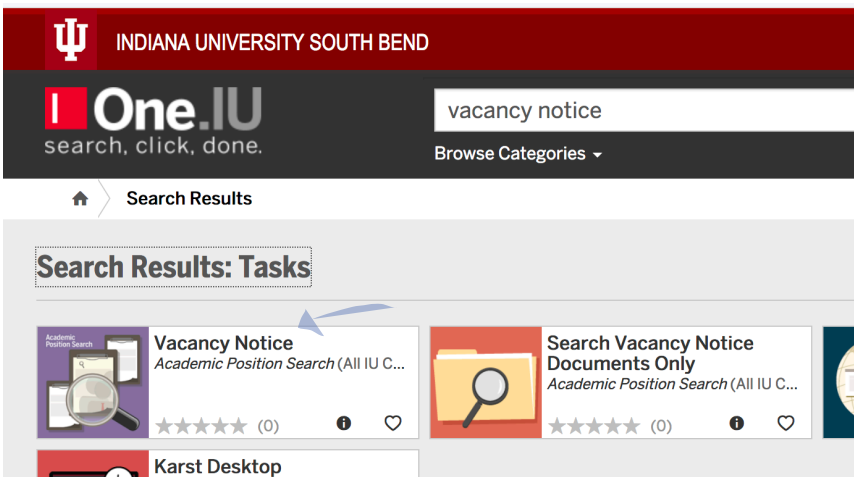
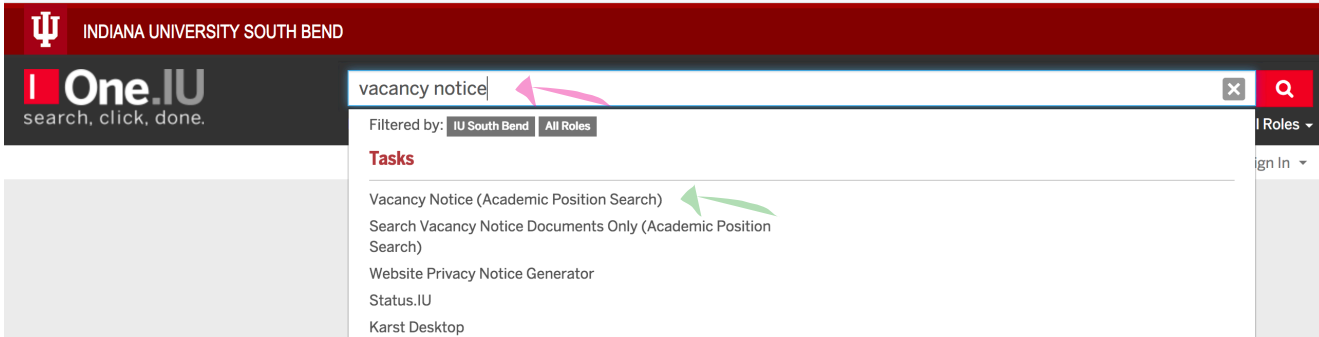
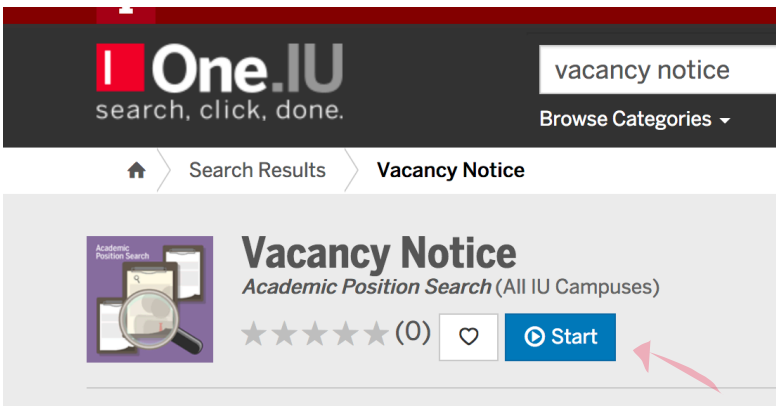


VACANCY NOTICE

1. In the **One.IU** SEARCH Box, type [VACANCY NOTICE]
2. Two search results are possible: one displays a drop-down list of possible search results and the other results in “applications” to select; on either select [VACANCY NOTICE (ACADEMIC POSITION SEARCH)]



3. On the **VACANCY NOTICE** screen, click on the [START] button



4. The next steps involve completing the necessary fields on the **VACANCY NOTICE**; to aid in the prompt posting of the position, please ensure that all pertinent fields are completed. Step-by-step instructions begin on the next page.

When a new **VACANCY NOTICE** is created, the top right corner of the “edoc” displays creation information, including a **DOCUMENT ID**. Please make note of this ID as it will be used (when needed) until an OAA# has been generated. In the event that a document is slowly moving through the routing process, it is helpful to track it through the **DOCUMENT ID**.

workflow		Document Type Name: VacancyNotice
		Document Status: INITIATED
		Create Date: 09:24 AM 02/14/2018
		Document ID: 70090665

Editing Document

Filling out new Document

Vacancy Notice

Indiana University - Academi

Select

- Select
- (BL) Bloomington
- (CO) Columbus
- (EA) East Richmond
- (FW) Fort Wayne
- (IN) Indianapolis
- (KO) Kokomo
- (NW) Northwest-Gary
- (SB) South Bend**
- (SE) Southeast-New Albany

OAA : 1

Campus* : 2

School / RC* : 3

Attributes marked with a * are required fields.

Reactivating prior year search. Prior OAA#	4		
Department*	5	FTE*	6
Appointment Status*	6	Title(s)*	7
Position*	<input checked="" type="radio"/> New <input type="radio"/> Replacement	Account/Position #, Individual, or Specialized Area*	8
Salary Grade*	9	Salary Range*	10
Part Time Position	<input type="checkbox"/> Part Time Position	Visiting Position : (temporary = 2 years or less)	<input checked="" type="checkbox"/> Visiting Position
Expected Start Date*	13	Expected End Date :	14
Search Scope*	15		
National Direct Mail :			
Personal Contacts :			
Other :			
Comments :	16		

- 1] OAA | to be completed by Academic Affairs
- 2] Campus | select from the drop down
- 3] School / RC | select from the drop down
- 4] Reactivating prior year search | utilized ONLY if a previous search had been placed on hold
- 5] Department | use official department name only
- 6] Appointment Status | select from the drop down (non tenure-track, tenure track, tenure)
- 7] Title | use title approved/provided by the Executive Vice Chancellor for Academic Affairs; contact Academic Affairs for clarification
- 8] Account/Position # | use account number and position number; also, specialization if relevant
- 9] Salary Grade | refer to [EDOC LITE SALARY GRADE]
- 10] Salary Range | use the salary range for the position
- 11] Part Time Position | not applicable / do not use
- 12] Visiting Position | select if the position is temporary [2 years or less]
- 13] Expected Start Date | If the position is 12 months, the start date is 07-01-20XX; if 10 months, the start date is 08-01-20XX
- 14] Expected End Date | complete only if the position is not permanent
- 15] Search Scope | use dropdown menu
- 16] Comments / HERC | IU has contracted with the Higher Education Recruitment Consortium (HERC); we have the ability to post jobs to the HERC jobs board. If you would like the position to be posted, provide the category (1) to post (see document for relevant categories)

Search Committee Chair* :	17	
Search Committee Member 1 :	18	Search Committee Member 2 : 19
Search Committee Member 3 :	20	Search Committee Member 4 : 21
Search Committee Member 5 :	22	Search Committee Member 6 : 23
Search Committee Member 7 :	24	Search Committee Member 8 : 25
Text of Vacancy Announcement* :	25	
Text of Internal Posting :	26	
Copies of Letters and announcements :		

Create Note			
Author	Date	Note	Action
Sheppard, Teresa Lynn	02/14/2018	27 Attachment: <input type="button" value="Browse..."/> No file selected.	<input type="button" value="save"/>

- 17] Search Committee Chair | include first and last name
- 18] Search Committee Member | include first and last name
- 19] Search Committee Member | include first and last name
- 20] Search Committee Member | include first and last name
- 21] Search Committee Member | include first and last name
- 22] Search Committee Member | include first and last name
- 23] Search Committee Member | include first and last name
- 24] Departmental Secretary/Assistant | include first and last name

25] Text of Vacancy Announcement | also includes documents ALL applicants should submit with their electronic application. Options include: [EVIDENCE OF TEACHING ABILITY], [STATEMENT OF TEACHING PHILOSOPHY], [URL], [VIDEO], [PUBLICATION/S], [SAMPLE SYLLABUS], [COURSE EVALUATION], [PROPOSED COURSE DESCRIPTION], [RESEARCH AGENDA], [RESEARCH PAPER/S], [WRITING SAMPLE], [STATEMENT OF RESEARCH AND TEACHING], [RESEARCH PAPER/PUBLICATION/WRITING]. A CV, letter of application, and list of references are implied and included on ALL postings. Candidates do not submit reference letters; these are requested through the PeopleAdmin system.

The announcement will also include **ALL QUALIFICATIONS** necessary, as well as the **BEST CONSIDERATION DATE**.

Omittance of any required information delays the posting of the position.

26] Text of Internal Posting | usually same as the VACANCY ANNOUNCEMENT

27] Comments | Provide any important information; also, attach any search plans, files helpful in the documentation of the position

28] Submit | Concludes the edoc and begins the APPROVAL ROUTING and ultimate posting in PEOPLEADMIN