

Temporary Faculty Hires Conducted Within PeopleAdmin

A department may elect (not mandatory) to use a condensed PeopleAdmin process to hire temporary faculty. The simplified temporary faculty recruitment process for positions advertised within PeopleAdmin will not have a hiring proposal. This process may only be used, if elected, when:

- No appointment is greater than three consecutive semesters, and
- Appointments are made on a semester/term basis, and
- No appointment is greater than teaching 7 credits, or no appointment is greater than working .468 fte.

System Steps/Directions:

1. Hiring manager or supervisor puts a general vacancy announcement in PeopleAdmin by using the Applicant Tracking Module
 - a. Select the header Posting
 - b. Choose Temporary
 - c. Create a new posting (top right orange button)
 - d. Select create from title
 - e. Choose F9-Faculty
2. Applicants apply online
3. Hiring manager or supervisor selects who to interview and hire
4. A background check is requested (if necessary for position)
5. When the applicant is hired, the application is marked "hired"
6. No hiring proposal is required
7. The posting is marked "hired" or "completed" in PeopleAdmin
8. Steps A. thru G. on page 1 must be completed

For questions or further information please contact HR-peopleadminhelp@uidaho.edu