Faculty Postings Workflow
Postings are created, reviewed, and advertised.

1. Initiator

Department/Addl Approver(s)

Optional

Executive Approver

HR Talent Consultant

Posted

Applicant Workflow becomes available here

Faculty Applicant Workflow
Applicants are screened by Search Committee or Position Coordinator. Interviews occur and Final Candidates are selected.

2. Under Review by Department – Pre Interview

Selected for Interview

Recommended for Hire

Interviews occur at this point. Post-Interview Not Selected Reasons may be selected here

Faculty Hiring Proposal
A Hiring Proposal is created for the Final Candidate. Information about the Employee, Position, and Budget is reviewed. The Candidate is Hired and the Position Filled.

3. Initiator

Principal Investigator (PI)

Dept/Addl Approver(s)

Executive Approver

Budget

Contracts & Grants

Faculty Personnel Services

Hiring Proposal Complete

When the background check has been successfully completed the offer of employment can be made by the Department at this state. The Effective and Personnel Dates need to be accurate and can be entered into the proposal.

Note:
- All Faculty Postings should be originally created from the Classification option.
- Department Approval Can add Additional Approvers (Dept. Level Scope).