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.

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 | include first and last name
Search Committee Member 1 | include first and last name
Search Committee Member 2 | include first and last name
Search Committee Member 3 | include first and last name
Search Committee Member 4 | include first and last name
Search Committee Member 5 | include first and last name
Search Committee Member 6 | include first and last name
Search Committee Member 7 | include first and last name

Search Committee Member | include first and last name
Departmental Secretary/Assistant | include first and last name

Text of Vacancy Announcement* : 
Text of Internal Posting : 

Create Note

Author | Date | Note | Action
Sheppard, Teresa Lynn | 02/14/2018 | 27

Attachment: Browse... No file selected.

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