

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:

The screenshot shows the 'Hiring Proposal' form. The 'Faculty/Other Position Title' is 'Faculty/Other'. Under the 'Organizational Unit' section, 'Division' is 'SVP and Provost' and 'College/Unit' is 'College of Engineering'. The 'Department' dropdown menu is open, showing a list of departments. The department 'Aerospace Eng-02100' is circled in red, indicating it is the selected 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.

The screenshot shows the 'Hiring Proposal: Sheldon Cooper (Faculty/Other)' page. The 'Current Status' is 'Draft'. The 'Position Type' is 'Faculty/Other', 'Department' is 'Engineering Adm-02700', 'Applicant' is 'Sheldon Cooper', and 'Posting' is 'Assistant, Associate or Full Professor'. The 'Created by' and 'Owner' are both 'System AD_11'. There are buttons for 'Take Action On Hiring Proposal' and 'Print Preview'. Below the main information, there are tabs for 'Summary', 'History', 'Settings', and 'Reports'. A red arrow points to the 'Settings' tab. Below the tabs, there is a section for 'Applicant Information' with a 'First Name' field containing 'Sheldon'.

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3. On the settings page, choose the same department as in step 1 and click on “Update Settings”.

Organizational Unit

1. Division *

SVP and Provost

2. College/Unit*

College of Engineering

3. Department*

Engineering Adm-02700
Aerospace Eng-02100
Ag/Biosys Eng-E-02010
Chem & Bio Engr-02030
Ciras-02840
Civ/Con/Env Eng-02040
Ctr Biorenewable Chemicals-02800
Ctr NonDestr Ev-02820
ENG-LAS Online-02350
Elec Eng/Cp Eng-02050
Eng Comm Sci-02680

Update

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.