

## **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 15<sup>th</sup>
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.