POSTED FOR RECRUITMENT:

Tenured/Tenure Track ................................................................. 1
Senior Research Professors.......................................................... 2
Senior Teaching Professors........................................................... 3
Other Non-Tenure Track ............................................................... 4

TARGETED HIRES:

Tenured/Tenure Track ................................................................. 5
Senior Research Professors .......................................................... 6
Senior Teaching Professors ........................................................... 7
Other Non-Tenure Track ............................................................... 8
**Assoc/Full Teaching Professor**
**Regular Posting and Hiring**

1. **Oracle posting requisition**
   - Dept Admin creates position if needed
   - VPAA reviews
   - Dean’s Office approves posting
   - VPDEI approves search plan
   - VPAA moves to “Open, Not Posted”: to Interfolio FS

2. **Interfolio candidate selection and hiring approval**
   - Dept (consulting w/ VPAA) initiates posting
   - VPAA posts
   - Post to job boards
   - Candidates apply
   - Search committee evaluates
   - VPDEI checks follow-thru on plan
   - Search committee interviews
   - Manager updates applicant statuses
   - Manager moves top candidate to “DEAN: Recommended for Hire” status
   - Dean’s Office reviews, adds to hiring proposal. Moves to “VPAA: Recommended for Hire” status

3. **Oracle new hire setup**
   - Top candidate’s application info migrates to Oracle
   - VPAA ties candidate to requisition
   - Background check - HireRight
   - Start Onboarding

4. **Provost makes offer, moves to “Offer Pending” status**
   - Candidate accepts?
     - yes: Provost moves to “Offer Accepted” status
     - no: VPAA holds

5. **TP Committee evaluation**
   - VPAA moves to “OoP: Approved for Offer” status

6. **VPAA moves to “VPAA: Offer Accepted” status**
   - Provost moves to “Offer Accepted” status
**Oracle posting requisition**

- Dept Admin creates position if needed
- VPAA reviews
- Dean’s Office approves posting
- VPAA moves to “Open, Not Posted”: to Interfolio FS

**Interfolio candidate selection**

- Dept (consulting w/ VPAA) initiates posting
- VPAA posts
- Post to job boards
- Candidates apply
- Search committee evaluates, interviews
- Manager updates applicant statuses
- Manager moves top candidate to “DEAN: Recommended for Hire” status
- Top candidate’s application info migrates to Oracle, tied to requisition
- VPAA ties candidate to requisition
- Dean’s Office reviews

**Oracle hiring approval**

- VPAA makes offer in iO on dean’s behalf
- Candidate accepts?
  - yes: Background check - HireRight
  - no
- VPAA approves hire; checks again on disp codes
- Start Onboarding

**NOTE:** For RE-appts, ltrs will be sent by responsible office in Adobe Sign, then attached to iO action
TTT Faculty Posting Waiver and Hiring (Targeted Hire)

Oracle posting requisition

- Dept Admin creates position if needed
- Initiates private Posting
- Dean’s Office approves private posting
- VPDEI approves
- VPAA approves and moves to Interfolio FS

Interfolio candidate selection

- Dept (consulting w/ VPAA) initiates private posting
- VPAA posts
- Candidate applies
- Manager moves candidate to “DEAN: Recommended for Hire” status

Interfolio candidate selection

- Dean’s Office reviews, adds to hiring proposal. Moves to “OoP: Recommended for Hire” status
- Provost/ Budget Office approves. Moves to “DEAN: Approved for Informal Offer” status
- Dean’s Office makes informal offer; moves to “Offer Pending” status

Oracle hiring approval

- Candidate’s application info migrates to Oracle
- VPAA ties candidate to requisition
- VPAA drafts formal letter
- OoP reviews formal letter
- VPAA holds
- VPAA sends President’s formal offer in iO
- President approves formal letter
- Background check - HireRight
- Board approves

End

Candidate accepts?

Start Onboarding
Assoc/Full Research Professor Waiver
(Targeted Hire)

Oracle posting requisition

Dept Admin creates position if needed → VPAA reviews → Dean’s Office approves posting → VPDEI approves → VPAA moves to “Open, Not Posted”: to Interfolio FS

Interfolio candidate selection and hiring approval

Dept (consulting w/ VPAA) initiates private posting → VPAA posts → Candidate applies

Manager moves candidate to “DEAN: Recommended for Hire” status → Dean’s Office reviews, adds to hiring proposal. Moves to “VPR: Recommended for Hire” status

VP Research reviews, moves to “VPAA: Recommended for Hire” status → P&T Committee evaluation → VPAA holds “OoP: Approved for Offer” status

VPAA moves to “Offer Pending” status → Provost makes offer, moves to “Offer Accepted” status

Candidate accepts?

yes

no

Candidate moves to “Offer Accepted” status

Oracle new hire setup

Candidate’s application info migrates to Oracle → VPAA ties candidate to requisition → Background check - HireRight → Start Onboarding
Assoc/Full Teaching Professor Waiver
(Targeted Hire)

Oracle posting requisition

Dept Admin creates position if needed → VPAA reviews → Dean’s Office approves posting → VPDEI approves → VPAA moves to “Open, Not Posted”: to Interfolio FS

Interfolio candidate selection and hiring approval

Dept (consulting w/ VPAA) initiates private posting → VPAA posts → Candidate applies

Manager moves candidate to “DEAN: Recommended for Hire” status → Dean’s Office reviews, adds to hiring proposal. Moves to “VPAA: Recommended for Hire” status

VPAA holds TP Committee evaluation

Provost makes offer, moves to “Offer Pending” status → Provost moves to “Offer Accepted” status

Candidate accepts? → yes, Provost moves to “Offer Accepted” status; no, TP Committee evaluation

Oracle new hire setup

Candidate’s application info migrates to Oracle → VPAA ties candidate to requisition → Background check → Start Onboarding
Other NTT Faculty Waiver – Pooled
(Targeted Hire)

Dean’s Office reviews, sends offer letter

Candidate accepts?

yes

Dean’s Office attaches offer letter, submits

no

Dept Admin Adds Pending Worker in iO

VPAA orders background check

Background check - HireRight

VPAA verifies background check

Start Onboarding