College of Sciences PA7 Workflows

- **Posting**
  - Department Initiator → Department Approver → HR Specialist → Unit AA Officer → University HR/ISSC

- **EHRA (Faculty) Interims**
  - Department Initiator → Department Approver → HR Specialist → Dean → Unit AA Officer → University AA Officer

- **EHRA (Non-Faculty) Interims**
  - Department Initiator → Department Approver → HR Specialist → Unit AA Officer → University AA Officer

- **EHRA (Faculty) Hiring Proposal**
  - Department Initiator → Department Approver → College Funding → HR Specialist → Dean → Unit AA Officer → University HR

- **Post Doc, SHRA and EHRA (Non-Faculty) Hiring Proposal**
  - Department Initiator → Department Approver → College Funding → HR Specialist → Unit AA Officer → University AA Officer

- **Faculty Salary Adjustments/FTE changes, etc.**
  - Department Initiator → Department Approver → College Funding → HR Specialist → Dean → Unit AA Officer → University HR

- **Post Doc, SHRA and EHRA Non-Faculty Salary Adjustments/FTE changes, etc.**
  - Department Initiator → Department Approver → College Funding → HR Specialist → Unit AA Officer → University AA Officer

- **Non-UTS Posting**
  - Department Initiator → Department Approver → Unit AA Officer → HR Specialist

- **Non-UTS Hiring Proposal**
  - Department Initiator → Department Approver → College Funding → Unit AA Officer → HR Specialist

College funding is required in the following instances:
- If the request is partially or fully funded from a ledger 5 account.
- If the request is partially or fully funded from accounts associated with the following Dean’s Office department ID's 170101, 171501, 178901.
**PA7 Roles and Responsibilities**

**Department Initiator**
- Initiate and fill out the forms for position creation, position updating, salary adjustments, posting recruitment, and hiring proposals.
- First point of contact with requesting faculty/staff members.
- Typically department HR Partners or HR Representative.

**Department Approver**
- Reviews/Approves actions generated by the initiator.
- Verifies and ensures funding and total process appropriateness of the action.
- Verifies any employment regulations that may be unique for funding purposes.
- Verifies VISAs, appointment and security guidelines.
- Typically the Business Officer.

**College Funding** *(Research Administration for Ledger 5 Accounts.)*
- Verifies that the proper account/project information is used for the action requested.
- Consults with the department on any discrepancies on appointment or security guidelines.

**HR Specialist**
- Verifies that the type of action requested is accurate.
- Verifies basis for request.
- Makes sure the employees information is correct.
- Verifies position description.
- Verifies that ADA checklist and Org charts are accurate.
- Gathers supporting documentation and information.

**Dean**
- Reviews and approves selected candidate, budget, salary, rank, etc. for all faculty positions.

**Unit AA Officer**
- Reviews and approves actions for the college from an Affirmative Action Standpoint.
- Reviews college wide equity for the request.
- Ensures equal opportunity within the hiring process.

**University AA Officer**
- A representative from the Office for Institutional Equity and Diversity (OIED). Reviews and approves actions from a university wide standpoint.

**University HR/ISSC**
- Reviews and endorses selected candidate qualifications, salary and rank.
- Reviews and endorses title, assigns position number for new position.
- Provides final HR approval on all actions.

*Please Note: College funding is required in the following instances: If the request is partially or fully funded from a ledger 5 account. If the request is partially or fully funded from accounts associated with the following Dean’s Office department ID’s 170101, 171501, 178901.*