College of Engineering New Position Description or Fill Guidelines

Standard Operating Procedures

Begin Action

Create NEW PD for fill

YES changes to PD

DEPT obtain PA7 BP for correct position type

SUP & DEPT work together to complete BP

DEPT route BP to CoE

CoE review BP and route to DEPT to load in PA7

DEPT load PD in PA7 sign and route to CoE

CoE review PD in PA7 sign and route to comp/class

Comp/class review PD approve route to recruitment

Recruitment send DEPT please review for posting

NO changes to PD

DEPT review PD in PA7 sign and route to CoE

Modify an EXISTING PD for fill

SUP & DEPT obtain current PD from PA7

Begin Action

BP = Blueprint

SUP = Supervisor

DEPT = Department

CoE = College of Engineering