Revised 9/23/16

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)