

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 *

02/24/2021



→ **Must be today's date.** Selecting a future date will prevent the position from being seen in Workday.

Earliest Hire Date *

09/01/2021



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

Job Family



- Make sure the Job Profile includes '(10M)' and does NOT say 'Temporary'.
- If the rank is flexible, select the higher rank's Job Profile. Select **only one** job profile.

Job Profile *

× Associate Professor (10M)

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

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

Job Description *

Normal B I U A

← Copy & paste from the approved position announcement. Please format this properly.

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.

Location


Time Type

Worker Type

Worker Sub-Type

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.



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, recruitment plan, and approved budget line excel.
- Select 'other' as the category for the recruitment plan and budget excel.
- 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)

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

- You will notice there is not a field to add the PS Account—this is OK, as the PS Account field automatically links to the Job Profile.

Fund

F10 Unrestricted Operating Fund

Other

Division

D20 Provost and Vice President of Academic Affairs

Compensation

Effective Date & Reason

Effective Date

02/24/2021

Guidelines

Total Base Pay Range

- 76,348.55 - 118,357.20 USD Annual added

Compensation Package

- AFT added

Grade

- AFT Schedule E (10 Month) added

Grade Profile

- AFT 10 Range 28 added

Step

- AFT 10 Month Range 28 Step 06 - 95443.39 USD added

Progression Start Date

- 02/24/2021 added

Salary

Assignment Details

- 95,443.39 USD Annual added

Plan Name

- Salary 10 Month added

Effective Date

- 02/24/2021 added

Assignment Details

- 0.00 USD Annual added

Plan Name

- Salary Plan added

Effective Date

- 02/24/2021 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.
- 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.

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



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

Approve

Save for Later

Close

- Click 'Approve' to submit your position and have it go through the approval process.
- Click 'Save for Later' to hold the position in your Inbox.

Need Help?

For assistance with the above, please email talent@montclair.edu or call 973-655-5000, option 2.