Faculty Hiring Process:

1. Dean/Department Heads submit a request for a new hire.
2. Dean/Department Heads check for available positions.
3. Search committee reviews applications.
4. Dean/Department Heads make an offer.
5. HR forwards offer to President.
6. President notifies Dean.
7. Office of Front Line Services processes the offer.
8. Office of Employee Relations conducts background checks and negotiates contracts.
9. Formal offer is presented to Dean.
10. Dean approves the offer.
11. HR creates job description and advertises with SARA.
12. Dean receives applications.
13. Dean conducts on-campus interviews.
14. Dean approves the hire and sends a letter to the candidate.
15. HR sends offer letters to the candidate and Dean.
16. HR receives applications.
17. Dean checks and authorizes hiring.
18. Dean forwards offer to President.
19. Office of Front Line Services creates online access for new hires.
20. IT creates new hire in the system and lists the new hire in the directory.
21. Dean signs the offer for a new hire.
22. Dean/Department Heads attend new employee orientation.
23. Faculty member attends new employee orientation.
24. HR creates a new employee profile.
**PERSONNEL ACTION FORM**

**DATE:**

**DEPARTMENT NAME** (type in the space below)

**EMPLOYEE ID #:**
(Do not use SSN)

**PERSONNEL ACTION FOR:**

- [ ] FACULTY
- [ ] ADJUNCT FACULTY
- [ ] TENURED
- [ ] TENURED TRACK
- [ ] NON_TENURE
- [ ] STAFF
- [ ] INTERIM STAFF
- [ ] STUDENT

Failure to include necessary information or justification may delay processing.

**EMPLOYEE NAME:**

- [ ] Dr.
- [ ] Mr.
- [ ] Mrs.

**LAST**

**FIRST**

**MIDDLE**

**DATE OF BIRTH**

**ACTION:**

- [ ] 01 – Initial Employment
- [ ] 02 – LOA with Pay
- [ ] 03 – LOA without Pay
- [ ] 04 – Return from LOA
- [ ] 05 – Separation/Termination
- [ ] 06 – Resignation/Retirement
- [ ] 07 – Promotion
- [ ] 08 – Job Reclassify
- [ ] 09 – Demotion
- [ ] 10 – Job Assignment Change
- [ ] 11 – Transfer
- [ ] 12 – Additional Duties/Pay
- [ ] 13 – Renewal
- [ ] 14 – Data Change/Correction
- [ ] 15 – Rehire
- [ ] 16 – GL # Change
- [ ] 17 – Pay Adjustment
- [ ] 18 – Other

**SUMMER ANNUAL**

- [ ] Yes
- [ ] No

Regular

Temp

**Full Time**

**37.5 Hours**

**40 Hours**

**Exempt**

**Part Time**

**Other**

**Non-Exempt**

**COMMENTS:**

**POSITION TITLE:**

**PAYOUT SCHEDULE (FACULTY):**

- [ ] 10 MONTHS
- [ ] 12 MONTHS

**START DATE:**

**END DATE:**

**ANNUAL PAY RATE**

**SUMMER PAY RATE**

**PAY CYCLE:**

- [ ] MONTHLY
- [ ] BI-WEEKLY

**GL ACCOUNT NUMBER (& Line No.):**

1

2

3

4

5

6

**MONTHLY RATE:**

**HOURLY RATE:**

**PERCENT:**

**START DATE:**

**END DATE:**

**APPROVALS:**

1. Department Head/Director
   - [ ] Date
   - [ ] Date

2. Dean/Vice President
   - [ ] Date
   - [ ] Date

3. Budget Office
   - [ ] Date
   - [ ] Date

4. Provost (for Faculty Only)
   - [ ] Date

5. Office of Human Resources
   - [ ] Date

3. Financial Aid (Work-Study Only)
   - [ ] Date
   - [ ] Date

6. President
   - [ ] Date

**NOTE:** Please obtain approvals in the order noted, as applicable. The approval process stops if the personnel action request is not approved by the Budget Officer prior to submission to the Office of Human Resources.