

## Faculty Employment Steps

workForum actions in blue

### Faculty Administrative Services action in red

1. Department "Begins Action" to fill position
2. Request is "Approved" by the Dean, Provost, and Affirmative Action
3. Position "Posted" by Academic Affairs
4. Position "Closed" by Academic Affairs when contacted
5. Department reviews applicant files. Department uploads Initial Pool Analysis and makes status changes to indicate which applicants will be invited for interview. Interview pool is "Approved" by the Dean and Affirmative Action.
6. Department makes "Hiring Proposal" which includes changing applicant statuses, uploading Final pool Analysis, and uploading draft offer letter.
7. "Hiring Proposal" approved by the Dean, Academic Affairs and Affirmative Action
8. Department sends selected applicant official offer letter
  - The Back Ground Check Documents are mentioned in the letter (completed and returned with the letter). They will be attachments to the letter.
  - In every letter there should be a statement requesting an official transcript of the highest degree.
9. Upon receipt of signed Offer Letter, the Dean's Office advises Academic Affairs to "Seat" the position
10. Department completes *Faculty Appointment Data Form* and submits it with supporting documents to Faculty Academic Services
11. FAS compares draft offer letter in workForum, with original received from department to make sure the salary offer has not changed
12. Click "Search Postings" and search for the Closed/Removed from Web jobs. Find the position and in the right hand column, click "Designate Position as Filled" and "Confirm"/ This sends the e-mail notifications to all non-hired applicants and changes the external status to "Position Filled" and "Offered Position" as all non-hired applicants and changes to external status to "Position Filled" and "Offered Positions" as appropriate
13. FAS
  - a. Creates U-number in PPAIDEN
  - b. Enters data on PEAEMPL (this makes the individual an employee)
  - c. Enters data on PEAFACT (tenure and rank info)
  - d. Enters data on PPAGENL (degree info)
  - e. Enters data on SIAINST
14. Pam
  - a. Checks budget and FOAPAL
  - b. Sends BR to Financial Planning if necessary
  - c. Returns data packet to FAS
15. FAS – forward appropriate paperwork to Records
16. FAS - Drafts employment contract with all special clauses and emails to appropriate person in the dean's office. The draft contract copy is reviewed and any corrections/additions made. The draft contract is then emailed back to FAS.
17. FAS will print official contract and notify via email that the contract is ready.
18. The dean's office has someone pick up and sign for the contract in FAS.

19. The dean's office forwards contract to department. Department forwards contract to new faculty member. The contract should be returned to the department, a copy should be made, and it should be hand delivered to FAS. (Some colleges prefer that the department forwards the contract to the dean's office and then that office will hand deliver to FAS)
20. FAS will obtain the President's signature and forward three copies to the dean's office, department, and faculty member.