



Job Card No _____

Position Numbers _____

Request Type _____

Deadline Date _____

This form is to be used for changes to faculty job cards that have been submitted via the online hiring system (Page Up). **Note that entries below this point are only required for "Edit" and "Repost" requests where data provided previously is changing.**

Area/College _____ Department _____

Job Title(s) _____

Administrative Title _____

Employee Class _____ Authorized FTE _____ Salary _____

Job Summary

Minimum Qualifications

Preferred Qualifications

Other

The **Faculty Job Card (FJC) Change Request Form** should only be completed to repost, close, edit or cancel a position. To initiate a new faculty position vacancy listing, a faculty job card must be created using the online employment system (<https://ucf.pageuppeople.com>).

For information regarding the university's search process, please refer to OIE's *Search and Screening Guidelines* at <https://www.oie.ucf.edu/documents/SearchScreeningGuidelines.pdf>.

Routing the form:

FJC Change Request forms must be submitted via email by the area or college dean's office personnel representative to Faculty Excellence, Personnel Administration at acadadm@ucf.edu no later than **noon** on the **Tuesday** immediately preceding the requested edit or repost date.

Completing the form:

Position Number

Enter the 5-digit position number under which the listing will be posted. Position numbers begin with either a "2", "3", or "4" depending on the budget entity (Post Doc, Education & General "E&G", Auxiliary "AUX", or Contract & Grant "C&G"). To obtain a position number, please contact your area VP or college dean's office.

Note that there should only be one vacancy per position number. In other words, the selected applicant will have his or her own unique position number. However, if a department has more than one identical position vacancy (meaning with the same minimum qualifications, preferences, and application deadline), it may submit one overall FJC.

Request Type

Close - To establish a closing date for a currently listed vacancy with an "Open" Deadline Date, or to extend the Deadline Date beyond the currently listed date. The new Deadline Date must be at least **7 full calendar** days from the next posting date. For changes in addition to the Deadline Date, please select "Edit".

Edit - For changes to a currently listed vacancy beyond establishing a Deadline Date. Note that all changes require the vacancy to be listed for at least an additional 7 calendar days from the next posting date.

Repost - To relist a job card that has already closed (meaning it is not currently listed) for which a candidate has not yet been selected.

Cancel - To immediately remove a currently listed vacancy from the website because of a cancelled or failed search. **Note:** Cancelling a search will prompt the system to automatically generate an email which will notify all applicants that the search has been cancelled, at the college/unit's discretion.

Deadline Date (MM/DD/YYYY)

All E&G position vacancies must be advertised for a minimum of four weeks (Friday to Thursday). All other vacancies (C&G, AUX, etc.) may be advertised for a minimum of one week (Friday to Thursday). Alternatively, the vacancy listing may remain "open" (meaning without a specified deadline date) until

the hiring official is satisfied with the applicant pool. FJC closures, however, require at least **7 full days'** **notice** and must be submitted no later than **noon on Tuesday** for the position to close the following Thursday. Note that all vacancies must be **closed** before final candidate selection takes place.

Entries on the following categories are only required for “Edit” or “Repost” requests where the data provided previously are changing.

- Area/College
- Department
- Job Title(s)
- Administrative Titles
- Employee Class
- Authorized FTE
- Salary
- Job Summary
- Minimum Qualifications
- Preferred Qualification
- Other