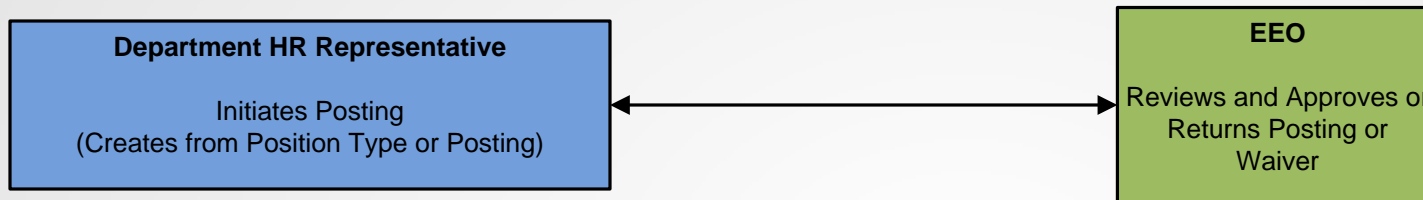


Process Flow: Visiting / Part - Time Faculty

Visiting / Part – Time Faculty postings may be created from a Position Type, which are comprised of mostly blank data fields, or from Postings which copies stored information from an existing posting to the new posting. The information copied from previous postings can be updated as needed. The minimum posting period is 3 calendar days, but can be longer if necessary.

Posting Process Workflow



Applicant Review

A Department HR Representative reviews applicants after the posting period has elapsed and enters the appropriate workflow state for each applicant

Once a candidate is recommended for hire the Department HR Representative can initiate the Selection and Hiring Proposal

For Waivers the HR Representative will receive an email with a link that allows the HR Representative or selected candidate to apply for the position before the posting close date.

The Department HR Representative recommends the Waiver Candidate for hire and then initiates the Selection and Hiring Proposal

Selection and Hiring Proposal Workflow

Department HR Representative

Initiates and approves Selection and Hiring Proposal

Updates applicants who were not selected for hire to a "Not Hired" status

When applicable, transitions Posting to filled, which is the final step