Step-by-Step Guide to Creating a Faculty or Postdoctoral Fellow Vacancy in HCM

Login at https://ebs.tulane.edu
Use your email username and password
Step 1: Select “Tulane Manager iRecruitment”

Individual user permissions can vary, so your menu choices may be different from those shown below. If you do not have “Tulane Manager iRecruitment,” access can be requested through ServiceNow (https://tulane.service-now.com).

- Login, select “Browse Entire Catalog, then select “Accounts & ID Management.”
- Scroll down and select “HCM Functional Accounts”. Complete all fields with a red line next to them, then click “Tulane Manager iRecruitment”. Complete all fields with a red line that appear below, then click “Order Now.”
Step 2: Click “New Vacancy”
Step 3a: Complete Step 1 of 4: Overview (note * indicated required field)

1. Please note the Posting Name/Number, below. This is a unique number, and this is the number that should be entered into Interfolio when creating a faculty or postdoc fellow position, on the “internal notes” page.

2. The Hiring Manager defaults to the name of the person currently logged into HCM, but this can be changed to another user if necessary. The Hiring Manager will receive all email notifications from HCM, WFMO, and OIE related to the progress of the hire. It is usually a staff person in the department or the dean’s office. Upon hire, the new employee will report to the assigned hiring manager. The manager can be changed after hire in Manager / Delegate Self Service.

3. The Organization also defaults to the home organization of the person logged into HCM, but this can also be changed. For example, an initiator in the SLA Dean’s Office could change “Organization” to “LA Political Science” if the faculty hire is taking place in that academic department.
Step 3b: Complete Step 1 of 4: Overview

4. **Professional Area** is a general category of employment and used on the Tulane Jobs site for sorting/categorizing vacancies. In this example, we are selecting “Faculty,” but other options include “Post Doc Fellow,” “Staff,” etc.

5. **Position Name** should be left blank if this is a brand new position or new faculty line. If you are creating a vacancy to replace a faculty member who recently retired, for example, you should use the magnifying glass (search function) next to this field to find the correct position that was recently vacated by the retirement. Each person’s position has a unique number, so if you are unsure which number/title combination is correct for the person you are replacing, please contact your budget administrator or WFMO for assistance. If you are replacing a retired full Professor with a new Assistant Professor, go ahead and select the correct number/title of the recent retiree but indicate the correct title in the “Job Title” field (discussed later) and also indicate such in the “Remarks/Comments.”
Step 3c: Complete Step 1 of 4: Overview

6. Faculty Track is an essential field because it describes the type of faculty position being created. The default is “None” because this form is also used for staff positions and staff don’t have faculty tracks. **If this is a faculty position, you MUST select a track.** You can access all the faculty track options by entering “%” into this field and clicking the magnifying glass. The percent symbol (%) is a wildcard in HCM. The red box below shows you the results of doing a wildcard search. Select the appropriate faculty track.

NOTE—“Instructional” track includes Professors of Practice, Lecturers, Instructors, and the Senior variants of these titles.

NOTE—the School of Medicine has an Education track for its faculty. This track will be added to HCM but should only be used by SOM.
Step 3d: Complete Step 1 of 4: Overview

7. **Name of Employee Being Replaced** only needs to be used in the case of a retirement or separation where the position is being replaced. If this is a brand new position or faculty line, leave this blank.

8. **Working Hours Per Week** defaults to 37.50, the standard work schedule at Tulane. Leave as is. All faculty positions, regardless of track, or full-time/part-time status, use this value as the basis for the position.

9. **Advertising GL Account**—this is only needed if you want WFMO to advertise your position on NOLA.com or similar sites. If you plan to place ads in various journals, trade publications, list serves, etc., you can leave this blank. NOTE—please check the OIE website for guidelines on conducting searches that will help ensure a diverse candidate pool. (http://tulane.edu/equity).
Step 3e: Complete Step 1 of 4: Overview

10. **Search Waiver Requested**—Keep the default value of ‘No.’ Exceptions to the search process should only be requested in rare, exceptional circumstances. In almost all cases, we should conduct an open search.

11. **Remarks/Comments**—this is an open text field where you can include any notes needed for approvers or for WFMO. For example, you may wish to say “Retired incumbent was a full Professor, but we plan to hire a new Assistant Professor to replace him.” In this instance, I am informing WFMO that there will be two hires made from this one vacancy, and that the academic department of the faculty member has yet to be determined, therefore, they should please not create the position control numbers until after the search is completed.

12. As stated above, this vacancy represents two openings, so I entered “2” for **Number of Openings**.
Step 3f: Complete Step 1 of 4: Overview

13. **Location**—Enter the correct building/location anticipated for this vacancy. The default value is the location of the hiring manager.

14. **Job Title**—This required field is where you enter the title of the position, regardless of whether or not you populated “Position Name” or if there was an incumbent. Use the magnifying glass to search for the correct faculty title. In the case, such as below, that your search is open rank, that is now considered a Job Title for iRec purposes, and can be updated at a later stage, after the candidate has been identified and a title determined.

15. Indicate “Full time” or “Part Time” in **Employment Status**, whichever is appropriate.

16. **Employee Group**—this should be selected carefully, as it will determine the **Benefits** the newly hired employee will receive. In this case, we selected “Faculty”, but other choices include “TUMG”, “Staff”, “Post Doc”, and others. As these categories of employees may have different benefits from one another, it is very important to select the correct group. If you are unsure, please contact your dean’s office or the Provost’s Office.

17. Click “Next” to go onto the next step.
Step 4: Complete Step 2 of 4: Enter Team Members

- On this page, please indicate the **Recruiter Name** by selecting someone from the Employment Division in WFMO. For faculty searches, the primary contact is Nicholas “Nick” Douglas.
- It is optional to add members to your **Interview Team**.* This is anybody who you might wish to have access to the iRec vacancy, or it might be your search committee. To add to your Interview Team, click “Add Another Row”.
- Once a row appears, you can search for the person you wish to add to the Interview Team and set the appropriate permissions. Keep clicking “Add Another Row” until you have added all the members of your Interview Team.
- Click “Next”.

* - All interview team members must have the “Tulane iRecruitment Manager” responsibility to view applicants. This responsibility is requested through TS Service Now.

To request access to this responsibility, go to [https://tulane.service-now.com](https://tulane.service-now.com), login, click “Order Things” then “Accounts.” Scroll to “HCM Functional Accounts,” and follow the prompts. Be sure to select “Tulane Manager iRecruitment” on the form. When done, click “Order Now.”
Step 5a: Complete Step 3 of 4: Format Job Posting

- On this page, you should enter the text of your posting as drafted by the department or search committee. The language in this posting should be virtually identical to the language in Interfolio.
  1. The Posting Number is defaulted from the first screen and is a unique number that SHOULD NOT BE CHANGED.
  2. This Job Title field is free-form and can be used to describe your position as you would want it advertised. Here, we have used “Tenured Associate or Full Professor, Latin American Studies, Endowed Chairs in the Social Sciences.” This matches the title of the position used in Interfolio.
  3. Organization Name, is for the school/academic department. In this example, however, we used “Stone Center for Latin American Studies” because that is where these ‘endowed chairs’ are held. Once candidates are identified, we will change the organizations in iRec to match the appropriate academic department/school in which the persons will be housed.
  4. Posting Summary—this text block should be identical to the language used in Interfolio. The language should be drafted by the department or search committee.

Tulane University invites nominations and applications for two (2) newly created, endowed Chairs at the Stone Center for Latin American Studies. The Stone Center chairs are for social scientists whose work focuses on Latin America. Although the searches for these two positions will be conducted concurrently, the positions are separate from one another and related only in that they both seek to strengthen Tulane’s presence in social science research and teaching with regard to Latin America. There is no restriction or preference as to discipline or specialty outside of the requirement that the persons nominated or applying work in the social sciences. For purposes of this search, “social science” is a term that should be interpreted broadly, including not only traditional areas of Latin American social sciences work at Tulane such as anthropology, economics, history, political science and sociology, but also professional and graduate schools with significant social science overlap, including, for instance, business and law.
Step 5b: Complete Step 3 of 4: Format Job Posting

5. **Minimum Qualifications**—Other than educational requirements, does this faculty position have any other minimum requirements? Examples include: tenure at candidate’s current institution (for senior hires) or at least five years’ experience as a postdoctoral fellow, etc.

6. **Minimum Education**—What are the minimum educational requirements? Examples include: PhD or equivalent in relevant field.

7. **Preferred Qualifications**—What are the characteristics of an ideal candidate? See example below.

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**Minimum Qualifications**

Potential nominees or applicants should possess the rank of Associate Professor or above.

**Minimum Education**

Candidates should have a PhD or comparable terminal degree for their discipline.

**Preferred Qualifications**

Ideal candidates will exhibit a mix of talents and abilities that can seize upon existing opportunities for Latin American work at Tulane and build upon them in innovative and creative ways. Candidates should be accomplished classroom teachers and student mentors. In addition, candidates with records as successful developers of distinctive academic programming and research will be especially welcome. Candidates should demonstrate an ability not only to work across disciplinary boundaries at Tulane and in the United States but also should show potential to strengthen Tulane’s ties with academic and research institutions across Latin America.

Each Stone Center Chair will report to the Dean of the School that is their disciplinary home and to the relevant Department Chair (or Area Head). Joint appointments between two Schools or Departments are welcome and possible.
8. **How to Apply**—All units using Interfolio must direct candidates to the Interfolio page to apply electronically. At a minimum, all positions posted on Interfolio should use the language below as well as the unique link generated by Interfolio to the application page for the position. Don’t forget you can use the formatting buttons above each text box to create links, bullet points, underline text, etc.

All applicants should apply electronically via the following link:

http://apply.interfolio.com/26888

Materials submitted through this Tulane Jobs portal will not be considered.

*Tulane is an EOE/M/F/Vet/Disabled employer.*

If you have additional language you’d like to include, you may do so here. For example, “Applicants should submit a curriculum vitae and, preferably, a letter of application.”

Click “Next” once your job posting is formatted appropriately.
Step 6: Complete Step 4 of 4: Review

Review all details of your vacancy and job posting before submitting it for approval. You can click the “Back” button to edit something on a previous screen. You can also upload attachments to the vacancy at this stage. All faculty and postdoc vacancies should have approval from the Senior Officer to conduct a search. Attach that approval as a PDF document. Once finalized, click “Submit” to send the vacancy forward for approval. All postings will be visible on the Tulane Jobs site for a minimum of two weeks after approval. Please note in the comments if you would like the posting period extended.