Originator (Can initiate)

Key Contact (Can initiate or completes if initiated by Originator)

HR Compensation (Banner Position)
Create a Requisition – FT Faculty

Originator
(Can initiate)

Key Contact
(Can initiate or completes if initiated by Originator)

Department Chair
(Recruitment Plan)

Dean

Provost

Key Contact

Post

Skip if Department Chair Approval is not needed.
Candidate Process (Applicant Workflow) – FT Faculty

- Reviewed by Facilitator
- Preliminary Screened by Facilitator
- Request Materials by Facilitator
- Interviewed by Facilitator
- Campus Visit by Facilitator
- Finalist Selected by Facilitator
- Dean – Hire Approved – Send to Key Contact

- Recommendations Requested
- Recommendations Received
Create Full-Time Non-Tenure Track Faculty Hiring Proposal

Originator (can initiate) — Key Contact (Can initiate or completes if initiated by Originator) — Dean — Key Contact — HR Operations (Banner Hire)
Create Full-Time Tenure Track Faculty Hiring Proposal

Hiring Commitment Approvals

Originator (initiates) → Key Contact (initiates or completes from Originator) → Department Chair → Dean → Provost

Skip if Department Chair Approval is not needed

Hiring Proposal Completion

Originator (Initiates) → Key Contact (initiates or completes from Originator) → Key Contact (Offer Accepted/Declined) → HR Operations (Banner Hire)