

Hiring process for approved requests - non-regular faculty appointments

Step	Person Responsible	Resources
Documenting the process for the Intranet; sharing with the team for review and approval and posting to the Intranet	Process Owner: Kim Wazny Team: Tiarra Lax-Walker, Megan Fitz, Becky Badger, Michelle LaCourt Approvers: Michelle LaCourt and Associate Deans and Dean (as needed)	
Serves as first line of questions to the Dean's Office	Divisional Sr. Administrative Coordinators	
New appointments and reappointments: Packet preparation and submission to the College for review through OnBase; adding the position to the NRB	Departments, Centers, Institutes and Programs need to submit new and reappointment packets to Divisional Sr. Administrative Coordinators for review Approvers: Michelle LaCourt and Associate Deans and Dean (as needed)	Process Owner: Kim Wazny New appointments Reappointments Administrative Information
Review of packet ensuring it is accurate and ready to be submitted to Office of the Provost	New appointments: Kim Wazny Reappointments: Divisional Sr. Administrative Coordinators	
Sending checklist to the Office of the Provost once approved	New appointments: Kim Wazny Reappointments: Divisional Sr. Administrative Coordinators	
Sending of official contract	Divisional Sr. Administrative Coordinators in Dean's Office	
Building Job - after signed contract is received	Divisional Sr. Administrative Coordinators in Dean's Office	Faculty Jobs (available InsideND) - if you need access please email Michelle LaCourt
Processing Separation	Departments, Centers, Institutes and Programs	Personnel Actions (available InsideND) - if you need access please email Michelle LaCourt
Publishing and coordinating training schedule and ensuring we are keeping to the schedule and dates are met in advance	Process Owner: Kim Wazny Approvers: Michelle LaCourt and Associate Deans	