Academic Faculty Selection Process Flowchart-Timeline

**KEY - Explanation of information in arrows:**

- PageUp action
- Groups involved
- Estimated time in days

**Identified process steps with PageUp** - system notes, groups involved and estimated time. Text boxes below arrows call out more complete explanations of step, process or approval.

**Open position identified**
- Requisition entered in PageUp
- Dept. enters relevant data and materials. HR supports and advises
- 1-5

**Requisition Approval**
- Approval workflow
  - Dept, College, VP, Budget/ORA, HR differs by position
  - 1-4

**Job Posted & Advertised**
- Posted to Mines Career Website and others
  - HR
  - 1-2

Dept., College, VP approve recruitment. Varies by position

Budget confirms FTE/budget availability

HR reviews data and materials for completeness and EEO compliance.
The process for identifying and selecting the final candidate differs in each college. *HR is not involved in or aware of the details of the processes.*

This may include a verbal offer and negotiation with candidates by the Dept./College.
Dept., College, VP confirm offer approval. Varies by position

Budget confirms salary within established budget.

HR reviews data and materials for accuracy, EEO compliance and completeness. Does not stop the process if more documentation is needed