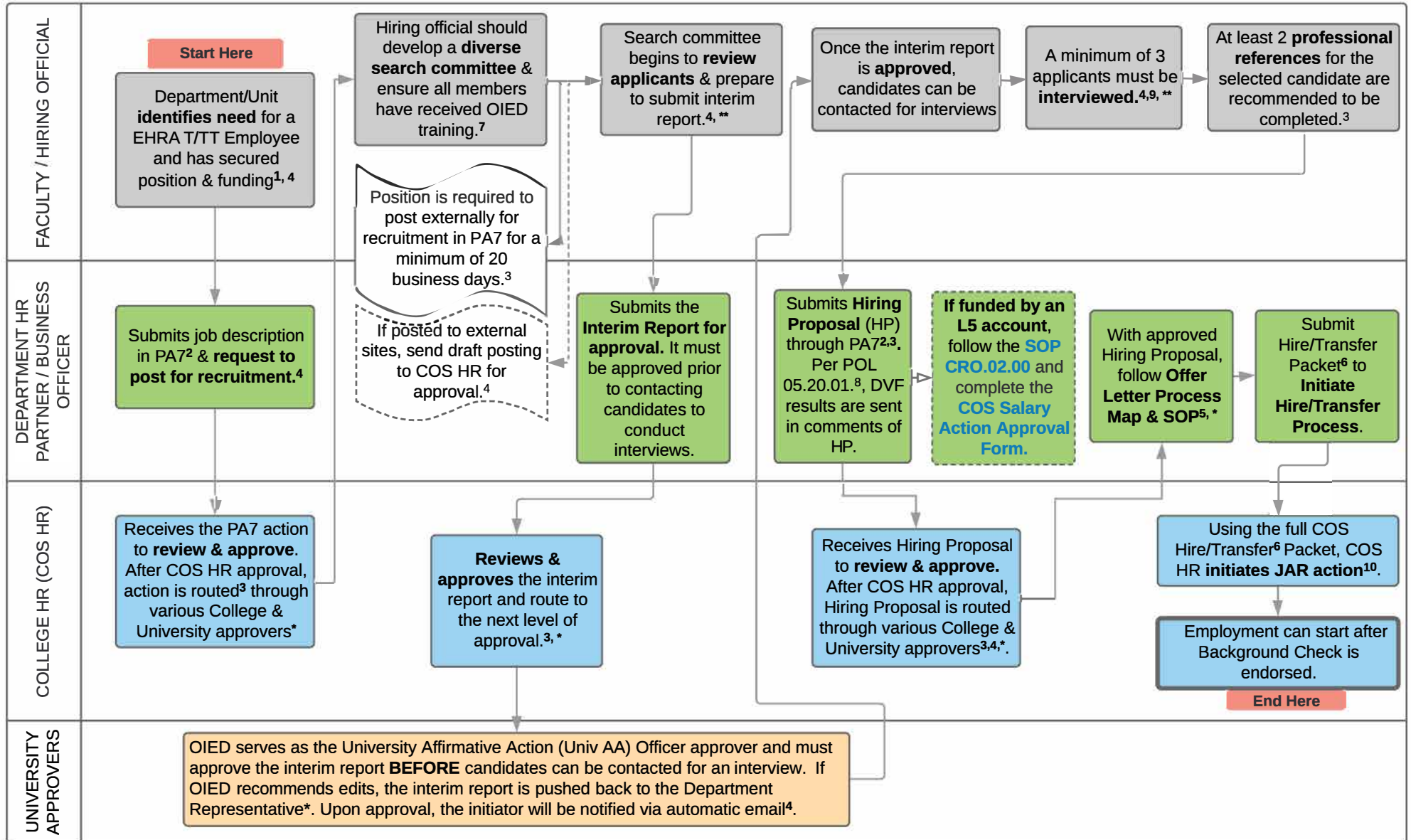


PROCESS MAP FOR HR.11.00

RECRUITMENT AND HIRING OF EHRA TENURED / TENURE-TRACK FACULTY

Expected Time for Hiring Employee:
driven by hiring official

**Associated Links & Footnotes:**

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

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

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

8. [POL 05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure](#)

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 11/11/2020