Quick Reference Guide: Interdepartmental Faculty Hire Process

Occasionally, a college will post a faculty position using a specific advertised department, but may need to hire a candidate into a different department than what was used to create the posting.

For example, The College of Engineering advertises multiple positions on one posting using the Engineering Admin department, but the posting indicates that the positions could be hired into any of the engineering departments. The Posting Admin has the ability to change the department on the Hiring Proposal to indicate the correct hiring department.

NOTE: When creating a faculty/other hiring proposal for a department other than advertised department, the Posting Admin must change the department name in 2 areas:

1. When starting the Hiring Proposal, choose the desired hiring department:

   ![Hiring Proposal](image)

   - Faculty/Other Position Title
   - Organizational Unit
   - Division
   - College/Unit
   - Department

2. Complete the appropriate fields in the Hiring Proposal and move to the next page until you get to the Hiring Proposal Summary page. Click on the “Settings” tab.

![Hiring Proposal Summary](image)
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3. On the settings page, choose the same department as in step 1 and click on “Update Settings”.

NOTE: It is imperative that the departments in step 1 and step 2 are the same department. The department change is only for this candidate and does not change the primary employing department of the posting.