

New Full Time Faculty (Tenure, Professor of Practice, and Visiting) Hiring Steps

1. Department Chair submits staffing request (for all full-time faculty lines including renewal of visiting lines) to Provost by August 15th
2. The Provost and the Educational Policies Committee review the staffing requests
3. If the staffing request is approved, a **Faculty Vacancy Request** form is completed by the Department Chair and is routed for approval by the Provost, Budget Office, VPFA, President, and HR Director
- 4.