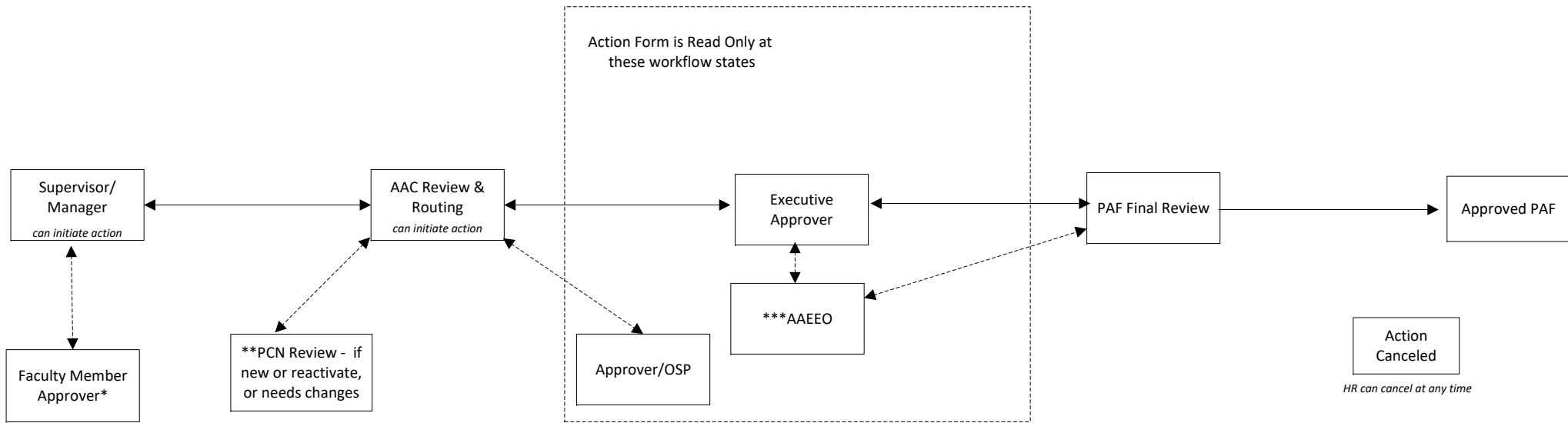


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Faculty: New Position Action & Modify Position Action Workflow



***Actions only need to go to faculty member approver if the position description has a substantial change that needs to be reviewed by the supervisor and faculty member. See the Provosts Office website (<https://www.uidaho.edu/provost/faculty/pds>) for information on this process.**

****Send to PCN Review if you need a new PCN created, or, if changes to an existing PCN are needed.**

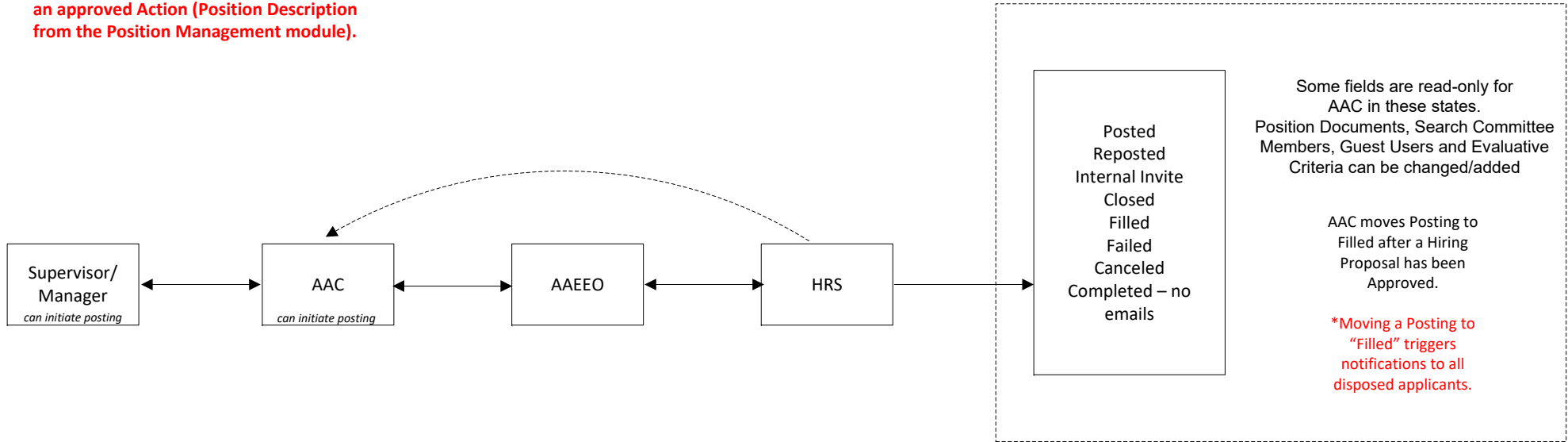
*****Actions only need to be sent to AA/EEO if the action includes a search waiver.**

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Faculty Postings

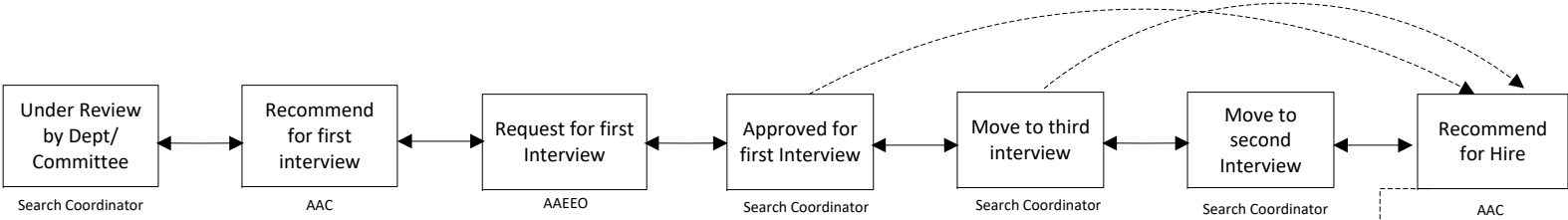
Faculty Postings can only be created from an approved Action (Position Description from the Position Management module).



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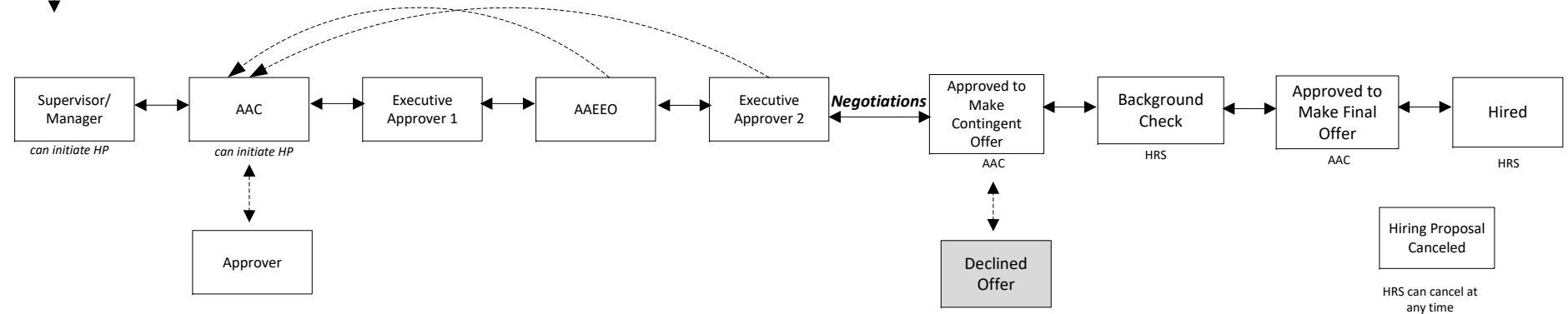
Updated: Fall 2017

Faculty Applicant Workflow



- Applicant Dispositions:**
- System Determined Did Not Meet Minimum Qualifications
(with reasons; email when posting filled)
 - Does Not Meet Minimum Qualifications
(with reasons; email when posting filled)
 - Not Interviewed, Not Selected
(Search Coordinator; with reasons; emails applicant when posting filled)
 - Declined Interview
 - Application Withdrawn
(Applicant owns; all users can view)
 - Interviewed, Not Selected
(Search Coordinator; with reasons; email when posting filled.)
 - Application Expired
(HRS: all users can view; automatically moves to this status one year after applying from 'Under Review by Dept/Committee.' Sends email to applicant to contact Student/Temp HR to reactivate if still interested.)
 - Declined Offer
(AAC, with reasons; no email)

Faculty Hiring Proposal Workflow



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Updated: Fall 2018

Faculty: Signatures Workflow

