# SBS New Faculty Paperwork Flow

**For Permanent State Dollar Positions**
- *Administrative*
- *Continuing Eligible, Continuing*
- *Tenure Eligible, Tenured*
- *Non Tenure Eligible Faculty (Lecturer and Instructor)*

1. SBS Dean approves recruitment (Ed Donnerstein) and sends recruitment authorization to unit.

2. Unit arranges for interviews after candidate list is approved by the Dean's Office.

3. Candidates meet with the SBS Dean and Associate Dean for Academic Affairs for half an hour each.

4. Department sends draft offer letter, recruitment form, job description, Hiring/Appointment Form, CV, recommendation materials, and teaching docs/evals to Dean's Office.

5. The Dean (Ed Donnerstein) or the Associate Dean for Academic Affairs (Beth Mitchneck) reviews the packet.

6. The packet is approved by the Dean (Ed Donnerstein) or the Associate Dean for Academic Affairs (Beth Mitchneck).

7. Deans office routes letter to the funding sources for signatures and approval **before the letter is mailed to the candidate.**

8. Provost's Office reviews the packet.

9. If it is approved, the Provost's office notifies the Office of the Dean. If significant changes are needed, the Provost's office notifies the Dean.

10. Department mails the candidate the final offer letter.

11. If offer is accepted, Department sends signed copy of the offer letter to Associate Dean for Academic Affairs (Beth Mitchneck) and notifies HR of acceptance. If, however, the letter is not accepted, the Department notifies the Dean and the Provost's Office.

12. Before the employee begins work, the Department prepares the hiring form and the

hiring packet.  It must include the original offer letter with acceptance signature.

13.  The packet is then sent to Francisco Pedroza for review, then the packet is forwarded to Assistant Dean for Finance (Pete Castellano) for funding verification.

14.  Hiring packet is forwarded to HR to close out search file.

15.  Hiring packet is forwarded to Systems Control.

16.  Department organizes and sends search files to HR within two weeks of hire.