

Process for Temporary Administrator Appointments

(Includes titles such as School/Unit Director, Department Chair, Department Head, Program Head, Assistant/Associate Deans, District Director & Superintendent, and Assistant and Associate Titles, etc.)

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Note: Internal searches are internal to the University but are not specific to a department or college.

Process for Permanent Administrator Appointments

(Includes titles such as School/Unit Director, Department Chair, Department Head, Program Head, Assistant/Associate Deans, District Director & Superintendent, and Assistant and Associate Titles, etc.)

Length of Appointment	Title	Hiring Form/Process	Search Conducted	Salary Change Form	PCN	PD Change	Offer Letter	EPAF	Suffix and contingency	Class Code and Title	Method of Payment
Indefinite Note: May be shorter due to college/unit bylaws.	Examples: Department Chair Department Head Director Program Head Asst/Assoc Dean District Director Superintendent Assistant Titles Associate Titles	Standard Process: A search conducted in PeopleAdmin via refill action on administrator PCN. Exception Process: Search Waiver in People Admin on administrator PCN. Waiver approval is not guaranteed and is subject to approval by the Provost's Office and the Office of Equal Employment Opportunity.	Yes External (minimum 30 day posting) *if searching externally, contact Prog10								