Faculty Posting Workflow

1. **Hiring Manager creates posting** (Start)

2. **Is the posting information correct?**
   - No: **Make Edits**
   - Yes: **In workflow, move to Human Resources**

3. **Is Recruitment plan appropriate?**
   - No: **Contact Hiring Manager to discuss**
   - Yes: **Process Continued Below**

4. **Process Continued from Previous Page**

5. **Will this be posted internally?**
   - No: **Approved-Pending**
     - Auto moves from Approved-Pending at 12:00 am on posting date.
   - Yes: **Posted Internal**

6. **Auto moves from Posted, Reposted, or Internal status if Closing Date is Populated.**

7. **Closed/Remove from Web**

8. **Filled/Failed**

   - Auto moves from Posted, Reposted, or Internal status if Closing Date is Populated.
Faculty Applicant Workflow

Initial Review

- Under Review by Department (Applicant Reviewer evaluates applications)
  - Does the applicant meet minimum qualifications?
    - Yes
      - Move to Not Interviewed, Not Selected – Email when filled
      - Select appropriate Not Qualified disposition code
    - No
      - Search Committee Reviews Applicant (still in Under Review by Department workflow state)

- Are you hiring a Tenure/Tenure-track Faculty or FT Acad. Yr Contract Faculty?
  - Yes
    - Move to Not Interviewed, Not Selected – Email when filled
    - Select appropriate disposition code
  - No
    - Will the applicant be interviewed?
      - Yes
        - Are you conducting phone screens?
          - Yes
            - Move applicant to Phone Pre-Screen – AvP/Dean
          - No
            - Move to Request to Interview – Vice President (Provost)
      - No
        - Move to Not Interviewed, Not Selected – Email when filled
        - Select appropriate disposition code

- Did you conduct a phone pre-screen?
  - Yes
    - Process Continued
  - No
    - Process Continued from Above

- Will applicant move forward?
  - Yes
    - Move applicant to Phone Pre-Screened – Not Selected – Email when filled
    - Select appropriate disposition code
  - No
    - Process Continued on Next Page

- Process Continued

Request to Interview

- Move applicant to Phone Pre-Screened – Not Selected – Email when filed
  - Select appropriate disposition code

- Move to Request to Interview – Vice President (Provost)

Skip to Specialty Recommend for Hire

HR
Faculty Applicant Workflow Continued

1. Process Continued From Previous Page

   - HR
   - Was posting of appropriate length of time?
     - Yes
       - Return to Request to Interview
     - No
       - HR calls department to resolve issues

   - Are applicants qualified?
     - Yes
       - Return to Request to Interview
     - No
       - HR reposts with additional sources

2. Process Continued Below

   - Is pool diverse?
     - Yes
       - Move to Approved for Interview
     - No
       - Search Committee Schedules Interview

   - Will applicant be recommended for hire?
     - Yes - Auto moves to Hired when Hiring Proposal is moved into approved status (For Tenure-track, FT and PT Acad. Yr. Contract Faculty only.)
     - No - Move to Hired

3. Recommended for Hire

   - Did applicant approved for interview decline/reset pre-interview?
     - Yes
       - Move to Approved for Interview - Not Selected - Email when filled
     - No
       - Move to Interviewed, Not Selected - Email when filled

   - Will applicant be recommended for hire?
     - Yes
       - Move to Recommend for Hire
     - No
       - Move to Recommend for Hire, Not Hired

   - Did applicant accept position?
     - Yes
       - Move to Hired
     - No
       - Move to Hired

Select appropriate disposition code.

Process continued from above.
Faculty Hiring Proposal – to be used when hiring Tenure-track Faculty (F1), FT Acad. Yr. Contract Faculty (F3), and PT Acad. Yr. Contract Faculty (F2) ONLY*

*If hiring PT Semester Contract Faculty (F4), FT Semester Contract Faculty (F5) or temp faculty (F6 or TF), a hiring proposal is NOT used - create an EPAF instead.

1. **Hiring Manager**
   - Move to Chair/Director
   - Move to Preliminary Budget Review

2. **Position fully/fairly funded by a grant?**
   - **Yes**: Move to Sponsored Projects Administration
   - **No**: Move to Provost Budget Director

3. **Process Continued Below**

4. **Process Continued from Above**
   - Move to Provost Budget Director
   - Move to Vice President (Provost)
   - Move to Pre-HIR Approval

5. **Budget**
   - **Yes**: Move to Budget
   - **No**: Contact Hiring Manager to discuss

6. **Does salary offer exceed max in salary range or salary $ available?**
   - **Yes**: Move to Budget
   - **No**: Move to Pre-HIR Approval
Faculty Hiring Proposal Continued

- If No to "Is Offer More than Budget?"

- Move to VP of Business Affairs

- Move to HR

- Does salary offer exceed max in salary range or Salary $ Available?

- Move to President

- Did the applicant accept the position?

- Move to Offer Pending

- Do you have completed bkgr. check, DAV & New Person info?

- Leave applicant in Offer Pending until docs are completed

- No

- Move to Offer Declined by Applicant

- Yes

- Move to HP Approved

- Move to VP of Business Affairs

- Move to HR