Faculty Hiring

Position Initiation

Start

PI is ready to recruit for faculty position and submits request form after the Faculty Request Position workflow is completed

Position related to a grant? — No → Candidate applies to job posting

Yes

•SPO reviews to ensure request is in compliance with the terms and conditions of the award (Key Control)

Approved? — No → SPO sends it back to PI with edit comments

Yes

Funding

Position 100% grant funded? — No → Position budget specialist reviews unit's budget to determine if any amendments or changes are required to completely fund position in WD.

Yes

HR delegate / Position budget specialist submits the position budget

HR delegate / Position budget specialist submits the costing allocation

Candidate's Application Process

Candidate applies to job posting

Onboarding Specialist moves candidate's Job application to Hiring Manager (Dean/Dept Chair) decision step in Workday

Hiring Manager (Dean/Dept Chair) moves candidate's application to APT Review step in Workday

Workday report is generated with candidate's name, email, title, job profile, and school/college

Report is delivered to Faculty Success team in Workday.

APT Review

Faculty Success Team sends invitation to candidate to apply

APT Process Begins

Contingent Letter with stated institutional base salary is uploaded in Faculty Success

APT Review Continues

Candidate Approved? — No → End of APT Process Offer Withdrawn

Yes

Employment Contract

Onboarding Team receives notification of candidate approval and initiates background check

Background Check Cleared? — No → End of APT Process Offer Withdrawn

Yes

Onboarding Team receives notification of approval

Candidate returns employment contract with stated IBS within 5 business days of receipt

Contract returned? — No → End of Process Offer Withdrawn

Yes

Onboarding

Onboarding specialist moves candidate's application in Workday to Ready to Hire.

Onboarding Specialist Initiates Hire

New Hire receives welcome email from HR and credentials from ETS

New Hire completes I-9 Form and submits supporting I-9 documents in Workday

Onboarding Specialist completes section 2 of I-9 form

Employment Authorized? — No → End of Process Offer Withdrawn

Yes

New Hire completes onboarding tasks

Candidate attends New Faculty Orientation

End

Key:
ETS - Enterprise Technology Services
APT - Applicant Tracking System
IBS - Institutional Base Salary
SPO - Sponsored Programs Office
PI - Principal Investigator
Key Control