Quick Guide for Closing a Faculty Posting

The Faculty position type is used for vacant, becoming vacant or new faculty positions. This position type can also be used for part-time instructors, voluntary faculty, and locum tenens.

Checklist for Entering Dispositions and Closing a Posting:

*Please note: Prior to entering dispositions, it is important to contact the Search Committee to determine which applicants were interviewed, and which applicants were not interviewed.

☐ 1. Log into the system and select Search Coordinator role (on the Applicant Tracking side of the system).
☐ 2. Select “Faculty” category listed under the Posting menu/tab.
☐ 3. Locate the posting you would like to view and click on the Job Title.
☐ 4. Click “Applicants” to review the list of individuals who have applied.
☐ 5. Click on and go to the "Workflow State" box. Highlight the "Faculty Nomination Complete" status, and click Search.
☐ 6. Under the list of applicants, click the box next to each applicant that was not interviewed.
☐ 7. Select the orange "Actions" button on the right, and, in the dropdown box, click on "Move in Workflow".
☐ 8. Select “Faculty Not Interviewed Not Hired” and then click “Submit” to finalize the status change.
☐ 9. Repeat steps 1-8 (if needed) for all applicants who were interviewed, choosing the “Faculty Interviewed Not Hired” status instead.
☐ 10. Once all disposition reasons have been entered, contact Employment to mark the selected candidate as “Hired” and the posting as "Filled".