Lecturer Hire Workflow via HRA

Initiate HRA Fill Existing or Create New Position with following information attached/included:
- Temp/term
- 8/12, 9/12, 12/12, & semester appts
- FTE
- Courses taught
- Semester hours & contact hours
- Salary
- Others duties
- CV for new hires

Attached draft letter or if multiples on same position via spreadsheet.

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HRP Ad Hoc Dept Chair / Director for approval

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Ad Hoc Ron H & Linda R for College approval

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SC creates new or updates existing PD <u>OR</u> No Action Needed (marks HRA complete if no changes needed)

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HRP sends offer letter and HDW

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Initiate Hire HRA (*use "Ready to Hire" button in completed Fill Exist / Create HRA*). Attach
- Signed offer letter
- HDW
- Initiate background check
- HRP approves

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SC Hires Lecturer and verifies offer letter matches position description