

Tip Sheet for the Posting of CUPE 3906 Unit #2 Sessional Faculty Positions in PeopleSoft

The process for posting all vacancies in PeopleSoft is quite similar. However, the following tips will be helpful in posting Sessional Faculty/Hourly-Rated Sessional Music Faculty positions.

1. “Create Job Opening”

- a. Job Family should be ‘SESFAC’
- b. Be sure to enter the Job Family before entering in your position number

NOTE: The “Job Posting Title” will be generated based on the position number you enter. It is recommended that you replace “SESSIONAL LECTURER” with “Sessional Faculty – [Course Code]”.

- ### **2. “Recruitment Details”:**
- For estimated weekly hours for Sessional Faculty (non-‘hourly-rated music faculty’) please use 238 hours (per 3 unit course) divided by the number of weeks of employment. For example, it would be 18 hours/week for a 13 week term, for a 3 unit course. Please adjust this number appropriately for courses that are not 3 units.

- ### **3. “Job Posting” Tab-**
- There are 4 sections which can be added herein. They are: “Posting Details”; “Job Description”; “How to Apply”; and, “Employment Equity Statement”. Please fill them out as follows:

- a. *Posting Details-* Please leave this section out (all required information is covered elsewhere)
- b. *Job Description-* Please copy and paste the job posting template and fill it in to upload. The job posting template can be found online at:
<http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit2/>
- c. *How to Apply-* Please leave this section out (all required details should be added at b. above)
- d. *Employment Equity Statement-* Please leave this out (the appropriate equity Statement is included at b. above)

NOTE: Ensure that “Visibility” field is “Internal and External” for all job posting sections.

4. “Job Posting Destination”

- a. Ensure ‘Destination’ is ‘McMaster Sessional Faculty Pos’. Please set up to post on the Internal and the External Sessional Faculty job board (see sample below).

- ### **5. “Posting Date”:**
- You can select either “relative open date” which will post the position in conjunction with when the approval is received, or “post date” (but approval must have been received).

Sample of “On-Approval Date”

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
McMaster Sessional Faculty Pos	External Posting	0 - On Approval Date	2015/03/30	2015/04/30	31
McMaster Sessional Faculty Pos	Internal Posting	0 - On Approval Date	2015/03/30	2015/04/30	31

Add Posting Destination

- ### **6. “Remove Date”:**
- The date indicated is the date on which it is actually removed, so the last day posted is the day before the date indicated.

For example, if you would like the last day the posting appears on the job board to be Friday, the “Remove Date” should be the Saturday.