

Faculty Hiring Procedures

- 1- The Department notifies the HR-Talent Acquisition Management Team (HR-TAM) of their need to post a faculty position.
- 2- The HR-TAM populates as much of the Critical Hire Template (CHP) as possible and sends the CHP to the Dean or his/her designee for completion.
- 3- The Dean or his/her designee completes the CHP and forwards it to the Provost for review.
- 4- If the Provost approves the CHP, the Provost submits the CHP to the Chief Business Officer (CBO). If the Provost does not approve the CHP, the Provost notifies the Dean, Department Head, and HR-TAM of non-approval and any next steps.
- 5- The CBO reviews the Provost-approved CHP. If the CBO approves the CHP, the CBO forwards the CHP to the President for final review. If the CBO does not approve the CHP, the CBO notifies the Provost, and HR-TAM of non-approval and any next steps.
- 6- The President reviews the Provost and CBO-approved CHP. If the President approves the CHP, the President forwards the approved CHP to the CBO, who forwards it to HR-TAM. If the President does not approve the CHP, the President notifies the CBO, who then notifies the Provost and HR-TAM of non-approval and any next steps.
- 7- If approved by the President, the position will be posted on the HR Employment site.

Accessibility Statement:

If you need this form in another format, please reach out to [Michael McLeod](#) – 678.717.2232