Gina Strebel sends spreadsheet template to Deans for recruitment/hiring plans (faculty & pro staff), usually in May/June.

Deans submit the request to Academic Resources for verification of budget, accuracy, and completion.

 Corrections needed?  

Yes  

Follow-up with Dean for revisions, clarification, or additional information.

No  

Deans meet with EVP&P to review plans

EVP&P approves?

Academic Resources finalizes plans to reflect outcome of meeting.

EVP&P notifies Dean or gives directive to revise plan.

No  

Academic Resources sends approved list to Human Resources to acquire search numbers for each college plan.

Yes  

Human Resources assigns search number

Academic Resources notifies the dean's office of the search numbers.

EVP&P approves?

No  

EVP&P or Gina informs Dean/Vice Provost of decision

Yes  

Academic Resources verifies budget and position. Forwards to EVP&P for approval.

EVP&P approves?

No  

EVP&P or Gina informs Dean/Vice Provost of decision

Yes  

Gina updates College Hiring Plan Budget

Resignations occur during the year or new positions requests

Dean/Vice Provost sends Gina Strebel "Approval to Recruit/Fill Vacant Position" form

Academic Resources

http://www.unlv.edu/provost/policies-forms  
See Approval to Recruit/Fill Vacant Position Word document

Gina updates College Hiring Plan Budget

Academic Resources notifies HR and Dean/VP of approval to proceed with search number or classified recruitment

as of 10/17/14