This workflow is used to capture the approvals for posting the new position.
Faculty Modify Position Description

Approval of Modified Position Description

1. Are you requesting to post the position OR making major changes?
   - Yes
     - Do you have a Chair/Director?
       - Yes
         - In workflow, move Pos. Descript. to Chair/Director
       - No
         - In workflow, move to Preliminary Budget Review
     - No
   - No
     - Process Continued Below

2. Are you requesting to post the position OR making major changes?
   - Yes
     - Is this position fully/partially funded by a grant?
       - Yes
         - In workflow, move to Sponsored Projects Administration
       - No
         - In workflow, move to Vice President (Provost)
   - No
     - Is position funded through Provost?
       - Yes
         - In workflow, move to Provost Budget Director
       - No
         - In workflow, move to Position Approved

3. Are you making only minor changes?
   - Yes
     - Is this position fully/partially funded by a grant?
       - Yes
         - In workflow, move to Sponsored Projects Administration
       - No
         - In workflow, move to Vice President (Provost)
   - No
     - Is position funded through Provost?
       - Yes
         - In workflow, move to Provost Budget Director
       - No
         - In workflow, move to Position Approved

4. Is salary over $5000?
   - Yes
     - In workflow, move to President
   - No
     - In workflow, move to Position Approved

5. Process Continued from Above

- In workflow, move to AVP/Dean
- In workflow, move to Pre-HR Approval
- If minimum qual. appropriate?
  - Yes
    - In workflow, move to EEO
  - No
    - Contact Hiring Manager to discuss
- In workflow, move to Vice President (Provost)
- In workflow, move to VP of Business Affairs
- In workflow, move to HR
Faculty Posting Workflow

1. **Hiring Manager creates posting**
   - Is the posting information correct?
     - No: Make Edits, move to Human Resources
     - Yes: 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.

   - Will this be posted internally?
     - No: Approved-Pending
     - Yes: Process Continued from Previous Page

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

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

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

   - Closed/Remove from Web
     - Auto moves from Posted, Reposted, or Internal statuses if Closing Date is Populated.

   - Filled
Faculty Applicant Workflow

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

**Search Committee Review**
- Are you hiring a Tenure/Tenure-track, Faculty or FT Acad. Yr Contract Faculty?
  - Yes
    - In workflow, move applicant to Not Interviewed, Not Selected – Email when filled
      - Select appropriate disposition code
  - No
    - In workflow, move applicant to Phone Pre-Screen Needed?
      - Yes
        - Will the applicant be interviewed?
          - Yes
            - In workflow, move applicant to Phone Pre-Screen Needed?
              - Yes
                - Yes
                  - YES
                    - Skip to Specialty Recommend for Hire Page 40
                - No
                  - NO
                    - Process Continued on Next Page
          - No
            - In workflow, move applicant to Phone Pre-Screen Needed?
              - Yes
                - Will you be conducting phone screens?
                  - Yes
                    - In workflow, move applicant to Phone Pre-Screen Needed?
                      - Yes
                        - Yes
                          - YES
                            - Skip to Specialty Recommend for Hire Page 40
                        - No
                          - NO
                            - Process Continued on Next Page
                    - No
                      - NO
                        - Process Continued on Next Page
              - No
                - NO
                  - Process Continued on Next Page
          - NO
            - Is the applicant ok to move on?
              - Yes
                - In workflow, return applicant to Request to Interview
              - No
                - Process Continued from Above

**Will applicant move forward?**
- YES
  - In workflow, move applicant into Phone Pre-Screened - Not Selected - Email when filled
    - Select appropriate disposition code
- NO
  - Process Continued from Above

**Request to Interview**
- In workflow, move applicant to Request to Interview (Can be done after posting has closed)
- In workflow, move applicant to AVP/Dean
- In workflow, move applicant to Vice President (Provost)
- In workflow, move applicant to HR
- Processes Continued on Next Page
Faculty Applicant Workflow Continued

Review of Interview Candidates

Was posting up appropriate length of time?

In workflow, return applicant to Request to Interview

HR

Are applicants qualified?

HR calls department to resolve issues

Recommended for Hire

Search Committee Schedules Interview

Process Continued Below

Is pool diverse?

In workflow, move applicant into Approved for Interview

In workflow, move applicant into Recommend for Hire

If hiring FT or PT Semester
Contract Faculty or PT Acad. Yr. Contract Faculty
move to Specialty Recommend for Hire

Did applicant accept position?

In workflow, move applicant into Hired

Yes - Auto moves to Hired when Hiring Proposal
is moved into approved status
(For Tenure-track, FT and PT Acad. Yr. Contract Faculty only.)

Yes

Hired

No

In workflow, move applicant into Not Hired

Select appropriate disposition code

No

In workflow, move applicant into Interviewed, Not Selected - Email/Phone field
Select appropriate disposition code

In workflow, move applicant to Approved for Interview

In workflow, move applicant into Request to Interview

HR Reposts with additional sources
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.

Hiring Manager

- Do you have a Chair/Director?
  - Yes: In workflow, move to Chair/Director
  - No: In workflow, move to Pre-HR Approval

- Is position fully/partially funded by a grant?
  - Yes: In workflow, move to Sponsored Projects Administration
  - No: In workflow, move to Provost Budget Director

- Is position funded through Provost?
  - Yes: In workflow, move to Provost Budget Director
  - No: In workflow, move to Vice President (Provost)

- Preliminary Budget Review

- Reviews for accuracy – ok to move forward?
  - Yes: In workflow, move to Pre-HR Approval
  - No: Contact Hiring Manager to discuss

- Is the offer more than the budget?
  - Yes: In workflow, move to Budget
  - No: Process Continued Below

Process Continued Below
Faculty Hiring Proposal Continued

In workflow, move to HR

Is the salary amount over $5000?

Yes

In workflow, move to President

Did the applicant accept the position?

Yes

In workflow, move to Offer Pending

No

In workflow, move to Offer Declined by Applicant

Do you have completed bgcck & NPIF?

Yes

In workflow, move to President

No

Leave applicant in Offer Pending until docs are completed

If No to "Is Offer More than Budget?"