Supplemental Guide for Creating New Tenure Track (10M) and Temporary Faculty Positions in Workday

The purpose of this guide is for initiating the Create Position process for Tenure Track (10M) and Temporary Faculty positions in Workday. A faculty position can be created once the position has been approved by the President, Provost/SVPAA and the Office of Budget and Planning; and the three required documents (Position Description, Recruitment Plan, and Workday Excel sheet) have been reviewed and approved by the Provost's Office.

This functionality is available to Hiring Managers (Department Chairs and School Directors) and Administrative Assistants responsible for creating positions within their organization.

Before initiating the 'Create Position' process in Workday, please have:

- ☐ The appropriate full-time org in Workday. Example: Testing and Development (Frank N. Stein).
- ☐ The org should not have the word 'Temporary' in it.
- ☐ The Administrative Assistant or Manager role for the appropriate full-time org in Workday.
- ☐ An understanding of the timeline from position creation to hiring your new Faculty member.
- ☐ The approved position announcement from the Provost's Office (ready to attach to the position).
- ☐ The approved rank, step, range, and cost center (ready to attach to the position).
- ☐ Recruitment Plan (**Note**: The plan does not have to be submitted for initial approval, but will need to be uploaded later in the "Attachments" section of the Create Job Requisition process and will be reviewed by the Office of Inclusive Excellence via Workday).

Approval Workflow:

After the department **Admin** submits the position, it will route to the following to approve:

1. Classification and Compensation team in HR
2. Department Chair (this step is omitted if the Dept. Chair initiates the process instead of the Admin)
3. Dean
4. Provost's Office
5a. Budget Office (if the position is non-grant funded)
5b. Grants Accounting (if the position is grant-funded)
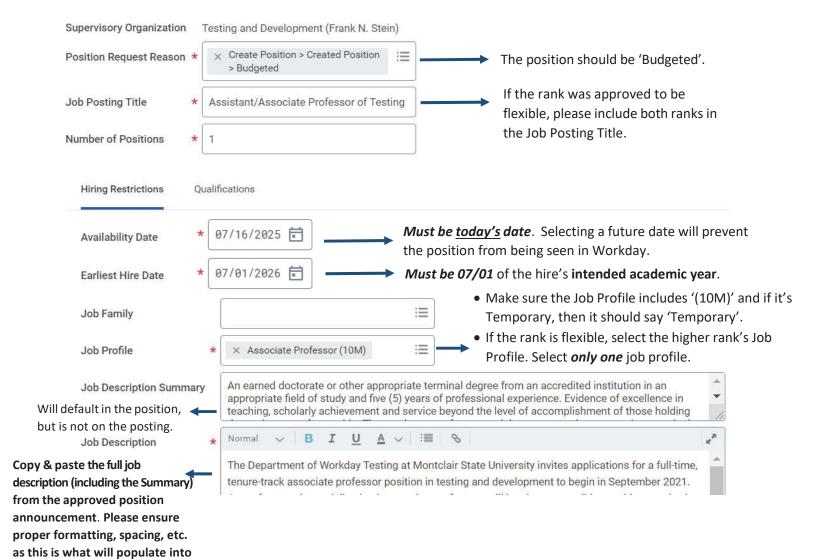6. Vice President for Human Resources

Need Help?

For assistance with the below, please email askHR@montclair.edu or call the HR Support Center at 973-655-7700, select Option 4 for Talent Acquisition.

Tips

Supervisory Organization	Testing and Development (Frank N. Stein)	
Position Request Reason *	× Create Position > Created Position > Budgeted	→ The position should be 'Budgeted'.
Job Posting Title *	Assistant/Associate Professor of Testing	→ If the rank was approved to be flexible, please include both ranks in the Job Posting Title.
Number of Positions *	1	

Hiring Restrictions   Qualifications

Availability Date * 07/16/2025 → *Must be today's date*. Selecting a future date will prevent the position from being seen in Workday.

Earliest Hire Date * 07/01/2026 → *Must be 07/01* of the hire's **intended academic year**.

Job Family [ ]

- Make sure the Job Profile includes '(10M)' and if it's Temporary, then it should say 'Temporary'.

Job Profile * × Associate Professor (10M) →
- If the rank is flexible, select the higher rank's Job Profile. Select *only one* job profile.

Job Description Summary

An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study and five (5) years of professional experience. Evidence of excellence in teaching, scholarly achievement and service beyond the level of accomplishment of those holding

← Will default in the position, but is not on the posting.

Job Description *

Normal B I U A ☰ %

The Department of Workday Testing at Montclair State University invites applications for a full-time, tenure-track associate professor position in testing and development to begin in September 2021.

← **Copy & paste the full job description (including the Summary) from the approved position announcement**. **Please ensure proper formatting, spacing, etc. as this is what will populate into the actual job posting.**

Location	☒ Main Campus ⋯ ☰
Time Type	☒ Full time ☰
Worker Type	☒ Employee ☰
Worker Sub-Type	☒ Regular ☰

All four fields should always look like this. Only select 'Part Time' if you were approved for a percentage of time position.

Type in 'reg' and hit enter for 'Regular' to populate.

☁ enter your comment

Add any additional/applicable comments/notes to this area. If your position is grant-funded and you have the grant # during this time, please enter it in this section.

Attachments

Drop files here

or

Select files

- This is where you will attach the position announcement and approved budget line Excel sheet.
- Select 'other' as the category for the budget Excel sheet.
- Select 'job description' as the category for the position announcement.
- If this is a grant-funded position, please attach the grant proposal and/or any applicable grant paperwork in this section. You may select 'other' as the category.

How will this position be funded? Please select all that apply. (Required)

☒ University (State) ☰

This selection will determine if the position's approval will route to Budget or Grants Accounting.

HIPAA Employment Category

Healthcare Workforce Member – this position has access to student health information or other clinical HIPAA protected health information (PHI). (Required)

○ Yes

● No

Cost Center
Cost Center *
CC10000 VP Academic Testing

- Once the Cost Center is entered, the Fund, Program, and Division will automatically populate.

Costing
Program
N13 Academic Support

Fund
F10 Unrestricted Operating Fund

Other
Division
D20 Provost and Vice President of Academic Affairs

Compensation

Effective Date & Reason

Effective Date

07/16/2025 ⟶ • Check the date that will default in.

Guidelines

Total Base Pay Range
- 86,792.46 - 134,547.58 USD Annual added ⟶ • NOTE: When the salary range and step are selected, the effective salary will default in.

Compensation Package
- AFT added

Compensation Grade
- AFT Schedule E (10 Month) added

Compensation Grade Profile
- AFT 10 Range 28 added ⟶

• Select the Range that was approved for this position's budget line.
• If the rank is flexible, select the higher rank's Grade.
• *Only one* Grade should be selected.

Step
- AFT 10 Month Range 28 Step 05 - 104,157.96 USD added ⟶

• Select the Step that was approved for this position's budget line.
• If the rank is flexible, select the higher rank's Step.
• *Only one Step should be selected.*

Progression Start Date
- 07/16/2025 added

Salary

Assignment Details
- 104,157.96 USD Annual added ⟶

By selecting the Range and Step above, the salary will automatically populate. Please do not manually enter anything in this section.

Plan Name
- Salary 10 Month added

Effective Date
- 07/16/2025 added

~~Assignment Details~~
- ~~0.00 USD Annual added~~   [X]

⟶ Please remember to click the 'X' button to delete the additional salary section that appears on Faculty positions.

~~Plan Name~~
- ~~Salary Plan added~~

~~Effective Date~~
- ~~09/18/2023 added~~

• Click 'Approve' to submit your position and have it go through the approval process.

| Approve | Save for Later | Close |

⟶ • Click 'Save for Later' to hold the position in your Inbox.

Note: Once the position is created the Initiator cannot make any changes and must contact Human Resources if updates are needed. Any of the approvers in the approval process can send the request back to the Initiator from a specific point within the process. Only the Initiator can make the required changes, confirm all data going forward is correct, and resubmit the request. When all approvals have been completed, the position is created, and the position number is assigned.
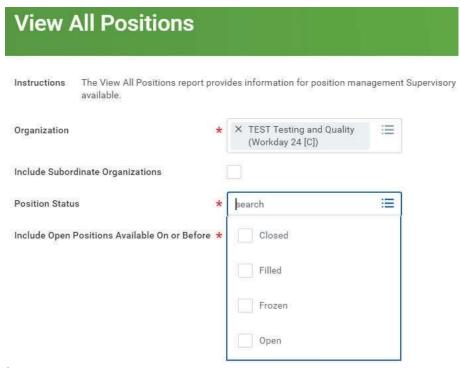
Check the Status of a Position

1) Navigate to your **Inbox** and click on **Archive**.

2) In the **View Event** section of the screen, the **Details** tab displays the details of the position, and the **Process** tab shows the process history of the position and the approver the position is "awaiting action."

3) To view All of your positions, enter **View All Positions** in the *Search* bar and select the search filters to view the data. When viewing the results table, click on the position title in the Position column to view the details of the position.

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