**FACULTY POSTING TEMPLATE – EVERGREEN REQUISITIONS**

**JOB POSTING TITLE:**

**Information FE-PA will need to create the Evergreen job requisitions:**

* **Recruiting Instruction** (Post internally, externally)
* **Target Hire Date** – Projected start date
* **Job posting title** – to be displayed on the actual job posting
* **Job description** – insert job template with information as shown below. (This is what will show on the posting.)
* **Posting locations**: include all possible locations (if splitting time between campuses)
* **Cost center** to be used
* **Costing – Program**
* **Fund**
* **Compensation** – the proposed salary (this is the anticipated minimum, but is not final)
* **Who should be listed as the Primary Recruiter?**
* The name of the **search committee chair.** Not necessarily required at the time of creation as it can be added later.
* **Search committee members** (if available):
* For the **QUESTIONNAIRE**:
  + **What is the work schedule for this position? VARIES**
  + **How do you want compensation to be displayed on the job posting?** **(Typically, FE-PA suggests displaying as ‘Negotiable’ to provide the greatest flexibility.)**
  + **Date to post**
  + **Date to close (or open until filled)**
  + **Where the job should be posted (as selected from the list available in Workday – Internal, External, CareerBuilder, HigherEd Jobs)?**
  + **What additional recruiting sources do you intend to use? (Please list.)**
  + **Preference to complete reference check (per WD, this applies to external candidates only) – ‘*Contact in person’* or ‘*Allow system to send a reference to a referee to complete’*?** 
    - REMINDER: If selecting ‘allow system to send a reference to a referee to complete ,’ the candidate’s listed references will automatically receive a system-generated reference check upon transitioning the candidate to the reference stage which may cause an issue if the candidate would like to forewarn or notify a reference who may be a current employer. It may be safer to have the manager contact them directly later, which is the other option. **We leave it to the college/unit to decide what the preference is in this situation.**

**NOTE: The text in** red **is what needs to be tailored to the needs of the college/unit. Please use track changes to indicate any additional edits requested and insert a New Comment bubble if there are any additional questions or comments.**

**ALL OF THE INFORMATION REFLECTED BELOW THE LINE WILL BE COPIED AND PASTED INTO THE JOB DESCRIPTION SECTION (IN THE CURRENT ORDER) ON THE JOB REQUISITION ONCE THE RELEVANT INFORMATION HAS BEEN INCLUDED.**

**IMPORTANT REMINDERS:**

* **This posting template form is not intended to be attached to the Evergreen requisition as supporting documentation or in place of OIE’s recruitment plan. It is a tool for the college/unit to use to create consistent and standardized job requisitions.**
* **Once the Evergreen wording has been finalized, and the Evergreen requisition has been created, there will be no changes permitted, even for extenuating or special situations. This is a restriction in Workday with these types of requisitions. As such, it will be critical to carefully read the posting template to ensure it is correct before the Evergreen requisition goes live. Any change will result in cancelling the existing search and starting with a new Evergreen requisition. Candidates will need to reapply if still interested in the position.**

**The Opportunity**

<This is where you would provide the job description details including information related to terms of the appointment (e.g., 9- or 12-mo, tenure track, visiting), the expected job responsibilities, reporting structure, etc.)>

**REMINDER: Please carefully consider the potential job title(s) and review the posted job description and responsibilities for this position as changes will not be allowable after the posting has gone live.**

**Carefully review the staffing plan to determine if it is appropriate to recruit for multiple, like positions as adding positions will not be allowable after the posting has closed. If multiple like positions will be requested, the college/unit must work with FE-PA to post as an Evergreen requisition. In these instances, the Faculty Recruitment Plan document(s) for the individual job requisitions must be attached to the subordinate (Do Not Post, or DNP) requisitions for review and approval by OIE prior to FE-PA creating an Evergreen requisition.**

**Minimum Qualifications:**

<This is where you would provide the credentials the applicant **is expected to have** for consideration. Note that all requested degrees **must** state ‘***from an accredited institution***’ to remain in compliance for accreditation purposes. Further, if the candidate must meet the degree requirement at the time of application, then their degree must have already been conferred by the time the posting closes. If the degree must be completed by the time they begin their appointment, then a statement indicating that must be included.>

**REMINDER: Please carefully consider the minimum qualifications, including the qualifying degrees and related discipline(s), as changes will not be allowable after the posting has gone live. If further information or guidance is needed in this regard, please refer to the Faculty Teaching Qualifications Discipline Descriptions which can be found on the Academic Program Quality (APQ) website at** [**https://apq.ucf.edu/fq/fqteaching/dd/**](https://apq.ucf.edu/fq/fqteaching/dd/)**, or reach out to the APQ office or your assigned Faculty Excellence-Personnel Administration representative.**

**Preferred Qualifications:**

<This is where you would list credentials, experience, and/or knowledge the applicant may have for preferred consideration. These are ‘wish list’ items that would be nice to have but are not essential for consideration. These are items that may be used for further applicant pool screening purposes beyond the minimum qualifications. Note that if any of these attributes are needed for success in the position, then this information should be moved back to either the **Job Description** or **MQs** section.>

**REMINDER: Please carefully consider the preferred qualifications as changes will not be allowable after the posting has gone live.**

**Additional Application Materials Required:**

UCF requires all applications and supporting documents be submitted electronically through the Human Resources employment opportunities website, <https://www.ucf.edu/jobs/>.  In addition to the online application, candidates should upload a cover letter, a current curriculum vitae, and a list with contact information for three (3) professional references.

**NOTE:** Please have all documents ready when applying so they can be simultaneously uploaded. Once the online submission process is finalized, the system does not allow applicants to submit additional documents later.

Questions regarding this search should be directed to**:** John Doe, <Title>, at <email address> <phone number>.

**Special Instructions to the Applicants:**

<This is where you would provide information that may relate to notifications re C&G or AUX positions, time limited/visiting appointments, citizenship requirements, expected travel, etc., as needed and applicable.>

**Job Close Date:**

This is where you would reflect the anticipated date that this job requisition should close. Keep in mind that faculty job requisitions close on Thursdays. Further, FE-PA strongly suggests posting Evergreen requisitions as **‘*open until filled*’** to provide flexibility in closing once the applicant pool is deemed sufficient (i.e., enough qualified applicants, meets diversity standards, etc.).

MM/DD/YYYY or *Open until filled*.

**Note to applicants:** Please keep in mind that a job posted as ‘*Open until filled*’ may close at any time without notice. As such, we encourage you to submit your application and all required documentation as quickly as possible to ensure consideration for the posted position.

**Are you ready to unleash YOUR potential?**

As a next-generation public research university and Forbes-ranked top employer in Florida, we are a community of thinkers, doers, creators, innovators, healers, and leaders striving to create broader prosperity and help shape a better future. No matter what your role is, when you join Knight Nation, you’ll play an integral role at one of the most impactful universities in the country. You’ll be met with opportunities to connect and collaborate with talented faculty, staff, and students across 13 colleges and multiple campuses, engaging in impactful work that makes a positive difference. Your time at UCF will provide you with many meaningful opportunities to grow, you’ll work alongside talented colleagues on complex projects that will challenge you and help you gain new skills and you’ll have countless rewarding experiences that go well beyond a paycheck.

**Working at UCF has its perks! UCF offers:**

* Benefit packages, including Medical, Dental, Vision, Life Insurance, Flexible Spending, and Employee Assistance Program.
* Paid time off, including annual (12-month faculty) and sick time off and paid holidays.
* Retirement savings options.
* Employee discounts, including tickets to many Orlando attractions.
* Education assistance.
* Flexible work environment.
* And more…For more benefits information, view the UCF Employee Benefits Guide [click here](https://hr.ucf.edu/current-employees/benefits/).

**Unless explicitly stated on the job posting, it is UCF’s expectation that an employee of UCF will reside in Florida as of the date the employment begins.**

**Additional Requirements related to Research Positions:**

Pursuant to Florida State Statute 1010.35, prior to offering employment to certain individuals in research-related positions, UCF is required to conduct additional screening. Applicants subject to additional screening include any citizen of a foreign country who is not a permanent resident of the U.S., or who is a citizen or permanent resident but is affiliated with or has had at least 1 year of education, employment, or training in China, Cuba, Iran, Russia, North Korea, Syria, or Venezuela.

The additional screening requirements only apply to research-related positions, including, but not limited to faculty, graduate positions, individuals compensated by research grants or contract funds, post-doctoral positions, undergraduate positions, visiting assistant professors, and visiting research associates.