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

AAC moves Posting to Filled after a Hiring Proposal has been Approved.

*Moving a Posting to “Filled” triggers notifications to all disposed applicants.

Some fields are read-only for AAC in these states. Position Documents, Search Committee Members, Guest Users and Evaluative Criteria can be changed/added.
University of Idaho
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- Application Withdrawn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

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- Application Withdrawn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: Signatures Workflow

AAC initiates action

Submit for final approval (Executive Approver)

Approved

Supervisor/Manager (unit administrators) → Faculty Member Approver → Dean → Approver (joint appointment approvers)

University of Idaho
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