



## PageUp Job Requisition Posting Guide for UH Faculty Positions

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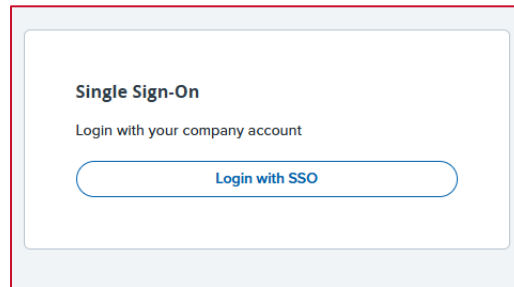
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## Login Instructions

**Login:** Logging into Page Up will be from Access UH. You will see an icon for Page Up. This is a single sign-on and your email address and password associated with the network will allow you in.

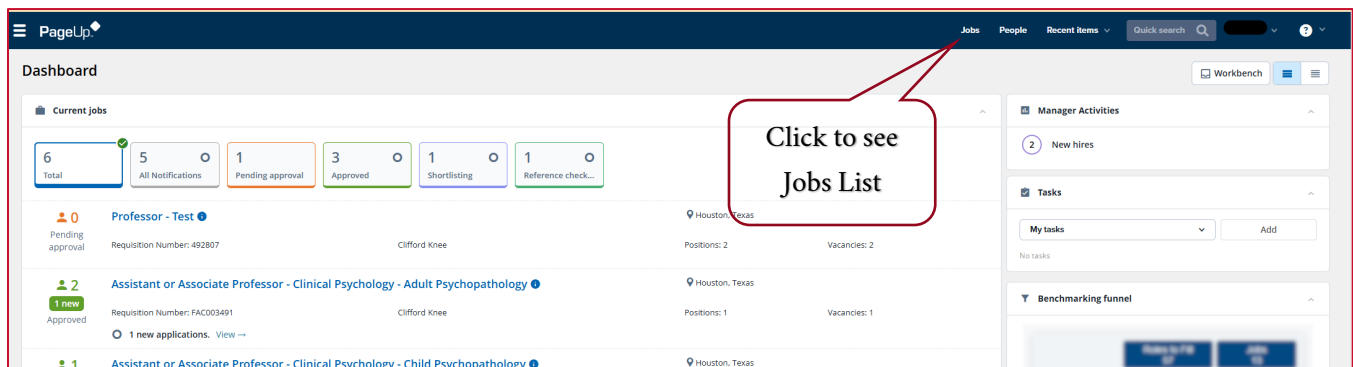
- Click on your SSO login
- Use your UH email
- Use your Network Password



## PageUp Dashboard

This is the Dashboard for Business Staff/Approvers

Click on the Jobs Link on the Upper Bar to see Jobs List. You can create a new Job (posting) from the Job List page.



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## Jobs List

The Jobs Page will show all the jobs within your Team(s).

There are multiple search filters available including posting status, sourcing status, and college.

The screenshot shows the PageUp Jobs List interface. At the top, there is a navigation bar with 'PageUp' and links for 'Jobs', 'People', and 'Recent Items'. Below this, there are links for 'New job' and 'New campaign', and a 'Select a bulk action' dropdown. The main area contains search filters: 'Status' (All), 'Types' (All), 'Working title' (empty), and 'Recruitment process' (UH Central Faculty Recruitment Process). A 'Show other search criteria' link is also present. A table of job listings is displayed below the filters. A callout box labeled 'Filters' points to the search filter section. Another callout box labeled 'Click on the 'New job' link to initiate a new posting' points to the 'New job' link.

<input type="checkbox"/>	Job No.	Date created	User	Title	Area	Department	Pay scale	Status	Job exp. date	No. Positions	Applications	Site	Opening date	Closing date	Initiator	Sourced
<input type="checkbox"/>	492257	Oct 9, 2024	AMS	Assistant/Associate Professor - Mani	UH M. Sr VC/VP, Acad Affairs/Provost-B			Cancelled		0	1	UHV JAGUAR SUITES; Room: 100	Oct 9, 2024	Oct 31, 2024	Steve Werner	✗
<input type="checkbox"/>	492259	Oct 10, 2024	AMS	FAC003578 Assistant, Associate, or F	UH M. Sr VC/VP, Acad Affairs/Provost-P			Cancelled		0	0	UHM J. Davis Armistead; Room: 2	Oct 10, 2024	Nov 4, 2024	Gregory Cuny	✗
<input type="checkbox"/>	492294	Oct 14, 2024	AMS	Associate Prof Accounting - Copy of	UH M. Sr VC/VP, Acad Affairs/Provost-B			Cancelled		0	1	UHV JAGUAR SUITES; Room: 104	Oct 14, 2024	Oct 21, 2024	Andrea Short	✗
<input type="checkbox"/>	FAC0036	Oct 30, 2024	AMS	Shell Endowed Chair in Energy Trans	UH M. Sr VC/VP, Acad Affairs/Provost-E	Ungraded	Approved			1	0	UHM Cullen Coll of Engineering	1 Nov 4, 2024	May 31, 2025	Andrea Short	✓

Click on the 'New job' link to initiate a new posting

## Creating a New Posting (Job Card)

### 1. Select position number screen will appear

- Team** – This is the department where the position will be housed. The default team is where the initiator's PS position number is located.
- Position Number** – Enter the position number. This will need to be an active position number in PS. Click on the binoculars to look up available positions. If the position needs to be updated, submit an ePRF.

- Enter the Position Number
- Click Next to Open the Job Card

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Select a position number

1. Team link  
H-Sr VC/VP, Acad Affairs/Provost-Liberal Arts & Social Sciences-Psychology

2. Position  
Professor

00012561

Next > Cancel

## Completing the Job Card

### Requisition Information

**REQUISITION INFORMATION**

Posting number:

Leave blank to automatically create a reference number.

Working title:\*

Justification:\*

Justification details:\*   
Any additional notes (new position, funding information etc)

Current/previous incumbent:\*

Field	Notes
Posting Number	Leave Blank – Will Auto populate
Working Title	This title will appear in the Advertisement Header. Should reflect the title and rank of position as well as the search area. <ul style="list-style-type: none"> <li>Assistant Professor – English Literature</li> <li>Adjunct – Composition</li> <li>Assistant, Associate, or Full Professor in Clinical Psychology</li> </ul>
Justification	Select New Hire or Replacement
Justification Details	Any information that needs to be shared with the approvers
Current/Previous Incumbent	List the name if a replacement position If new – enter N/A

If you have questions or need assistance navigating the system, please contact the Office of Faculty Affairs at [FacultyAffairs@uh.edu](mailto:FacultyAffairs@uh.edu) or 713-743-9168.

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## Position Management

Position management

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

**Positions:**

	Position no:	Type:	Applicant	Application status
1	<input type="text" value="Professor"/> <span style="float: right;">🔍 ✎</span>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select ▼</div>	-	-
	<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6;"> <u>Details</u>            Position no: 00012561            Position: Professor            Incumbent:            Business unit: UH Main            Division: Sr VC/VP, Acad            Affairs/Provost-Liberal Arts &amp;            Social Sciences            Department: Psychology            Pay scale: 725            FTE:            Supervisor:         </div>			
<a href="#" style="color: #0070c0; text-decoration: none;">Cancel</a>				

Enter number for additional positions & click add more

New: 
 Replacement: 
[Add more](#)

Field	Notes
Position Number	Will Auto populate from the first screen
Type	Select New or Replacement Should match response from Requisition Information
New/Replacement	Use to Add additional openings. Enter the number of positions needed and click more. Position numbers and Type will need to be added for each additional position

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### Job Information





Job information	
Job code:	<input type="text" value="Professor"/> <input type="button" value="Q"/> <input type="button" value="✎"/> <div>Job Title: Professor ▼</div>
Faculty contract term:	<div>Select ▼</div>
Tenure classification:	<div>Select ▼</div>
Hiring plan year (faculty only):	<div>FY2025</div>
Schedule:	<div>Full-Time ▼</div>
FTE:	<div>1.0000000</div>
Work week hours:	<div>40.0000</div>
FLSA Status:	<div>Exempt ▼</div>
Employee status:	<div>Select ▼</div>

Field	Notes
Job Code	Auto populates from Position Number
Faculty Term	Select from Drop Down This is the contract term 9, 10, 11, 12, and semester options are available in the drop-down. For Adjuncts use Semester Contract
Tenure Classification	Select Option based on Position Description <ul style="list-style-type: none"> <li>Non-Tenure Track Promotion Eligible (Clinical, Instructional and Research ranked faculty)</li> <li>Tenured (Associate or Full Professors)</li> <li>Tenure Track (Assistant or Associate Professors)</li> <li>Open Rank TT</li> <li>Non-Tenure Track (all adjuncts, lecturers &amp; visiting)</li> </ul>
Schedule	Select Part Time/Full time
Hiring plan year (faculty only)	Enter hiring plan year for TT, Ten, NTT-PE, and Librarians. (Ex FY2026)
FTE	Auto populate from position number For Part Time positions – Leave at .03FTE
Work Week Hours	Auto populate from position number For Part Time positions – Leave at 1 Hour
FLSA Status	Exempt - Will auto populate from position number
Employee Status	Select based on benefits eligibility Less than .50FTE or less than 4.5 months will be temporary

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### Structure Information

Structure information	
Category / job field:	Faculty ▼
Campus:*	UH Main ▼
Division/College:	Sr VC/VP, Acad Affairs/Provost-Liberal Arts & Social Sciences ▼
Department:	Psychology ▼
Primary location:*	<input type="text"/>   No Site name selected.
Reports to:	<input type="text"/>   No user selected.

Field	Notes
Category/Job Field	Auto populates – Should be Faculty
Campus	UH Main`
Division/College	Auto populates from position number
Department	Auto populates from position number
Primary Location	Room & Building This is based on PS table If unknown, can use department/college main office. Able to change in the offer stage for the final candidate
Reports to:	This is the supervisor or Department Chair Does not update position reports to in PeopleSoft

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### Pay & Budget Information

Pay & budget information	
Salary grade:	<input type="text" value="Fac Pg Ung"/>   <div> Minimum \$ 15,080.00  Middle \$ 607,540.00  Maximum \$ 1,200,000.00 </div>
Position cost center:	<input type="text"/>
Pay basis:	<input type="text" value="Select"/>
Advertised salary:	<input type="text"/> Enter a range, or 'Commensurate with Experience/Education'
Internal budgeted salary:	<input type="text"/>
Will this position be paid with grant/sponsored research funds?:*	<input type="radio"/> Yes <input type="radio"/> No

Field	Notes
Salary Grade	Auto populates from Position Number Always Fac Pg Ung (Faculty Ungraded)
Position Cost Center	Fund code or full cost center Do not use Speedtypes.
Pay Basis	Faculty is always <b>Total</b>
Advertised Salary	Should be Commensurate with experience. If a defined salary is listed, the offer cannot deviate from the advertised range.
Internal Budgeted salary	Maximum amount or can be a salary range. Cannot exceed the amount approved on the Hiring Plan.
Will this position be paid with grant/sponsored research funds	Answer based on the cost center listed Any fund 5 in the position cost center field, the answer should be Yes



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## Job Description

Job description

**Description:**

this is the full job description  
 Knowledge, Skills and Abilities  
 Department/College/University descriptions  
 Minimum Qualifications  
 Required Documents

Are you willing to accept education in lieu of experience?: ☐ Yes ☐ No

Are you willing to accept experience in lieu of education?: ☐ Yes ☐ No

Required background checks: ☐ Basic ☐ Healthcare Sanctions ☐ Executive

Will this position require the operation of a University owned or leased vehicle?:\* ☐ Yes ☐ No

Will this position supervise any staff or student workers?:\* ☐ Yes ☐ No

**JOB DUTIES**

% of time	Duties / Responsibilities	Essential / Marginal
<div style="background-color: #f0f0f0; display: inline-block; padding: 5px 10px; border: 1px solid #ccc;">New</div> <div style="margin-left: 20px; color: #003366; font-weight: bold;">There are no items to show</div>		

Field	Notes
Description	Enter all text related to the posting The first paragraph should include the department/college/University of Houston information along with the position being advertised.
Education in lieu of experience	Staff only questions
Experience in lieu of education	Staff only questions
Required Background Checks	Basic for all faculty Healthcare for clinic based faculty
Operation of University vehicles	No for Faculty
Supervise staff or student workers	The standard response is no for faculty unless the search is for a leadership position (i.e. Department chair)
Job Duties	Not Used for Faculty

### \*\*Job Description Reminders

1. Postings should include the degree with discipline required for the position as well as the duties to be performed.

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	<p>All positions at the University of Houston are security sensitive and will require a criminal background check. Individuals conducting research in critical infrastructure areas (i.e., communication infrastructure systems, cybersecurity systems, electric grid, hazardous waste treatment systems, and/or water treatment facilities) are subject to regular review to ensure the security and integrity of the research is maintained.</p> <p>The University of Houston System and its universities are an Equal Opportunity Institution.</p> <p>The University of Houston is responsive to the needs of dual career couples (for tenure/tenure track positions only)</p>
If you plan to advertise externally indicate the advertising sources:	<p>All positions will be posted on the External career sites, Positions are not automatically posted to HigherEd Jobs or LinkedIn. These postings will need to be initiated at the department/college level.</p> <p>All postings are automatically posted to HERC &amp; the Chronicle of Higher Education.</p>
Please list any other sources:	<p>List any additional advertising sources</p> <p>All positions are posted to Texas Workforce, Chronicle of Higher Education and Higher Education Research Consortium (HERC)</p>
Keep Open until filled?	<p>Optional</p> <p>Hiring plan positions will automatically close on the hiring cycle end date.</p>



If assistance is needed with recruiting or drafting job postings, please contact the Office of Faculty Recruitment and Retention at [fac-rred@uh.edu](mailto:fac-rred@uh.edu) or by phone at 713-743-6268.

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## Search Committee Details

Search committee details

Search Committee Chair:

No user selected.

Search Committee Members:

Add Search Committee Member

Recipient

Remove all

No Search Committee Member selected.

Search Committee Member information:

SELECTION CRITERIA (FROM LIBRARY ONLY)

Add

There are no items to show

New

1. Search Committee Chair – Type Name or look up using the magnifying glass.
2. Click Add Search Committee Members. On the popup screen, the names can be searched and added to the committee. Must be an active employee.

### \*\*Notes on Search Committees\*\*

1. The minimum number of people on a search committee is 4 for Tenured, Tenure Track & NTT Promotion eligible positions.
2. Part Time positions need at least 2 search committee members.
3. Search Committees for Tenure Track, Tenure, Non-Tenure Track Clinical or Instructional positions should not include the Dean or Department Chair.
4. In order for your search committee to have access to the applicant pool, the committee members must have attended training within the past two years.
  - a. Sign up for training:  
[https://docs.google.com/forms/d/e/1FAIpQLScJuYANoZZpYs5OMmLY\\_TOR-6Bo0QxXlvvA9xp3XOeVhCeTRQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScJuYANoZZpYs5OMmLY_TOR-6Bo0QxXlvvA9xp3XOeVhCeTRQ/viewform)
  - b. Questions about training: Office of Faculty Recruitment and Retention at [fac-rred@uh.edu](mailto:fac-rred@uh.edu) or by phone at 713-743-6268.
5. Faculty applications are not prescreened. Once an applicant submits the application, the Search Committee will be able to view the application.

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## Admin and approvals

Admin and approvals

**Comments for HR:**

**Date requisition created:** Nov 26, 2024

**Date requisition filled:**

**Recruitment process:\*** Select

**Department contact:**

No user selected.

**Department contact 2:**

No user selected.

**Compliance Panel Facilitator:**

No user selected.

The compliance panel facilitator/candidate pool reviewer will be responsible for ensuring that a review of the candidate pool is completed prior to commencement of interviews,

**Additional application viewers:**

Add Additional application viewers

**Recipient** Remove all

No Additional application viewers selected.

**Additional application viewers information:**

Field	Notes
Comments for HR	Any info to share for Faculty affairs such as the requested closing date.
Recruitment Process	Two Options: 1. UH Central Faculty Recruitment Process (For Full Time positions) 2. UH Central Part Time Faculty Recruitment Process
Department Contact	Manage applicants and offers for requisition
Department Contact 2	Manage applicants and offers for requisition
Compliance Facilitator	Leave Blank – Not Required for faculty
Additional Application Viewers	Can add access for people not on the search committee but need to be able to view only. Must have Hiring Manager permission role in PageUp.

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### Admin and Approvals (continued)

**Team:**    
 Visibility of this requisition is controlled by the team. Please select the division-college-department that this requisition belongs to.

**Job expiry date:**

**Initiator:\***    
 Email address: [ashort@uh.edu](mailto:ashort@uh.edu)

**Approval process:\***

**1. Chair:**    
 No user selected.

**2. CBA:**    
[sbrown@uh.edu](mailto:sbrown@uh.edu)

**3. Dean:**    
[pkumar@uh.edu](mailto:pkumar@uh.edu)

**HR/Recruiter:\***    
 Email address: [ashort@uh.edu](mailto:ashort@uh.edu)

**Status:\***

Please fill in all mandatory fields marked with an asterisk (\*).

**Buttons:**

Field	Notes
Team	This is the department where the position is posted.
Job Expiry Date	Optional
Initiator	Will be the job card creator
Approval Process	Select based on your college/department and position (Full time vs. Part Time). Each College has two approval processes <ol style="list-style-type: none"> <li>1. Full time faculty: UH Faculty – CollegeID – College Name</li> <li>2. Part time faculty: UH Part Time Faculty – CollegeID – College Name</li> </ol> Department Chairs will need to be entered if applicable. If permanent changes are needed to the approval workflow, contact FA.
HR/Recruiter	Will default based on the selected approval process. Should be a member of the Faculty Affairs team.
Status	Select draft to save & click Save a Draft Select Approved to submit into workflow once you have added the required documents. See instructions on Required Documents.

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## Navigation Tips

The menu on the left side of the job card can be used to navigate through the job card.

**Position info**  
Requisition information  
Position management  
Job information  
Structure information  
Pay & budget information  
Job description  
Posting details  
Search committee details  
Admin and approvals  
Notes  
Documents

### REQUISITION INFORMATION

**Posting number:** 492741  
Leave blank to automatically create a reference number.

**Working title:\*** Assistant Professor - TEST2

**Justification:\*** Replacement

**Justification details:\*** Replacement for vacant - FY 25 hiring  
Edited by CK

**Current/previous incumbent:\*** John Smith/and 6 others

### Position management

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Position no:	Type:	Applicant	Application status	
1 Assistant Professor <a href="#">Details</a>	Replacement	-	-	<a href="#">Cancel</a>
2 Professor <a href="#">Details</a>	Replacement	Bolton Terrier	Offer to be Made/prepare offer	<a href="#">Cancel</a>

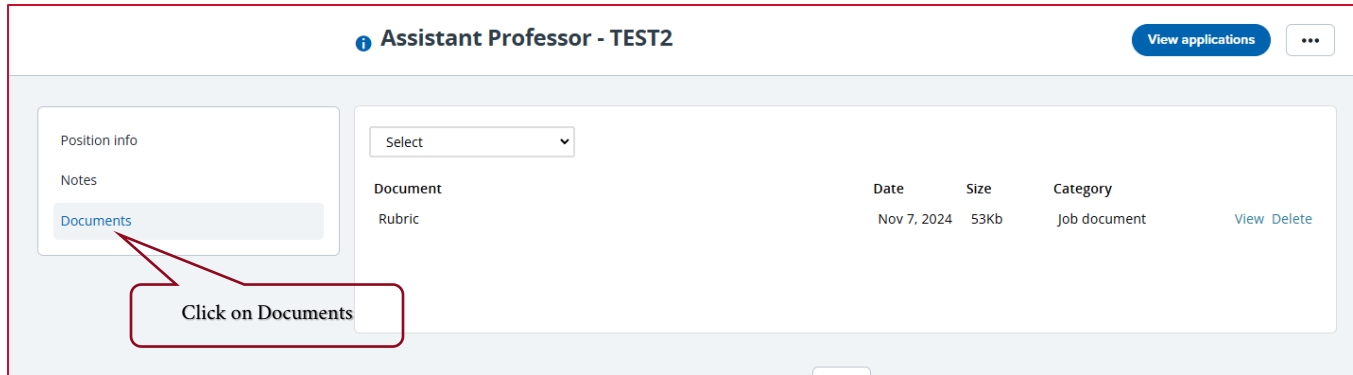
Menu Item	Notes
Position Information	All the sections on the Job Card
Notes	Communication tool. Approval notes can be added. If a Job Posting is denied, the information will be listed here.
Documents	All required requisition documents. All full-time positions require a sample rubric. The Hiring Plan should be uploaded for all Ten/TT, NTT-PE, and Librarians with the associated faculty line highlighted.

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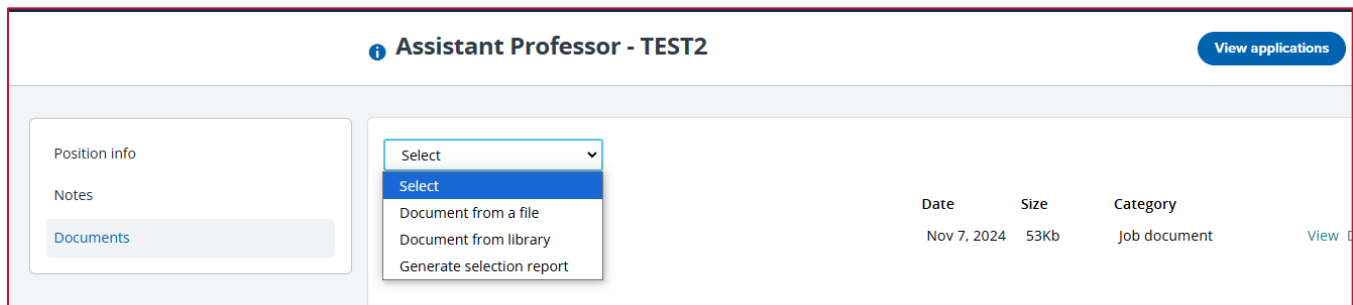
## Required Documents

All full time positions require a sample rubric.

To add documents, click on the Documents Link on the left toolbar



1. Select Document from a File



2. From the Pop-up Screen, search for the File on your computer by using the Upload File button.
3. Select the Document Category.
  - a. Job Document – This can be used for most documents
  - b. Division/Department Approval
  - c. Information for Recruitment
  - d. Position Description (not used for Faculty)



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4. Title – Identify the document. The file name does not appear on the document list.

a. Examples:

- i. Hiring Plan
- ii. Rubric
- iii. Additional approvals

5. Click Save and Close when finished adding documents

Position info	Select				
Notes					
Documents					
	Document	Date	Size	Category	
	Hiring Plan	Dec 20, 2024	54Kb	Job document	View Delete
	Rubric	Nov 7, 2024	53Kb	Job document	View Delete

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### Additional Posting Information

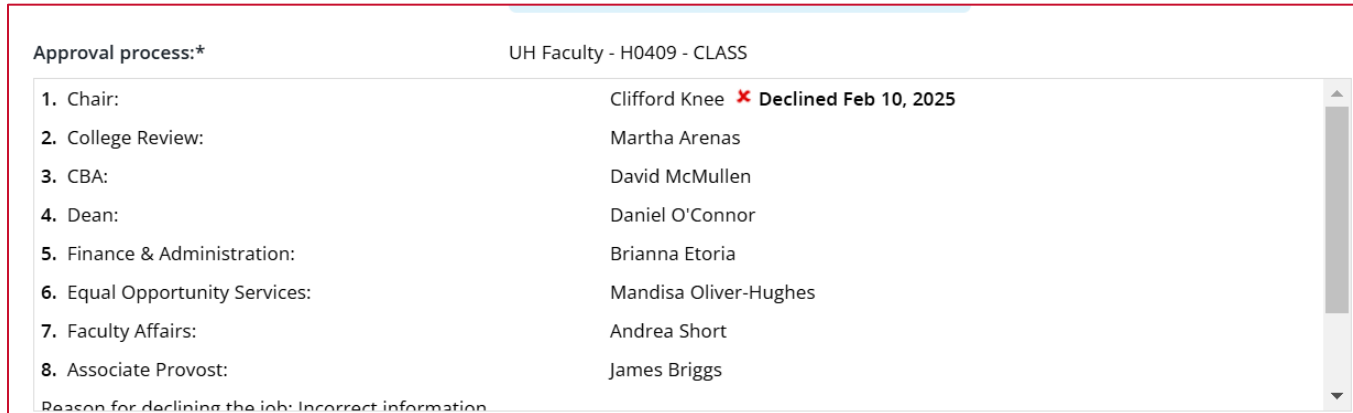
1. Minimum Posting time is 10 business days. We recommend a minimum of 30 days for Tenured and Tenure Track positions as well as Instructional, Clinical, and Research for immigration reasons.
2. The minimum number of people on a search committee is 4 for Tenured and Tenure track positions. Committee members should be of equivalent tenure status.
3. Search Committees for Tenure Track, Tenure, Non-Tenure Track Clinical or Instructional positions should not include the Department Chair. For the search committee to have access to the applicant pool, all members of the Search Committee must have attended training within the past two years.
4. Postings should include the degree with discipline required for the position as well as the duties to be performed.
5. If you are hiring for ALL RANKS, you must list out the qualifications for each rank as determined by your committee, department, and/or college.
6. Dual Career Statement is required for ONLY Tenured and Tenure Track postings.  
“The University of Houston is responsive to the needs of dual career couples.”
7. Postings are automatically posted to the UH jobs site, Texas Workforce Commission, Chronicle of Higher Ed in addition to those listed as a Job Board Partner in the attached document.
8. Please remember that qualified Veterans are required to be interviewed. Additional information regarding veterans' preference can be found at <http://www.uh.edu/human-resources/manager-toolbox/hiring/Veterans/index.php>.
9. For all full time positions, evaluation rubrics must be uploaded to the posting. Costing Sheets are not required for postings.
10. Once the position is posted on careers.uh.edu, the department may advertise with external job sites. The advertisements posted on the external job sites must match the approved language in PageUp and posted on careers.uh.edu.

## PageUp Job Requisition Posting Guide for UH Faculty Positions

### Recycled Job Cards – Restarting to resubmit

If the job card is recycled, a new one does not need to be created. The changes can be made by clicking the Restart button after the approval process.

1. Scroll to the Approval Process Box.

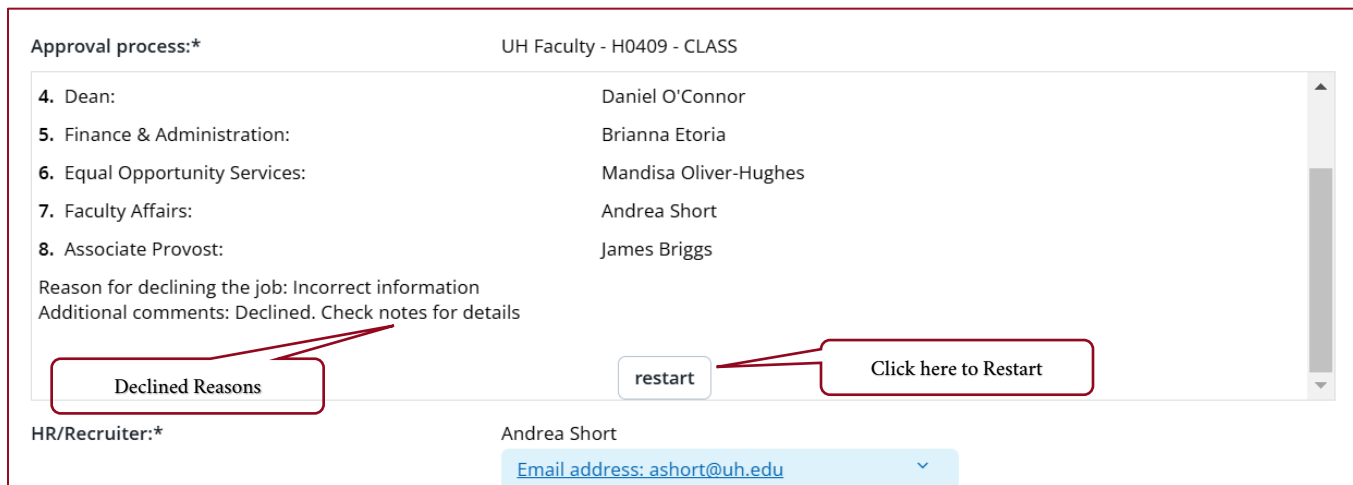


Approval process:\* UH Faculty - H0409 - CLASS

1. Chair:	Clifford Knee <b>✖ Declined Feb 10, 2025</b>
2. College Review:	Martha Arenas
3. CBA:	David McMullen
4. Dean:	Daniel O'Connor
5. Finance & Administration:	Brianna Etoria
6. Equal Opportunity Services:	Mandisa Oliver-Hughes
7. Faculty Affairs:	Andrea Short
8. Associate Provost:	James Briggs

Reason for declining the job: Incorrect information

2. Click the Restart Button to update the posting and resubmit it for approvals



Approval process:\* UH Faculty - H0409 - CLASS

4. Dean:	Daniel O'Connor
5. Finance & Administration:	Brianna Etoria
6. Equal Opportunity Services:	Mandisa Oliver-Hughes
7. Faculty Affairs:	Andrea Short
8. Associate Provost:	James Briggs

Reason for declining the job: Incorrect information  
Additional comments: Declined. Check notes for details

**Declined Reasons** (points to Reason for declining the job)

**restart** (points to restart button)

**Click here to Restart** (points to restart button)

HR/Recruiter:\* Andrea Short

Email address: [ashort@uh.edu](mailto:ashort@uh.edu)