FACULTY HIRING WORK FLOW – Authorization to Recruit

Note: New Process – Dept Heads to meet bi-annually in October and April to discuss departmental hiring needs with Executive AVP & CAO. Tactical hires may be requested outside of this process (ie: part time Lecturer to teach a course)

**PAR**

- The title of the proposed position
- Proposed initial monthly salary and appointment term
- Attach copy of proposed advertisement(s) to be used

**Info**

- Complete the *Description of Need* on PAR - *be as descriptive & detailed as possible*
- Initial appointment period
- A position description of the academic roles and responsibilities
- Minimum criteria to be required for applicant to be deemed qualified

**Search?**

- Attach the names of the search committee members, indicating who is chairing and outline the search procedure to be used (members should be diverse) -OR-
- Justification for search waiver* - *extenuating circumstances only*  
  *Still have to provide a draft advertisement for TWC posting in most cases.*

**Submit**

- Follow the [PAR Form Cycle](#) for routing
- Approved PAR will be returned to Dept Head, HR and the Sr. Adm. Coordinator - do not place any ads until confirmation is received via email from the DoF and/or Sr. Adm. Coordinator
- Initiate Pre-Hire in the DoF Portal upon receipt of approved PAR

For questions pertaining to the Authorization to Recruit Stage or any stage of the hiring process, please contact x4403.

[Click here](#) to return to Faculty Hiring