Position Descriptions represent a job within the University and describe the job in its present state.

**Faculty Position Descriptions may only be created by Initiators.**

Below are the steps in the creation/modification and approval of a Position Description.

The steps in the following slides explain how to create or modify a position description.
In most cases, you will be ‘modifying’ a current position description for an existing Position.Version # (position that has already been created), which is stored in the position library of the Talent Management System. To do this please follow the next 7 pages.

- If you are modifying a current employee’s position description to add or change duties, updating the salary, updating the working title, or preparing the position for a promotion, please reach out to OEO prior to initiating the position modification as these change may result in an AAR. If an AAR is not required, please know that a Promotional Announcement Posting will be required as soon as the modification is finalized. Please see the Promotional Announcement guide for additional details.

- If you are creating a new position description or cloning (page 14) a current position description, please skip to page 10.

- If you need to transfer a position description to a new department or unit, please see the user guide and transfer request form located here. All transfers will result in a new ‘version’ number.
How to **Modify** a Position Description

1. Select the Position Management module by clicking the three dots in the top-left corner of the screen.

2. Select Initiator from the User Group drop-down menu.
How to **Modify** a Position Description

1. Click on Position Descriptions from the top menu and select Faculty.

**Note:** Position descriptions can be found in two separate areas of the system. Positions that have already been created or modified and are moving through the approval process or have been saved for later will be found under the ‘Requests’ options. Once a created or modified position has been ‘approved’, the updated position can be found in the position ‘library’ (the library options are those without ‘Requests’ in the name). If you are creating a position description for the first time or just starting a modification, you will start in the position ‘library’. 
How to search for a Position Description to Modify

1. To search for the specific position description you wish to modify, click the More Search Options Button to expand the additional search option fields.

Note: There are two ways to search for a position description in the library. If you know the position number, enter it into the Position Number field then click Search. Or, if someone currently occupies the position description you are wishing to modify, type in their last name into the Last Name field then click Search.

2. When you have located the position you wish to modify, click on its working title.

Note: When you first navigate to the position library, you will be able to see every active position description within the department(s) for which you have the Initiator user group assigned.
1. Click Modify Faculty Position.

Note: If Modify Faculty Position is not an option, this may mean that there is an outstanding position modification request for this position. If you are trying to locate an ‘in-progress’ modification, please navigate to the Faculty Position Requests. If the request is old, please reach out to HR to cancel the modification. This will allow you to start the modification process from the beginning.
How to **Modify** a Position Description

Start Modify Faculty Position Position Request on Assistant / Associate Professor - Defense Against the Dark Arts?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

1. Click Start.
From here, you may now follow the remaining instructions starting on page 17.
How to *Create* a Position Description

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How to *Create* a Position Description

1. Click Create New Position Description.
How to **Create** a Position Description

1. Enter the title of the position in the **Working Title** field.

2. When ready, click the **Start Position Request** button.

Note: The Organizational Unit details may or may not be editable by the Initiator. If you only have access to one department in TMS, your assigned Division, Academic/Reporting Area and Department will automatically pull through. If you are assigned to multiple departments/units, you will need to select the correct information from these drop-down menus.
How to **Create** a Position Description – **Cloning option**

Note: If you are creating a position description that closely mirrors a current position description or is identical to a current position description in your department/unit, you may choose to ‘Clone’ an already existing position description as opposed to creating a new one.

This is helpful option if this is a ‘reoccurring’ hire and a similar position description already exists, or if the department is making multiple hires out of a single search and you need an identical copy of the original position.

1. To clone an already created position description, click the More Search Options button.
How to Create a Position Description – Cloning option

1. To search for the position you wish to clone, enter its position number in the Position Number field found in the More Search Options drop-down menu, then click Search.

2. The position you wish to clone should appear in the list below. Select the position by checking the radio button next to the working title. This tells the system that you will be creating a new position description based on the selected position description which in turn will clone/pullover many of the fields found on the selected position description.

3. When the correct position description is selected, click Start Position Request.
Position Justification Page – *Creating a New Position*

1. Fill out the Justification of Need field with as much detail as possible. This helps HR determine how to prioritize the many requests that come in.

2. Select Yes or No from the Is this position gift or grant funded? drop-down menu.

3. If the position is gift or grant funded, please indicate the percentage in this field. If the position is not gift or grant funded, please enter 0.

4. Please indicate which funds the position is being funded from. If the position is not grant or gift funded, please enter 0.

Note: When you create or clone a position description, you will be redirected to the Position Justification page. If a position was cloned, information from the cloned position description will appear in the fields below. Please be sure to update these fields accordingly. Please note that this is the only page that is different between the create/clone option and the modify option. Please navigate to page 17 to view the ‘modification’ required fields. To continue the create/clone process, please navigate to page 19 once you are finished filling out the Position Justification page.
Position Justification Page – **Modifying a Position**

Note: When you modify a position description, you will be redirected to the Position Justification page. Please note that the Position Justification page is the only page with differences between the create/clone option and the modify option as it has the additional Reason for Modification multiselect field. All other fields are the same.

1. Select your reason for modification. Multiple options may be selected. The selections made here help HR determine how to prioritize the many requests that come in.
1. Fill in the Why are modifying this position description? field with as much detail as possible. It’s helpful to include information regarding the specific modifications you will be making to the position description i.e. “We are updating the degree requirement from a Bachelor’s to a Masters”. “We are updating the Supervisor essential job duty entry to include additional responsibilities” etc..

2. Select Yes or No from the Is this position gift or grant funded? drop-down menu.

3. If the position is gift or grant funded, please indicate the percentage in this field. If the position is not gift or grant funded, please enter 0.

Note. If you are modifying a position of a current employee who will be receiving a new salary based on the position changes, please enter the new desired salary in the New Requested Salary field. For additional information, related to salary changes tied to additional duties/responsibilities, please see HR’s website.

4. Please indicate which funds the position is being funded from. If the position is not grant or gift funded, please enter 0.

5. When ready, click Save & Continue.
Note: The Classification Selection page allows you to select the level of classification for the position i.e. Associate Professor, Assistant Professor, Professor, Instructor, Special Instructor or Master Instructor.

If you created the position from scratch, please select one of the four options. If you created the position by cloning another, the cloned position classification will pull through. If you need to update the classification, you may do so on this page. If you are modifying a position, the previous classification will be reflected but may be updated on this page if need be.
1. If you need to update or select the classification, scroll down to the bottom of the page and select one of the six options, then click Save & Continue.
Note: The following slides will demonstrate what needs to be included on the Position Details page. All fields highlighted in red are required.

If this is a cloned or modified position description, many of these fields may already be filled in. Be sure to review the information to ensure it is correct and make any edits/updates as needed.

Note: For additional help/information regarding writing/creating position descriptions, please see the How to Write an Effective Position Description guide.

1. Many of the top fields on the Position Details page will not be editable. Scroll down to continue filling out the page.
Position Details Tab (cont.)

3. Select the position’s employment category from the drop-down menu. If this is a modified or cloned position, a selection may already be made.

For Tenure-Track positions, please select Regular.

Please note, CCAF (aka non-tenure-track) positions are always ‘Special’ or Temporary depending on the NTT Faculty Appointment Type.

Temporary = Adjunct
Special = Contract or Continuing

6. Enter the position’s work hours per week.

8. If the position is CCAF, select the appropriate NTT Faculty Appt Type from this drop-down menu.

Note: The Employee Information section will only appear on modified positions. If you modify an occupied position description, the current incumbent’s information will appear here.

1. The position’s Working Title will appear in this field. You may make edits if needed.

Note: A Position Number will only appear if you are modifying a position description.

2. Enter the position’s supervisor’s email address.

4. Enter the position’s salary or salary range.

5. Select a salary basis from the Salary Basis drop-down menu. Most Faculty positions are 9-month.

7. Select Yes or No from the Tenure/Tenure Track? drop-down field.

For Tenure-Track positions, please select Regular.

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2. Enter the position’s supervisor’s email address.

4. Enter the position’s salary or salary range.

5. Select a salary basis from the Salary Basis drop-down menu. Most Faculty positions are 9-month.

7. Select Yes or No from the Tenure/Tenure Track? drop-down field.
Note: If the position is Tenure-Track, please fill in these fields.

1. Enter the percentage breakdown for each category.
1. Fill in the Description of Work Unit field. Use the gray help text below this field if you need help crafting language. This information may be available on your department’s website. For additional language about CSU, Fort Collins and employee benefits, please see the Sample Language Guide.

2. Fill in the Position Summary field. This should be a brief summary of what the position entails.

Note: Please do not include job duties in the Position Summary field. Job duties will need to be entered on the Essential Job Duties page.

3. In the Conditions of Employment multi-select field, select any items that are required for this position. If you are creating or modifying this position description to fill an open vacancy, be sure to check the top box as a ‘Pre-employment Criminal Background Check’ is required for all new hires and rehires.

Note: If the position requires driving to conduct CSU business, ‘Valid Driver’s License’ must be selected under Conditions of Employment.
1. Fill in the Required Job Qualifications field. These requirements must be met by candidates to be hired for the job. This field outlines the required education, experience, and skills needed to successfully perform the job.

2. You may choose to fill out the Preferred Job Qualifications field. The successful candidate will ideally possess these preferred qualifications though they are not required for a candidate to be hired for the job.

3. Enter at least one Hiring Authority in the Hiring Authority field by typing in their name. You may list multiple Hiring Authorities. If your desired Hiring Authority does not appear in the list of options, please contact OEO at oeo@colostate.edu.

4. When complete, click Save & Continue.
Note: On the Essential Job Duties page you will be required to enter at least two ‘duties’ which total 100%. This includes the Job Duty Category, Duty/Responsibility, and Percentage Of Time the job duty is performed. This section is required to provide information for the Duties Basis test for FMLA exemption status.

If this is a modified or cloned position, essential job duties may already be filled in. Make any updates if needed.

1. To add a job duty, click on the Add Essential Job Duties Entry button. Ensure that all job duties add up to a total of 100%.

Note: If you need to remove an entry, check the Remove Entry? checkbox and click Save.

2. When complete, click Save & Continue.
Note: On the Background Check Requirement page select any additional background checks the department wishes to conduct for this position in addition to the automatic criminal history background check for new hires and rehires.

1. All drop-down choices on this page are optional, with the exception of the required Motor Vehicle background check option. You must select either Yes or No.

Note: If a Motor Vehicle Record Check is required for the position, it must be reflected in the Required Job Qualifications field by adding the language "Must have a valid driver’s license or the ability to obtain a driver’s license or access to a licensed driver by the employment start date". ‘Valid Driver’s Licenses’ must also be selected in the Conditions of Employment multi-select field.

2. When ready, click Save & Continue.
Note: On the Position Documents page please add documents associated with the position, such as the **required** Organizational Chart. If you are modifying a position or cloning a position, an Organizational Chart may already be attached. Please make sure that it is the most current Organizational Chart for the department or unit.

1. To upload a document, hover over the Actions drop-down menu and select Upload New.
1. Click on the Choose File button.

2. Find the file you wish to upload and click Open.

3. Once the correct file has been selected, click Submit.
Note: A banner across the top of the page will let you know that your upload was successful.

1. When complete, click Save & Continue to progress to the Summary page.

Note: The system will automatically convert all uploaded documents into PDFs.
Note: While on the Summary page you may review and edit any of the previous pages prior to moving it forward to the Hiring Authority.

1. Once you have sufficiently reviewed the position description and are ready to move it to the Hiring Authority, hover over the orange Take Action on Position Request drop-down menu and select Submit (move to Hiring Authority).

Note: Submit to Initiator (move to Initiator) allows you to delegate the position description request to another individual. Be sure to select the correct name from the drop-down menu in the pop-up window before clicking Submit.

2. In the pop-up box, add any additional comments for the Hiring Authority. When you are ready to move the request forward, click Submit.
Review and Approval – Hiring Authority (non-tenure-track)

Note: The Hiring Authority will review the position. If any changes need to be made, the Hiring Authority can return the position description to the Initiator, or they can make the changes themselves by clicking the Edit button.

1. Once the Hiring Authority has reviewed the position and is ready to move it to Human Resources for position number assignment, the Hiring Authority will hover over the orange Take Action On Position Request drop-down and select Approve non-tenure track position (move to HR Position Assignment).
2. In the pop-up box, the Hiring Authority may add any additional comments for Human Resources. When ready to move forward, they will click Submit.
Review and Approval – Hiring Authority (tenure-track)

Note: The Hiring Authority will review the position. If any changes need to be made, the Hiring Authority can return the position description to the Initiator, or they can make the changes themselves by clicking the Edit button.

1. Once the Hiring Authority has reviewed the position and is ready to move it to Human Resources for position number assignment, the Hiring Authority will hover over the orange Take Action On Position Request drop-down and select Approve tenure/tenure-track position (move to Signature Authority (Dean)).

2. In the pop-up box, the Hiring Authority may add any additional comments for Human Resources. When ready to move forward, they will click Submit.
Review and Approval – Signature Authority (tenure-track)

Note: The Signature Authority will review the position. If any changes need to be made, the Signature Authority can return the position description to the Initiator or Hiring Authority.

1. Once the Signature Authority has reviewed the position, they will hover over the orange Take Action On Position Request drop-down and select Approve (move to VP Research).

2. In the pop-up box, the Signature Authority may add any additional comments. When ready to move forward, they will click Submit.
Review and Approval – VP Research (tenure-track)

Note: The VP Research will review the position. If any changes need to be made, they will return the position description to the Hiring Authority.

1. Once the VP Research has reviewed the position, they will hover over the orange Take Action On Position Request drop-down and select VPR Acknowledgement (move to Provost).

2. In the pop-up box, the VP Research may add any additional comments. When ready to move forward, they will click Submit.
Review and Approval – Provost (tenure-track)

Note: The Provost will review the position. If any changes need to be made, they will return the position description to the Hiring Authority.

1. Once the Provost has reviewed the position, they will hover over the orange Take Action On Position Request drop-down and select Approve tenure track position (move to HR Position Assignment).

2. In the pop-up box, the Provost may add any additional comments. When ready to move forward, they will click Submit.
Note: HR will review the position and assign the Position Number.

1. Once Human Resources has reviewed the position and has assigned it a Position Number, they will move it to Approve (move to Position Approved/Initiate Posting).
Hello Hiring Authority,

The Assistant / Associate Professor - Defense Against the Dark Arts position has been placed in the status of "Position Approved/Initiate Posting"

**Please forward this email to your Initiator so that they may complete any of the TMS actions listed below**

If you are planning to conduct a search for this position, you may proceed by creating a posting from this position description.

For further instructions regarding the Administrative Professional posting process, please review the training guide at this link: https://oao.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-an-Admin-Pro-Job-Posting.pdf

For further help with creating a Faculty posting, please review the training guide at this link: https://oao.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Job-Posting.pdf

If you are planning to hire out of a general open pool, please create a secondary open pool posting using this approved position description. Please see our Open Pool Guide, Step 3 located here: https://oao.colostate.edu/media/sites/144/2017/05/How-to-Create-and-Utilize-Open-Pools-Step-3.pdf

If you will request to hire someone through the Alternative Appointment Request (AAR) process, please create an Alternative Appointment Request posting from this position description. For further instructions for creating an Administrative Professional AAR posting, please review the training guide at this link: https://oao.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-an-Admin-Pro-Alt-Appt-Request.pdf

For further instructions for creating a Faculty AAR posting, please review the training guide at this link: https://oao.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Alt-Appt-Request.pdf

If the position modification resulted in a new position version number or a new classification and you are unsure if an Alternative Appointment Request (AAR) is needed, please contact OEO at oeo@colostate.edu or 491-5636 or review the When is an AAR Required guide.

If you are only updating the position description to fill in missing information, you do not need to initiate a posting request.
Next Steps

Once a position description request, either new or modified, has reached the status of ‘Position Approved/Initiate Posting’ all required steps on the Position Management (orange) side of TMS are now complete.

If the position description creation/modification request was created to fill a vacancy in the department, the Initiator may now transition to the Applicant Tracking (blue) side of TMS to start the process of creating a Posting Request from this newly approved position description. For detailed directions on how to create a job posting, please view our Faculty Posting guide.

If the position description modification was submitted to update duties and/or title and/or salary in relation to a promotion for a current employee (regardless of whether the classification changed) and OEO determined that an AAR is not required, the Initiator must now create a Promotional Announcement via a TMS posting on the (blue) Applicant Tracking side of TMS.
Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at:

www.oeo.colostate.edu/talent-management-system-tms

For assistance/questions regarding the creation of Position Descriptions, please contact the classification/compensation unit in Human Resources at

hr_cca@mail.colostate.edu