This workflow is used to capture the approvals for posting the new position.
Faculty Posting Workflow

Hiring Manager creates posting

Is the posting information correct?

No -> Make Edits

Yes -> In workflow, move to Human Resources

Final review of posting – ready to post?

No -> Contact Hiring Manager to discuss

Yes -> Process Continued Below

HR will work w/Hiring Mgr to develop recruitment plan.

Process Continued from Previous Page

Will this be posted internally?

No -> Approved-Pending

Auto moves from Approved-Pending at 12:00 am on posting date.

Yes -> Posting Internal

Auto moves from Posted, Reposted, or Internal statuses if Closing Date is Populated.

Auto moves from Posted, Reposted, or Internal statuses if Closing Date is Populated.

Closed/Remove from Web

Filed
Faculty Applicant Workflow Continued

1. **Review of Interview Candidates**
   - **Process Continued From Previous Page**
   - **HR**
     - Was posting of appropriate length of time? Yes → **Are applicants qualified?**
     - No → **In workflow, return applicant to Request to Interview**
   - **EOO**
     - Is pool diverse? Yes → **In workflow, move applicants to Approved for Interview**
     - No → **HR calls department to resolve issues**
   - **In workflow, return applicant to Request to Interview**
   - **HR Reposts with additional sources**
   - **In workflow, move applicant into Approved for Interview**
   - **Search Committee Schedules Interview**
   - **Process Continued Below**

2. **Recommended for Hire**
   - **Process Continued From Above**
   - **Will applicant be recommended for hire?** Yes → **In workflow, move applicant into Recommend for Hire**
   - No → **In workflow, move applicant into Interviewed, Not Selected – Email/phone filled. Select appropriate disposition code**
   - **In workflow, move applicant into Interviewed, Not Selected**
     - **Did applicant accept position?** Yes → **In workflow, move applicant into Specialty Recommend for Hire**
     - No → **In workflow, move applicant into Not Hired. Select appropriate disposition code**
   - **If hiring FT or PT Semester**
     - **Contract Faculty or PT Acad. Yr. Contract Faculty**
       - **move to Specialty Recommend 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)**
   - **Hired**
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)

*If hiring PT Semester Contract Faculty (F4) or FT Semester Contract Faculty (F5), create an EPAF instead.

In workflow, move to Chair/Director

Do you have a Chair/Director?

Yes

In workflow, move to Preliminary Budget Review

At position fully/partially funded by a grant?

Yes

In workflow, move to Sponsor Projects Administration

In workflow, move to App/Down

Process Continued Below

No

Use an EPAF instead when hiring PT or FT Semester Instructors

In workflow, move to Vice President (Provost)

In workflow, move to Pre-HR Approval

Reviews for accuracy – ok to move forward?

Yes

In workflow, move to Budget

Process Continued on Next Page

No

Contact Hiring Manager to discuss

Is the offer more than the budget?

Yes

No

Process Continued from Above

Is position funded through Provost?

Yes

In workflow, move to Provost Budget Director

In workflow, move to Vice President ( Provost)

In workflow, move to Pre-HR Approval
Faculty Hiring Proposal Continued

In workflow, move to HR

Is the salary amount over $5000?

In workflow, move to President

Did the applicant accept the position?

In workflow, move to Offer Pending

Do you have completed bg check & NPIF?

In workflow, move to HP Approved

If No to "Is Offer More than Budget?"

Process Continued from Previous Page

HR Portion of Hiring Proposal Approval

Continuous from Previous Page

VP of Business Affairs

In workflow, move to HR

In workflow, move to Offer Pending by Applicant

Leave applicant in Offer Pending until docs are completed