**

Type the start date – as a general rule it will be the beginning of a semester or summer term

Fall: 8/16 Spring: 1/1 Summer: dates are determined each year - contact your budget director

# **Special Instructions to Applicants:**

Leave this blank. Waivers are not posted to our website. Therefore the applicants won't see instructions.

### Means of Advertising:

Waivers are not advertised.

Please type **WAIVER** and/or personal contacts in this box.

# List any special recruitment activities:

Indicate these activities, if any, if none please type WAIVER and/or personal contacts in this box.

# List any special efforts to identify minority and female candidates:

Please indicate any special efforts to identify a minority or female candidate. If none, please type **WAIVER** and/or personal contacts in this box.

# Search Committee

Search Committees are not required for waiver requisitions

# Documents

# **REQUIRED DOCUMENT:**

1. If this is supplemental pay, please attach the OAA approved supplemental pay form to the "Approved Supplemental Pay Form" line before sending the requisition to OAA for approval.

# **Supplemental Questions**

Do NOT use this section for waiver requisitions

# Guest User

Do NOT use this section for waiver requisitions

# **Comments**

Describe any pertinent information that was not included in the posting text

# **Applicant Documents Tab**

The resume/Curriculum Vitae is required by all applicants. This document is marked as included and required for all requisitions and may not be changed or removed. Select any other documents you wish to be attached.

## The SACS 18 hour rule

To hold the title of Instructor, the Faculty member must have completed at least 18 graduate semester hours in the teaching discipline hold a minimum of a Master's degree with a major in the teaching discipline. Example... If you are hiring an Instructor in Biology, the person should have a Master's degree in Biology or the person can have a Masters degree in some other discipline as long as they have 18 graduate semester hours in Biology. If the resume shows a Bachelor's degree in Biology but a Master's in Physics... you will have to attach a document that verifies that the individual meets the 18 hour rule or if they do not meet the 18 hour rule, attach a document that explains their outstanding professional experience in Biology. If you can do neither, and this person is not going to be the instructor of record, you will have to hire the person as a Lecturer (which requires a bachelor's degree in the teaching discipline).

If you want to use the titles of Assistant, Associate or Full Professor, the minimum requirement is a PhD or terminal degree in the teaching discipline.

Instructions to copy applicants from pool positions to waivers

The waiver requisition must be approved by OAA before starting this process. The pool requisition must be posted and must have active applicants in the system.

Click on the posting tab in the hiring system.

		Inbox	<b>People</b> Admin
	$\square$	Watch List	APPLICANT TRACKING
Home	Postings Hiring Proposals	My Profile	Help

Open your saved search for Active Waivers or perform a manual search for the waiver.

Faculty Postings			
Open Saved Search Search	n:	Search	Hide search options
Active Waivers Pending Reguisitions	: Add Column	/	
Posted Requisitions - Default report tatus	Draft Hiring Manager Director/Department	U o	
	Dean		
Departmen	200001 - VP ACADEMICS AFFAIRS OFFICE 200009 - SUMMER SCHOOL 200010 - INTERIM TERM		
	200011 - OFFICE OF DISABILITY SERVICES		

Check the box next to the waiver that you would like to copy an application to. Go to the Actions button at the top right of waiver list and select **Connect Postings.** 

						GENERAL	
	Position Title:	Other Title Information	Requisition Number:	Department	Workflow State	Export results	
]	Instru	Test Waiver 10/18	0804826	200001 - VP ACADEMICS AFFAIRS OFFICE	Approved for Internal Waiv	BULK	
	tor	Test Waiver 10-18	0804828	204221 - ENGLISH	Approved for Internal Waiv	Connect Postings	
1	stant Professor		0804829	212401 - CURRICULUM AND INSTRUCTION	Approved for Internal Waiv	ver 1	
	Instructor	test 10/19	0804833	701101 - VICE PRESIDENT FOR RESEARCH	Approved for Internal Waiv	er 0	

You will be taken to the posted requisitions screen.

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Select the Pool from which you will copy the applicant.

Scroll to the bottom of the screen and select the **Connect** button.

O Inst or/Lecturer Pool	FY11	0803651	207101 - COMMUNICATION & INFORMATION SCIENCE DEAN'S OFFICE	66	Posted	Actions
Instructor Pool	<sup>™</sup> <sup>1</sup>	0803653	224102 - SOCIAL WORK	66	Posted	Actions
Instructor Pool	Y11	0803708	204711 - PSYCHOLOGY	25	Posted	Actions
Connect		« Previous	1 2 3 Next »			

As shown below, you will see a message at the top of your screen which indicates that the postings are connected.

THE UNIVERSITY OF ALABAMA					Wate	Inbox h List	PeopleAdmin Applicant tracking	•
University of Alabama Faculty/Stu	dent	Hon	ne P	ostings	Hiring Proposals	My	Profile Help	
1 posting connected.								$\otimes$
Postings / Faculty								

Go back to your pool position and select the **Actions** button next to the pool position. Select **View Applicants**.

Instructor Pool	FY11	0803708	204711 - PSYCHOLOGY	25	Posted	Actions
		« Previous	1 2 3 Next »			GENERAL View Posting View Applicants TRACKING Watch

Your list of applicants will appear on the screen.

Select the box next to the name of the individual you want to copy to the waiver requisition.

Go to the **Actions button at the top right** of the search page.

# Select Move to Posting.

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(	Saved Se	arch: "Activ	e Applicants" (25 Items Found)				Action	S
	Last Nap	First Name	Workflow State (Internal)	Documents	Application Date	Job Title	Review Supplemental Question Answers	ıs)
		L.	Copied from Pool		July 30, 2010 at 09:57 am	Instructor	Export results	
<b>~</b>	Shealy	Clayton	Copied from Pool		July 30, 2010 at 09:57 am	Instructor	BULK	
	McCarver	Ronald	Copied from Pool		July 30, 2010 at 09:57 am	Instructor	Move to Posting	
	Rubin	Nancy	Copied from Pool		July 30, 2010 at 09:57 am	Instructor	Move in Workflow	
	Groff	Stephen	Copied from Pool		July 30, 2010 at 09:57 am	Instructor	PDFs	
		<del>.</del>	o 1 17 o 1		1 1 00 0040 100 57		1 0000700	

The following screen will appear. It will reflect the waiver requisition(s) that this pool is linked to.

Select the posting and change the workflow state to **Interview complete**. (This applies to Waivers only – all other requisitions types should start with the workflow at Forward to Dept/Search Committee)

Select **Move** at the bottom of the page.

Postings / / Instructor Pool / Applicant	Review / Move to Posting	
Move to Posting	Posting	Department
	<ul> <li>Instructor</li> </ul>	701101 - VICE PRESIDENT FOR RESEARCH
Workflow State	Draft	×
Selected Applicant	Draft Forwarded to Dept/Search ( Recommended for Interview Recommended for Interview	Committee to Dean to OAA
Move	Approved for Interview by O/ Interview Complete	AA Z
	Approved for Offer by OAA Offer Accepted - No Backgr Offer Made - Pending Back	round Check Required ground Check

You will see a message at the top of your screen which indicates that the applicant was copied.

THE UNIVERSITY OF	Inbox	<b>People</b> Admin
ALABAMA	Watch List	APPLICANT TRACKING
	Home Postings Hiring Proposals   My	Profile Help
1 applicant copied.		×

When you return to your waiver, you will see that there is an active applicant posted.

Click on Actions next to that waiver and select View Applicants.

	n. riouro manon	14 IPHIS FOUND				Actions
		(Thomo Found)				
Position Title:	Other Title Information	Requisition Number:	Department	Workflow State	Active Applications	(Action
Instructor	Test Waiver 10/18	0804826	200001 - VP ACADEMICS AFFAIRS OFFICE	Approved for Internal Waiver	•	Actions
Instructor	Test Waiver 10-18	0804828	204221 - ENGLISH	Approved for Internal Waiver	1	Actions
Assistant Professor		0804829	212401 - CURRICULUM AND INSTRUCTION	Approved for Internal Waiver	1	Actions
Instructor	test 10/19	0804833	701101 - VICE PRESIDENT FOR RESEARCH	Approved for Internal Waiver		Actions

The following screen will appear. Notice that the applicant is in the workflow state you selected.

(	Saved Set	earch: <b>"Active</b>	e Applicants" (1 Item Fou					Actions
	Last Name	First Name	Workflow State (Internal)	Documents	Application Date	Job Title	Posting Number	(Actions)
	Shealy	Clayton	Interview Complete		July 30, 2010 at 09:57 am	Instructor	0804833	Actions