



## Request Approval for Faculty Position-Annual or Off-Cycle Processes\*

The purpose of this document is to provide an overview of the position approval workflow for annual hiring plans and off-cycle requests for full-time faculty - all T/TT new and replacements, Academic A&P (chair and associate dean lines) new and replacement A&P administrators and full-time APT positions (including fully grant funded positions). This process occurs outside of People Admin.

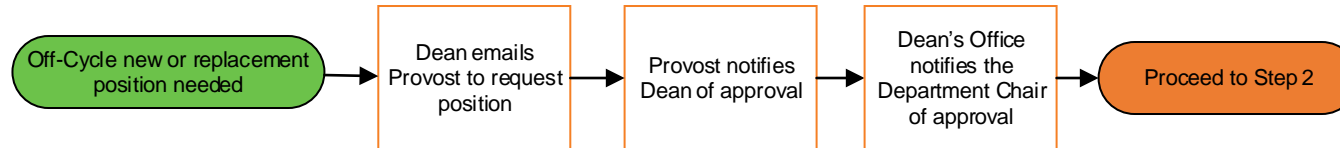
### Annual Position Allocation Request\*

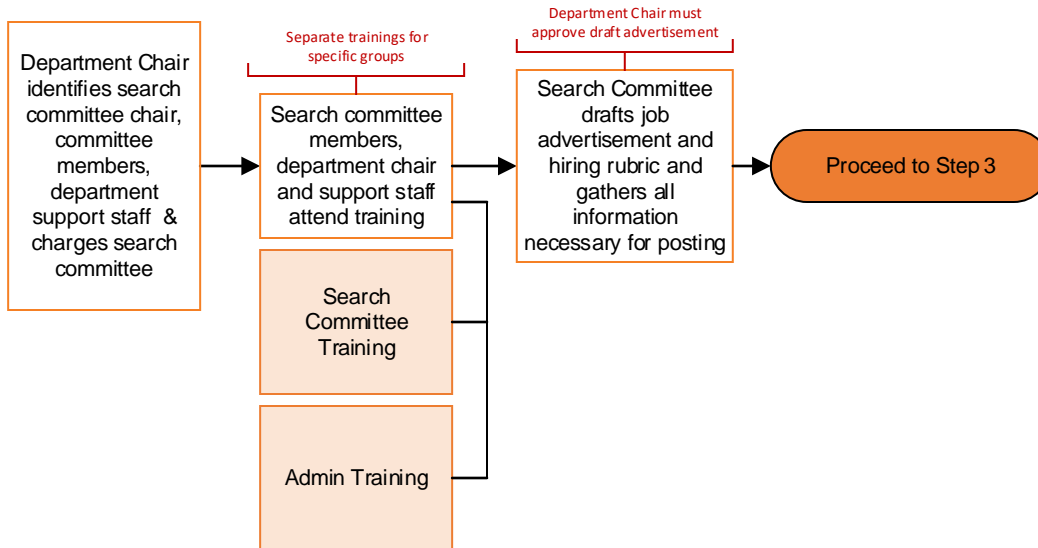
\*For position that is needed for the next search year (9/1-8/31).



### Off-Cycle Request\*

\*Any position that is needed outside of the annual hiring plan request. (for current or the following search year (9/1-8/31)).



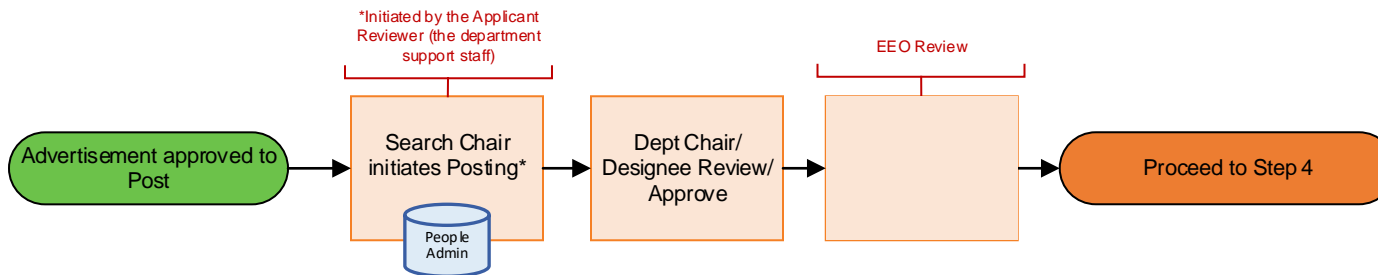


These workflows are part of the Faculty Search Process and should be used in combination with the Faculty Search Checklist and other faculty search resources to ensure all search expectations are met. All faculty search resources can be found on the [Academic Human Resources](#) website. Contact [ahr@uta.edu](mailto:ahr@uta.edu) for questions.



## Faculty Posting Approval Request Process (for Standard and Internal Searches)

The purpose of this document is to provide an overview of the posting approval workflow for full-time faculty - all T/TT new and replacements, Academic A&P (chair and associate dean lines) new and replacement A&P administrators and full-time APT positions (including fully grant funded positions).



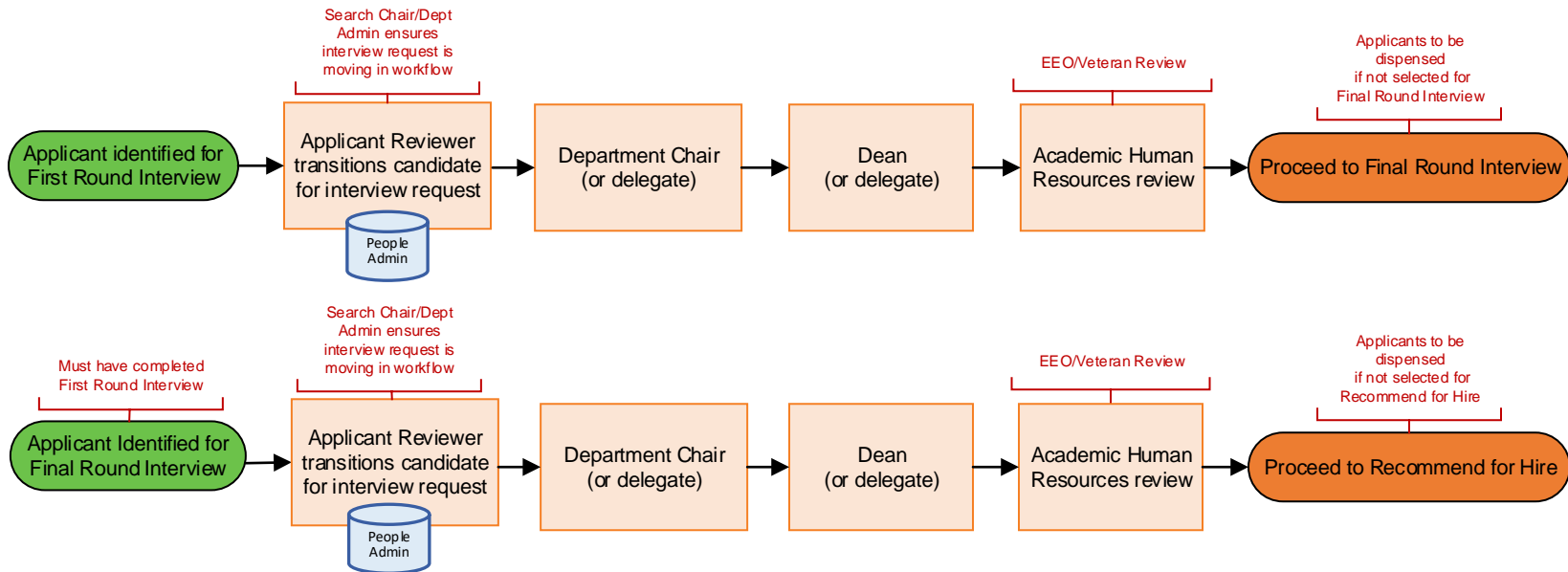
\*\*Internal postings will be posted on the internal job board for internal candidates only and will not be public facing



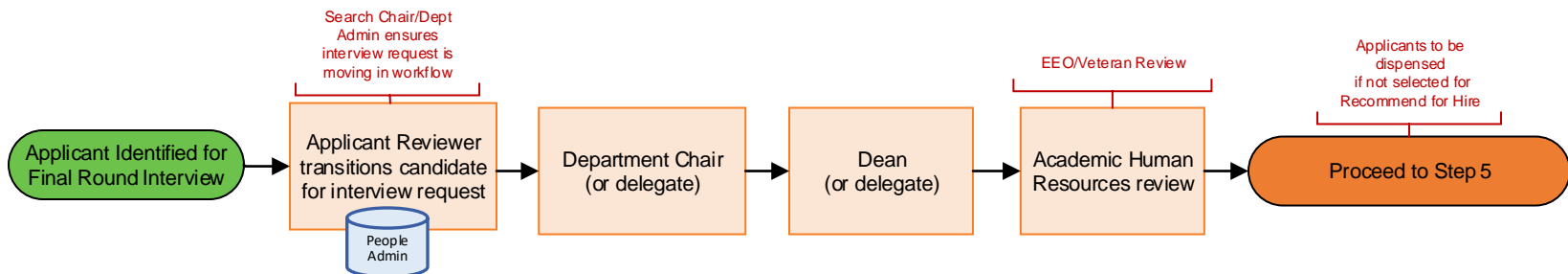
## Faculty Interview Approval Request Process\*

The purpose of this document is to provide an overview of the approval workflow for interview requests for full-time faculty postings - all T/TT new and replacements, Academic A&P (chair and associate dean lines) new and replacement A&P administrators and full-time APT positions (including fully grant funded positions).

### Standard Faculty Search Interview Request – (First and Final Round Interviews required)



### Internal Search Interview Request – (only Final interview required)

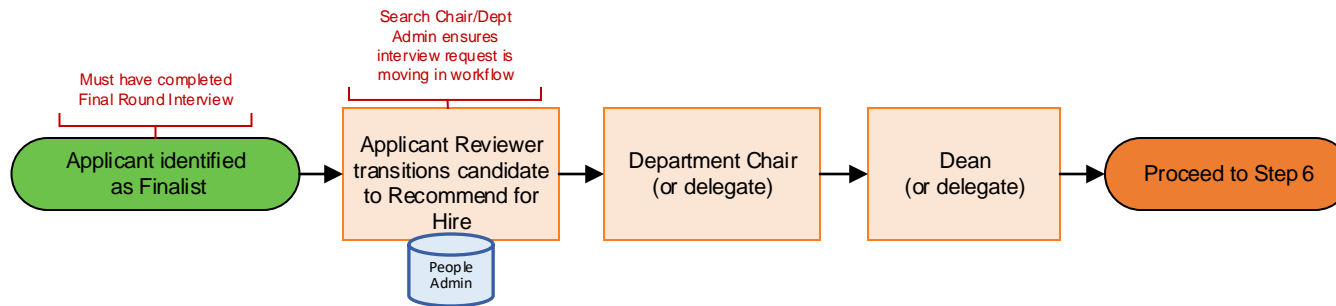


These workflows are part of the Faculty Search Process and should be used in combination with the Faculty Search Checklist and other faculty search resources to ensure all search expectations are met. All faculty search resources can be found on the [Academic Human Resources](http://academic-human-resources.uta.edu) website. Contact [ahr@uta.edu](mailto:ahr@uta.edu) for questions.



## Recommend for Hire Approval Request Process\*

The purpose of this document is to provide an overview of the recommend for hire approval workflow for full-time faculty postings - all T/TT new and replacements, Academic A&P (chair and associate dean lines) new and replacement A&P administrators and full-time APT positions (including fully grant funded positions).

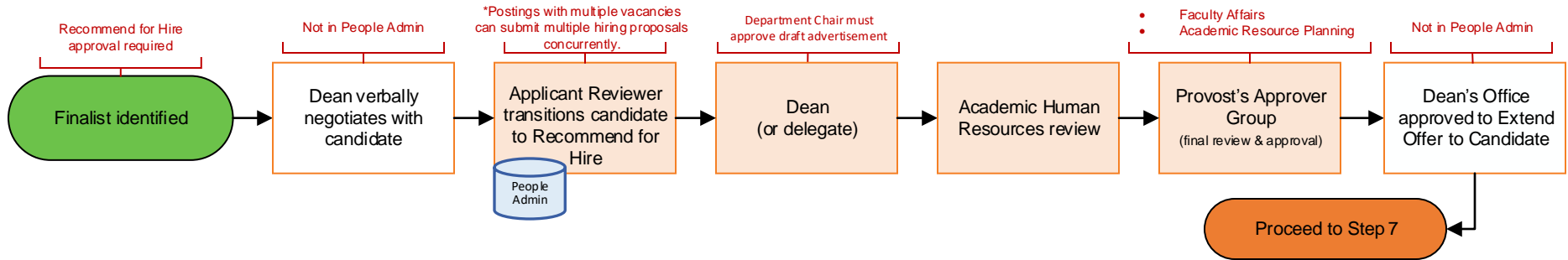


These workflows are part of the Faculty Search Process and should be used in combination with the Faculty Search Checklist and other faculty search resources to ensure all search expectations are met. All faculty search resources can be found on the [Academic Human Resources](#) website. Contact [ahr@uta.edu](mailto:ahr@uta.edu) for questions.



## Submit the Faculty Hiring Proposal

The purpose of this document is to provide an overview of the hiring proposal approval workflow for full-time faculty postings - all T/TT new and replacements, Academic A&P (chair and associate dean lines) new and replacement A&P administrators and full-time APT positions (including fully grant funded positions).



These workflows are part of the Faculty Search Process and should be used in combination with the Faculty Search Checklist and other faculty search resources to ensure all search expectations are met. All faculty search resources can be found on the [Academic Human Resources](#) website. Contact [ahr@uta.edu](mailto:ahr@uta.edu) for questions.



## Extend the Offer to the Candidate & Finalize the Hire

The purpose of this document is to provide an overview of the approval workflow for extending approved offers to candidates and finalizing the hire for full-time faculty postings - all T/TT new and replacements, Academic A&P (chair and associate dean lines) new and replacement A&P administrators and full-time APT positions (including fully grant funded positions).

