Requesting a New Faculty Position

The request to establish a new faculty position contains three tabs Title, Position Description, and Action Summary. The Creator will move the action forward to the “Faculty Position Specialist” or to another Creator for 2nd Review. The initial Creator will receive email notification when the request is approved by the Faculty Position Specialist.

Log in at [http://ejobs.umd.edu/hr](http://ejobs.umd.edu/hr) using your Directory ID and Password.

1. Verify you are logged into the Position Management Module and your user Role is Creator. If necessary click the dropdown boxes to change. When changing your user role be sure and click the refresh arrow next to your role.

2. Select the “Position Type” (Faculty) by hovering over positions on the main menu.

3. Select Create New Position

4. Click New Faculty Position
5. Enter the Functional Title, select the correct Department and click “Start Action.” *Do not select Clone an existing Position without receiving instructions from the eTerp User Support Office.*

6. Select the title of the position and click “Next.”

7. Complete the Position Description.
8. When done move your action forward by selecting “Take Action on Action.”