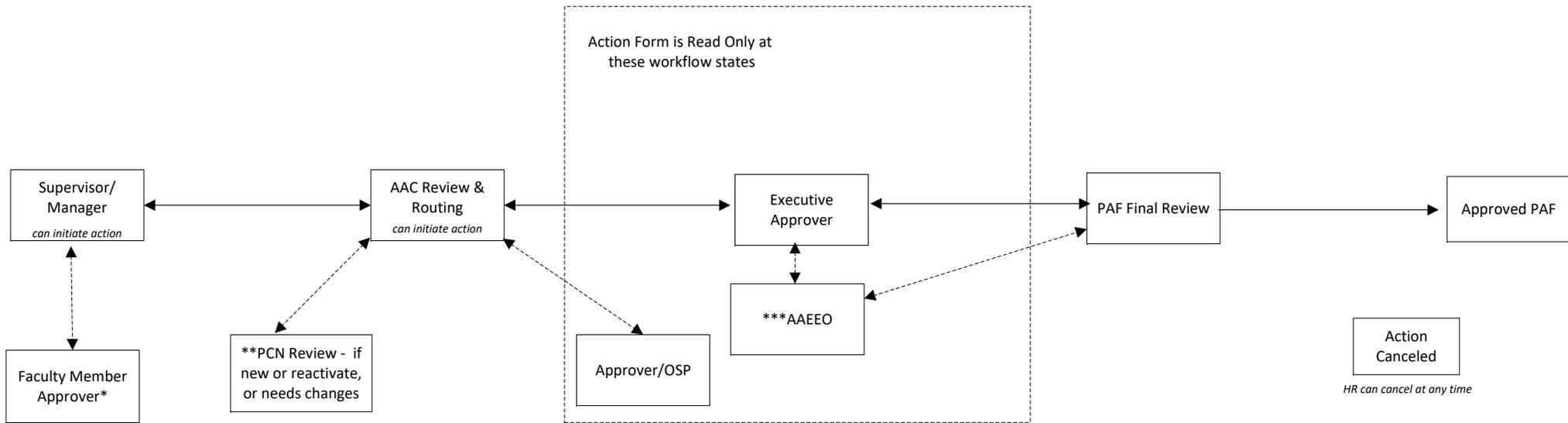


# University of Idaho

Updated: Fall 2018

## 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.**

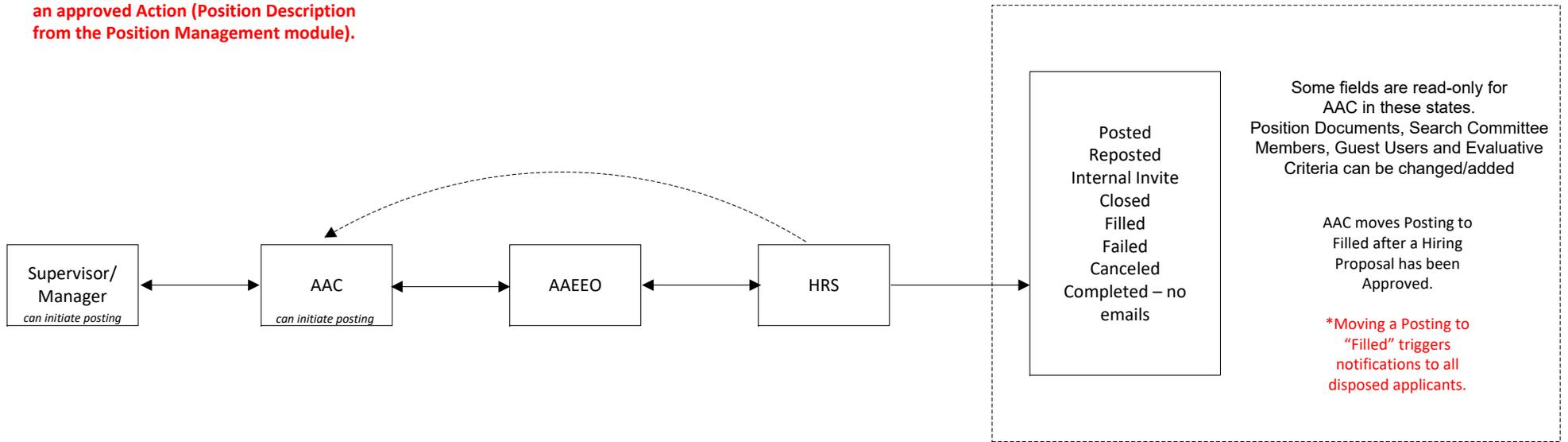
**\*\*\*Actions only need to be sent to AA/EEO if the action includes a search waiver.**

# University of Idaho

Updated: Fall 2017

## Faculty Postings

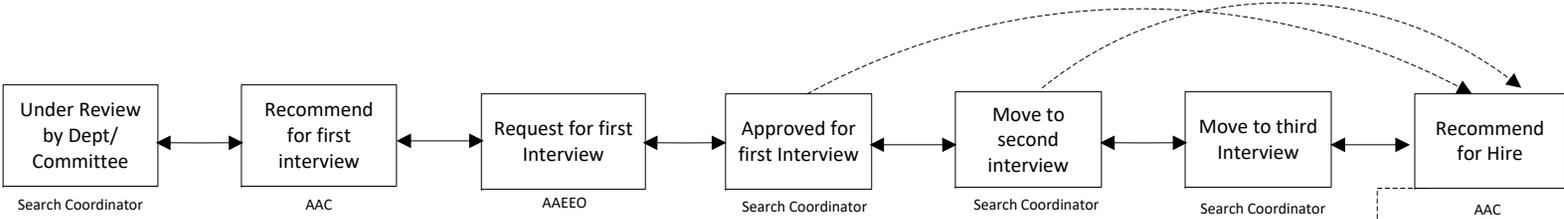
Faculty Postings can only be created from an approved Action (Position Description from the Position Management module).



# University of Idaho

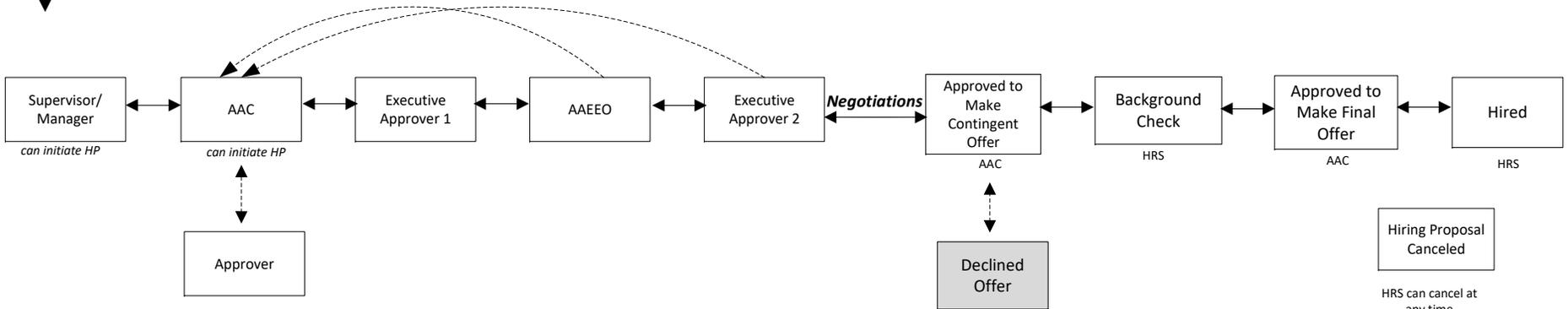
Updated: Fall 2017

## 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  - Application Withdrawn  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



**University of Idaho**  
Updated: Fall 2018

**Faculty: Signatures Workflow**

