CREATE NEW WORKFLOW & MODIFY VACANT POSITION

PROVOST FACULTY

Responsibilities Key

Hiring Manager
- Create or Modify position
- Attaches recruitment plan*
- Send to Director

Director
- Reviews position
- Edit position and send to Provost, or
- Return to Hiring Manager to Edit and return to the Director

Provost
- Reviews position for accuracy
- Edits or Returns to Hiring Manager for edit and return, or
- Holds for Vacancy Review

Vacancy Review
- Authorizes position, and Provost forwards to Office of Budget Management, or
- Position is not authorized and Provost cancels position

Office of Budget Management
- Reviews budget associated with position
- Assigns UC Flex position number
- Forwards to Human Resources, or
- Forwards to Office of Equal Opportunity if appropriate

Office of Equal Opportunity
- Reviews recruitment plan*
- Forwards to Human Resources

Human Resources
- Reviews position, advertises and posts as directed

HIRING MANAGER (HM)

DIRECTOR (DIR)

PROVOST (PROV)

VACANCY REVIEW (VR)

OFFICE OF BUDGET MANAGEMENT (OBM)

OFFICE OF EQUAL OPPORTUNITY (OEO)*

HUMAN RESOURCES (HR)

*if required per position type

Important Note: For access to review or modify a position, hiring manager must be assigned approval to the position by first contacting the HRSC or by submitting a full listing of hiring managers in the department that require access to positions in your area to the HRSC.