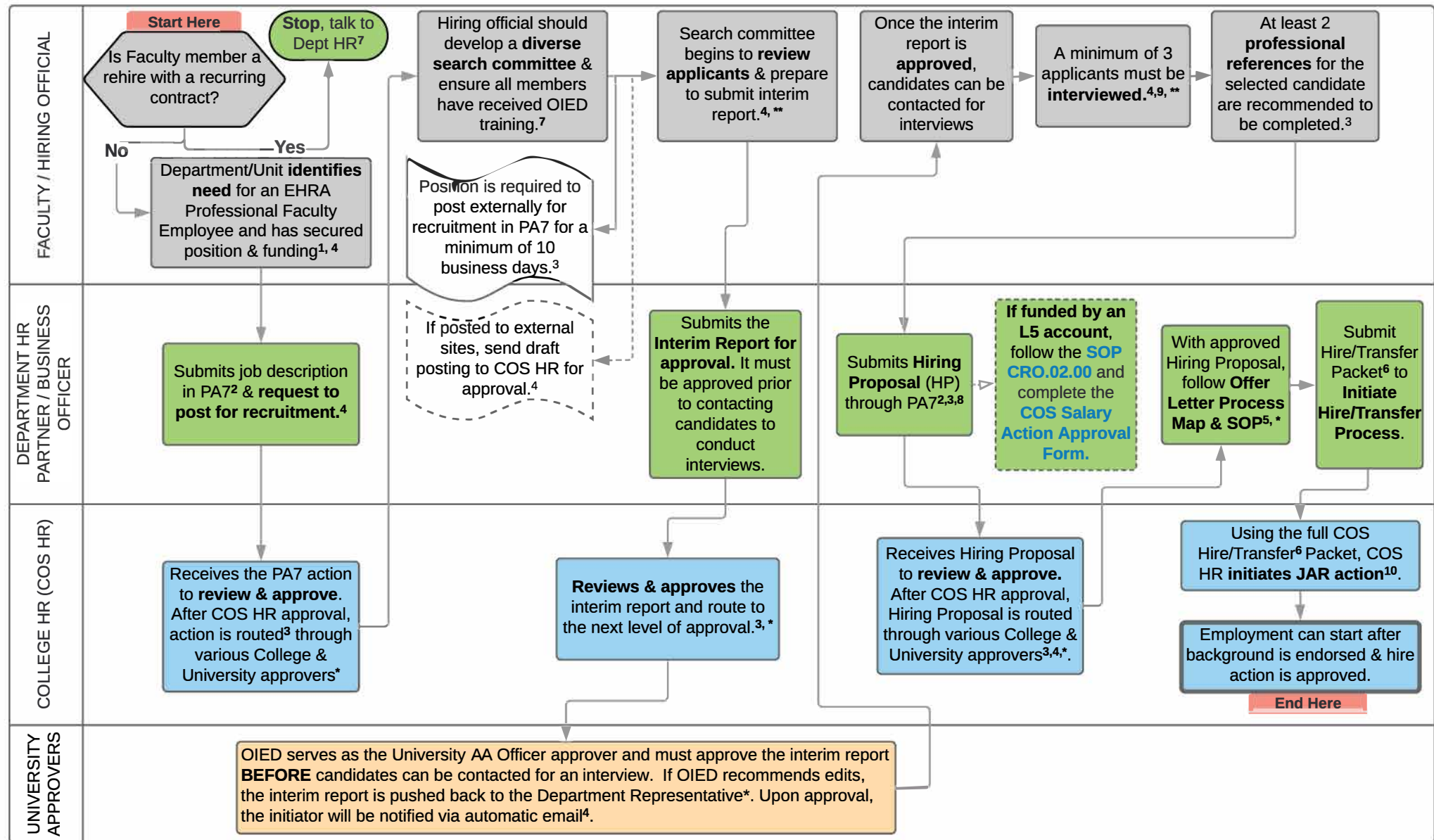


# PROCESS MAP FOR HR.06.00 RECRUITMENT AND HIRING OF EHRA PROFESSIONAL FACULTY

**Expected Time for Hiring Employee:**  
10 week minimum



## Associated Links & Footnotes:

1. [UHR Class & Comp/System Office Requirements](#)
2. [PeopleAdmin 7 \(PA7\)](#)
3. [PeopleAdmin Workflow](#)
4. [Recruitment & Search Committee SOP, HR.04.00](#)
5. [Offer Letter Process Map & SOP HR.02.00](#)

## 6. [COS HR Hire Action Request Form](#)

## 7. [OIED Recruitment & Hiring Training](#)

## Professional Faculty Ranks and Appointments (REG 05.20.34)

9. Hiring Official is the supervisor of the position that is responsible for interviewing and overseeing the position recruitment process.

10. COS HR will contact [COS OFBM](#) if position budget in JAR doesn't match hire/transfer packet. COS OFBM will review budget tables with Department Representative/Business Officer.

\* Approval timelines can vary with other College & University approvers after COS HR approves PA7 request. If any approver recommends edits/changes, the action is pushed back to the Department Representative which could delay the recruitment.

\*\* Timeline driven by Hiring Official

**Last Updated: 12/2022**