**Academic Hire Process**

**For Full-time Faculty**

1. **Faculty vacancy exists or new faculty needed**
   - Position Request with justification emailed to Provost

2. **Position discussed with hiring panel**
   - Request Approved
   - Provost notifies dean and others of approval
   - Department requests new or updated position number from Human Resources (Contact Audra Bickline)

3. **Provost notifies dean and others of approval**
   - Request Approved
   - Provost notifies dean and others of approval
   - Department requests new or updated position number from Human Resources (Contact Audra Bickline)

4. **Department requests new or updated position number from Human Resources (Contact Audra Bickline)**
   - Position number confirmed

5. **Interested parties apply through People Soft Recruit**
   - Department places advertisements as agreed with ODEI
   - ODEI meets with Search Committee (Contact Dorothea Scott)
   - Job posting goes through approval chain
   - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

6. **Search Committee reviews applicants**
   - Search Committee shares short list of applicants with ODEI via email (Contact Deborah Burris and Dorothea Scott)

7. **Interviews conducted**
   - Finalists selected

8. **Finalists selected**
   - Department creates job offer in People Soft Recruit (Contact Lori Morgan)
   - Job offer goes through approval chain
   - Job offer goes through approval chain
   - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

9. **Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID**
   - Department completes ePAF and other documents in People Soft Recruit (Contact Lori Morgan)

10. **Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID**
    - Academic Affairs updates status to accepted and begins the CBC process (Contact Lori Morgan)
    - Candidate accepts offer
    - Candidate rejects offer
    - Candidate accepts offer
    - Candidate rejects offer

11. **Candidate accepts offer**
    - Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID
    - Department creates job offer in People Soft Recruit (Contact Lori Morgan)
    - Department creates job offer for 2nd finalist or chooses to close search and try again.

12. **Department creates job offer for 2nd finalist or chooses to close search and try again.**
    - Close position
    - Move on to 2nd finalist

13. **Interested parties apply through People Soft Recruit**
    - Department places advertisements as agreed with ODEI
    - ODEI meets with Search Committee (Contact Dorothea Scott)
    - Job posting goes through approval chain
    - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

14. **Search Committee shares short list of applicants with ODEI via email (Contact Deborah Burris and Dorothea Scott)**
    - Department completes ePAF and other documents in People Soft Recruit (Contact Lori Morgan)

15. **Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID**
    - Department creates job offer in People Soft Recruit (Contact Lori Morgan)
    - Department creates job offer for 2nd finalist or chooses to close search and try again.

16. **Department creates job offer for 2nd finalist or chooses to close search and try again.**
    - Close position
    - Move on to 2nd finalist

17. **Interested parties apply through People Soft Recruit**
    - Department places advertisements as agreed with ODEI
    - ODEI meets with Search Committee (Contact Dorothea Scott)
    - Job posting goes through approval chain
    - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

18. **Search Committee shares short list of applicants with ODEI via email (Contact Deborah Burris and Dorothea Scott)**
    - Department completes ePAF and other documents in People Soft Recruit (Contact Lori Morgan)

19. **Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID**
    - Department creates job offer in People Soft Recruit (Contact Lori Morgan)
    - Department creates job offer for 2nd finalist or chooses to close search and try again.

20. **Department creates job offer for 2nd finalist or chooses to close search and try again.**
    - Close position
    - Move on to 2nd finalist

21. **Interested parties apply through People Soft Recruit**
    - Department places advertisements as agreed with ODEI
    - ODEI meets with Search Committee (Contact Dorothea Scott)
    - Job posting goes through approval chain
    - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

22. **Search Committee shares short list of applicants with ODEI via email (Contact Deborah Burris and Dorothea Scott)**
    - Department completes ePAF and other documents in People Soft Recruit (Contact Lori Morgan)

23. **Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID**
    - Department creates job offer in People Soft Recruit (Contact Lori Morgan)
    - Department creates job offer for 2nd finalist or chooses to close search and try again.

24. **Department creates job offer for 2nd finalist or chooses to close search and try again.**
    - Close position
    - Move on to 2nd finalist

25. **Interested parties apply through People Soft Recruit**
    - Department places advertisements as agreed with ODEI
    - ODEI meets with Search Committee (Contact Dorothea Scott)
    - Job posting goes through approval chain
    - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

26. **Search Committee shares short list of applicants with ODEI via email (Contact Deborah Burris and Dorothea Scott)**
    - Department completes ePAF and other documents in People Soft Recruit (Contact Lori Morgan)

27. **Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID**
    - Department creates job offer in People Soft Recruit (Contact Lori Morgan)
    - Department creates job offer for 2nd finalist or chooses to close search and try again.

28. **Department creates job offer for 2nd finalist or chooses to close search and try again.**
    - Close position
    - Move on to 2nd finalist

29. **Interested parties apply through People Soft Recruit**
    - Department places advertisements as agreed with ODEI
    - ODEI meets with Search Committee (Contact Dorothea Scott)
    - Job posting goes through approval chain
    - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

30. **Search Committee shares short list of applicants with ODEI via email (Contact Deborah Burris and Dorothea Scott)**
    - Department completes ePAF and other documents in People Soft Recruit (Contact Lori Morgan)

31. **Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID**
    - Department creates job offer in People Soft Recruit (Contact Lori Morgan)
    - Department creates job offer for 2nd finalist or chooses to close search and try again.

32. **Department creates job offer for 2nd finalist or chooses to close search and try again.**
    - Close position
    - Move on to 2nd finalist

33. **Interested parties apply through People Soft Recruit**
    - Department places advertisements as agreed with ODEI
    - ODEI meets with Search Committee (Contact Dorothea Scott)
    - Job posting goes through approval chain
    - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

34. **Search Committee shares short list of applicants with ODEI via email (Contact Deborah Burris and Dorothea Scott)**
    - Department completes ePAF and other documents in People Soft Recruit (Contact Lori Morgan)

35. **Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID**
    - Department creates job offer in People Soft Recruit (Contact Lori Morgan)
    - Department creates job offer for 2nd finalist or chooses to close search and try again.

36. **Department creates job offer for 2nd finalist or chooses to close search and try again.**
    - Close position
    - Move on to 2nd finalist

37. **Interested parties apply through People Soft Recruit**
    - Department places advertisements as agreed with ODEI
    - ODEI meets with Search Committee (Contact Dorothea Scott)
    - Job posting goes through approval chain
    - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

38. **Search Committee shares short list of applicants with ODEI via email (Contact Deborah Burris and Dorothea Scott)**
    - Department completes ePAF and other documents in People Soft Recruit (Contact Lori Morgan)

39. **Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID**
    - Department creates job offer in People Soft Recruit (Contact Lori Morgan)
    - Department creates job offer for 2nd finalist or chooses to close search and try again.

40. **Department creates job offer for 2nd finalist or chooses to close search and try again.**
    - Close position
    - Move on to 2nd finalist

41. **Interested parties apply through People Soft Recruit**
    - Department places advertisements as agreed with ODEI
    - ODEI meets with Search Committee (Contact Dorothea Scott)
    - Job posting goes through approval chain
    - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

42. **Search Committee shares short list of applicants with ODEI via email (Contact Deborah Burris and Dorothea Scott)**
    - Department completes ePAF and other documents in People Soft Recruit (Contact Lori Morgan)

43. **Candidate passes CBC; Academic Affairs notifies HR to create the EMPLID**
    - Department creates job offer in People Soft Recruit (Contact Lori Morgan)
    - Department creates job offer for 2nd finalist or chooses to close search and try again.

44. **Department creates job offer for 2nd finalist or chooses to close search and try again.**
    - Close position
    - Move on to 2nd finalist

45. **Interested parties apply through People Soft Recruit**
    - Department places advertisements as agreed with ODEI
    - ODEI meets with Search Committee (Contact Dorothea Scott)
    - Job posting goes through approval chain
    - Department creates job posting in People Soft Recruit (Contact Lori Morgan)

46. **Search Committee shares short list of applicants with ODEI via email (Contact Deborah Burris and Dorothea Scott)**
    - Department completes ePAF and other documents in People Soft Recruit (Contact Lori Morgan)