Faculty Hiring Workflow Instructions

George Mason University

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Questions? Please contact Kim Ford or Katie Sentlinger (provppm@gmu.edu)
Faculty Hiring Workflow Instructions

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Overview

The Faculty Hiring Proposal Workflow will be used to electronically process and approve hires for Instructional Faculty, Research Faculty, and Postdoctoral Research Fellows.

The electronic routing/status titles for this process are as follows:

1) “Initiator - Draft” – The initiator has started the Faculty Hiring Proposal, but has not submitted it
2) “Optional Approver Review” - Waiting for Optional Approver(s) to approve
3) “Dean’s Office Review” – Waiting for the Dean’ Office to approve
4) “Human Resources Review” – Waiting for HR to approve
5) “Compliance, Diversity, and Ethics Review” – Waiting for CDE to approve
6) “Provost Review” – Waiting for Provost and President (if applicable) to approve
7) “Approved to Hire - Offer can now be made”
8) “Offer Made- Executed contract needed”
9) “Executed Contract Received- GMU ID info needed”
10) “New Hire Complete”
11) “Initiator- Correction Needed”- Anytime the Faculty Hiring Proposal is returned to the initiator for correction

12) Coming Soon! “Proposal Cancelled”

Section 1- Login Instructions

Go to the Login page (https://rts.gmu.edu)

1) Mason NetID- Enter your Mason NetID
2) Password- Enter your patriotpass password
3) Click Login

Central Authentication Service (CAS)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.

Languages:
English Spanish French Russian Nederlands Svenska Italiano Urdu Chinese (Simplified) Chinese (Traditional) Dutch Japanese Croatian Czech Slovenian Catalan Macedonian Persian Arabic Portuguese Portuguese (Brazil) Polish
Section 2- Creating a User Profile

First time users will automatically be directed to the User Profile Page to create a profile. Please fill in your information to create the profile. The * indicate required fields.

1) Your Mason ID should automatically populate from your login information.
2) **First Name**- Please enter your first name
3) **Last Name**- Please enter your last name
4) **Email**- Please enter your email address (This should have automatically populated based on you login information)
5) **Phone #**- Please enter your phone number
6) **Fax#**- Please enter your fax number (optional)
7) **Unit**- Please select your unit from the drop down menu
8) **Department**- Please enter your department (If applicable)
9) **Position**- Please enter your title (If applicable)
10) **Other title**- Please enter additional title if applicable (If applicable)
11) Click **Update**

Once you click **Update** your profile will be updated in the system.
Section 3- Editing your User Profile

You may edit your information anytime by following these steps:

1) Select **User Profile** on the tool bar
2) Select Edit at the bottom of the page
3) Follow the instructions from Section 2- Creating a User Profile to edit your profile
Section 4 - Creating a Hiring Proposal

1) Select New Request in the toolbar
2) Select Faculty Hiring Proposal

The Faculty Hiring Proposal form will open for you to begin filling out the information.

4.1- This Hiring Action is:

1) Select the type of Hiring Action from the dropdown. These options include:
   a. Result of Search via eWork
      i. If this option is selected, skip to Step 5
   b. Waiver from Search
      i. This action requires approval from Compliance, Diversity and Ethics.
      ii. If this option is selected, please continue with step 4

2) Waiver from Search Instructions- Upload the email approval for the Waiver from Search from the Office of Compliance, Diversity, and Ethics and any justification documents sent to CDE for waiver approval.
3) Select Browse
4) Select the approval email to be uploaded (must be a PDF)
5) Select open
6) Select upload
7) Your file should appear with the option to view, edit or delete
8) Repeat steps 3-7 for additional uploads
4.2- Basic Information

1) **Personal Title**: Select the personal title for the candidate from the dropdown
2) **Candidate First Name**: Enter the candidate’s first name
3) **Candidate Last Name**: Enter the candidate’s last name
4) **Candidate has a G#?**: If the candidate already has a G#, please select the box and enter the G# in the space provided. This should be a G followed by 8 numbers- (example: G00001234)
   a. If the candidate does not already have a G#, please skip this step
5) **Position Number**: Enter the position number. This should be 6 characters- (example: F9012Z)

6) Please select whether the candidate has a **US Address** or an **International Address**

7) **Address information**
   a. If US Address is selected- please enter the **Candidate Street Address**, **Candidate City**, **Candidate State**, and **Candidate Zip**
   b. If International Address is selected – please enter the candidates address on the 3 lines provided.

8) **Title**: Enter the position title (This should match the rank.)
9) **Type of Hire**: Select the type of hire from the dropdown.
10) **Background Check Type**: Select the type of background check required for the position from the dropdown.
11) **Hiring Unit**- Select the unit hiring the candidate from the dropdown (This dropdown is based on the Type of Hire selection)

12) **Hiring Department**- Select the department the candidate will work from the dropdown (This dropdown is based on the Hiring Unit and Type of Hire selections)

a. Depending on Type of Hire and Hiring Unit selections this option may not be required.
b. If other is selected in the Hiring Department (Example: COS Other), please enter the name of the Department, Program or Center (Must be recognized by the University). Once this information is saved, it will become part of the dropdown list.

**Note:** This information is for the letterhead on the contract

i. Street Address- Enter the Street Address of this Hiring Department (Ex. 4400 University Drive)
ii. MSN- Enter the Mail Stop Number of this Hiring Department (Ex. 3A2)
iii. City- Enter the city of this Hiring Department (ex. Fairfax)
iv. State- Select the State from the dropdown
v. Zip- Enter the zip code for this Hiring Department (ex. 22030)
vi. Phone No.- Enter the phone number for this Hiring Department (ex. 703-993-1234)
4.3- **Employee Classification**- Each of the fields in this section are based off of the previous section. Because of this, fields must be completed in this order.

1) **Employee Class**- Select the employee class from the dropdown.
2) **Type**- Select the type of hire (Full-time/Part-time; 9month/12month) from the dropdown.
3) **Tenure Status**- Select the tenure status from the dropdown.
4) **Rank**- Select the rank from the dropdown (the rank should match the title).
   a. Note: A message will pop up when the rank is selected reminding you to double check the rank and title match.
5) **Length of Appointment**- Select the length of the appointment (If the Tenure Status is Tenured, this option is not available as Tenured positions so not have an end date).
6) **FTE**- If the position is full-time, this field will automatically be populated with a 1. If the position is part-time a number between 0 and 0.9 needs to be entered.
7) **Employment Begin Date**-
   a. For 9 month positions- Please select the begin date for the position from the dropdown.
   b. For 12 month positions- Please select the begin date from the calendar that pops up when you select the field.
8) **End Date of Term**- Please select the end date from the calendar that pops up when you select the field.
   a. If the position is tenured, this field will not be available.
9) **9 Month/12 Month Annual Salary**- Please enter the annual salary for the position
10) **Full-Time Equivalent Annualized Salary**- Based on the FTE and salary, the annualized salary will automatically populate here (If the FTE for the Position is 1, the Full-Time Equivalent Annualized Salary and the 9 Month/12 Month Annual Salary with match)
11) **Home Org**- Please enter the Home Org number (this should be 6 numbers and is where the position is housed)
12) **Education** - Please select the highest level of education that **has been conferred/awarded** that qualifies the candidate for the position.
   a. **If the candidate has not received their qualifying degree yet, but will have it by the time of their start date please notate it in the Justification text box (See #14).**
      i. **Example:** “Mr. Smith will receive his PhD by 8/25/16”
   b. **If the candidate has a degree that is not a doctorate but is considered a terminal degree in their field, please notate it in the Justification text box (See #14)**
      i. **Example:** “An MFA is considered a terminal degree in Creative Writing”

13) **International Degree?** - If the candidate’s highest degree from an international university, please check this box.
   a. **International degrees must be evaluated by an outside service.** A list of NACES evaluation companies can be found at ([http://www.naces.org/members.html](http://www.naces.org/members.html)). **Any of these companies is fine, but please just be sure that the evaluation includes verification of the degree earned (the U.S. equivalent), your major, and the date the degree was received.** This requirement is typically satisfied by the General Report or Document-by-Document Report.
   Please have the documents sent to: Office of the Provost, Attention: Personnel Project Manager, 4400 University Drive MSN 3A2, Fairfax, VA, 22030. Please make sure that they are sent to this specific address and not just to George Mason University.

14) **Justification** - If the candidate is selected based on their experience as defined in the recruitment posting or if the posting indicates the degree needs to be awarded by a specific date, justification will need to be entered here (Please see appendix A for a list of required Degrees based on the Rank).
   **15) The justification can also be uploaded using the Upload Justification File Option.** If you choose to upload the justification, please make a note in the justification text box (#14) that it is attached.
   i. Select browse
   ii. Select the file you wish to upload
   iii. Select open
   iv. Select Upload (Upload must be a PDF)
4.4- Specific Contract Information

1) **Position Reports to**- Enter the title of the person the position will report to. (ex. Dean of the College of Humanities and Social Sciences)

2) **Position has Teaching Load**?- This box is only available for instructional positions. Research and Post-Doctoral Positions should include these teaching loads in the “Additional Terms”
   a. If the box is checked please enter the teaching load
      i. 9 Month positions should be Fall:Spring (Example- 2:2)
      ii. 12 month positions should be Fall:Spring:Summer (Example- 2:2:1)

3) **Contact Person Name**- Please enter the name of the person the candidate should contact if they have any questions (Note: This is the contact person that will be on the contract)

4) **Contact Person Phone**- Please enter the phone number of the person the candidate should contact if they have any questions (ex. 703-993-1234). (Note: This is the contact phone number that will be on the contract)

5) **Offer is valid until**- Please enter the date that the contract is valid until. This is the date the candidate must sign the contract by.
4.5- Additional (Other) Terms

1) Additional Title Statement- Check this box and enter any additional titles the position will hold. (Note: This is different from the Additional Assignment)

2) Moving/Relocation Reimbursement Statements- Please check one of the following boxes if the position provides a moving or relocation reimbursement.
   a. Statement 1- (Note: Selecting this option means there isn't a limitation set for the Common Carrier.)
      i. Please enter the maximum dollar amount for reimbursement. (Must be between $0.00 and $11,000.00.)
   b. Statement 2- (Note: Selecting this option means there is a limitation set for the Common Carrier.)
      i. Please enter the maximum dollar amount for reimbursement. (Must be between $0.00 and $11,000.00.)
      ii. Please enter the maximum dollar amount for the Common Carrier.
   c. Statement 3- (Note: Selecting this option means there is a limitation set for the Common carrier.)
      i. Please enter the maximum dollar amount. This dollar amount should be the maximum combined Reimbursement and Common Carrier amounts. (Note: reimbursement cannot exceed $11,000.00.)
Contingency Statements

3) Contingency Statement 1- If the position is grant funded please check this box
   a. If the box is checked please provide the funding org number (Should be 6 numbers)

4) Contingency Statement 2- **Conversion to Term Instructor**- Please select this box if the candidate’s should be converted to Term Instructor in the event they do not receive their degree before their start date. (Reminder: the recruitment posting has to be designed to allow these considerations.)
   a. Enter the type of award (ex. Doctor of Philosophy)
   b. Enter the adjusted salary (This salary should be less than the 9 Month/12 Month Annual Salary provided in the Employee Classification section)
   c. Enter the date the contract will terminate on (either May 24 (For 9-month) or June 24 (For 12-month))

5) Contingency Statement 3- This statement is for if the candidate’s required degree is pending. (Reminder: the recruitment posting has to be designed to allow these considerations.)
   Please select this box if the offer is contingent on the candidate receiving their doctoral degree prior to their start date.

6) Contingency Statement 4- This statement is for if the candidate’s required degree is pending. (Reminder: the recruitment posting has to be designed to allow these considerations.)
   Please select this box if the offer is contingent on the candidate receiving their doctoral degree prior to a specific date.
   a. Please enter the date the degree is required by.
7) Specific Other Terms- **If there are and specific terms that you want to add to the offer letter please add them here:** Please enter any addition terms that are not included from the selection options above. (**Please note: The other terms will appear on the contract exactly how they appear in the text box)**

Note: Some of the Units requested specific additional terms. If applicable, these will appear here and please select any additional terms and fill out the appropriate information for your Unit.
4.6 Additional Assignment (Currently this is only an option for Tenured Faculty. Please contact Kim or Katie at provppm@gmu.edu if you need to hire a Term or Tenure-Track with an Additional Assignment)

1) Has an Additional Assignment? - If yes, please select yes and fill out steps 1-8 in section 4.5. If no, please select no and skip to section 4.6
2) Additional Assignment Title - Please enter the Additional Assignment Title
3) Additional Assignment Effective Date - Please enter the Additional Assignment Effective Date
4) Additional Assignment End Date - Please enter the Additional Assignment End Date
5) Coming Soon! - Additional Assignment Stipend - Please enter the Additional Assignment stipend (If Applicable)
6) Additional Assignment Reports To - Please enter the person the Additional Assignment reports to
7) At Will Statement - This statement is required for all additional assignment positions and is automatically selected for as an “Other Term” if this option is chosen.
8) Please select the second statement if the position changes to an academic year faculty appointment and the salary will be converted based on the faculty handbook.
   a. Their additional assignment title will automatically populate in this statement.
9) Course Reduction Statement – Please select this option if the Additional Assignment will come with a course reduction.
   a. Select the number of course reductions
   b. Select whether this course reduction will be per semester or per year
4.7 – Internal Comments

1) Internal Comments (Will not appear on contract) - Please enter any comments here for the approvers to see.

   c. If the position was a multiple hire recruit, please include a comment with the position number that was posted under in the recruitment/posting.

For Questions Regarding This Hiring Proposal Please Contact- Please enter the information of the person that should be contacted if anyone has a question about the hiring proposal (this will typically be the initiator)

2) Name- Please enter the name of the contact person here

3) Phone- Please enter the phone number of the contact person here (ex. (703) 993-1234)

4.6 - Optional Approver- Through the optional approver option you can select as many additional approvers as you would like to add into the approval process.

1) These approvers will be added to the routing process as follows:
   i. initiator
   ii. Optional Approvers (in the order you add them)
   iii. Dean’s Office
   iv. Human Resources and Payroll
   v. Office of Compliance, Diversity and Ethics
   vi. Office of the Provost

2) Add Mason ID of the Approver- If the hiring packet need to go to an additional approver prior to the dean’s office please enter their GMU Net ID here

3) Select Add
   a. The system checks the GMU NetID against the system to make sure it exists.
      i. If the approver was successfully added, they will appear in below the add button.
      ii. If the Net ID provided does not exist a message will appear that states “No user found! Please check the Mason ID again!”

4) If an optional approver needs to be deleted from the list, select delete next to their name
4.8 - **Signature Blocks** - Please select the signature blocks that will appear on the contract (These signature blocks are based on the selected hiring department and delegation of signature authority)

1) Select the name that will appear on the contract as the first signature block (required)
2) If applicable, please check the box to add a second signature block and select the appropriate name from the dropdown
3) If applicable, please check the box to add a third signature block and select the appropriate name from the dropdown

4.9 - **Offer Letter CC list**  
Please enter the information of any additional persons that need to be copied at the end of the contract. *(Note: HR and the Office of the Provost are automatically CCed on every contract)*

1) **Title** - Please enter the title of the person who will be CCed
2) **GMU ID** - Please enter the NetID of the person who will be CCed. If you would like to CC your Dean’s office please use the generic email address NetID. (See appendix 1 for a full list of the NetIDs)
3) **Add New CC** - Select “Add New CC”
4) To add additional people to the CC list, please repeat steps 1-4 in section 4.9.
4.10- CV Attachment (Required) - Please follow the below instructions to attach the candidate’s CV (The attachment must be a PDF)

1) Select Browse
2) Select document to be uploaded
3) Select open
4) Select upload
5) To upload a new CV select “Replace CV File” and repeat steps 51a-51d. (Note: the new CV will replace the old CV)

4.11 - Routing Attachments - Please attach any other documents for this hire. (We also ask that you would upload the posting from eWork for the search. Several of the approvers have to look at this information and having the information easily accessible will help to expedite the process.) (i.e. List of Professional References, Cover letter, posting, etc.)

To upload documents:

1) Select Browse
2) Select document to be uploaded
3) Select open
4) Provide a description of the document
5) Select upload (Must be a PDF)
6) Your file should appear with the option to view, edit or delete
7) To add an additional document- select add attachment
8) Repeat steps 1-7 in section 4.11
4.12– Save/Submit Hiring Proposal

1) Save- Select save to save your progress. You may save the document at any time before submitting and return to it via your Task List (See section 5)
   a. If the proposal was successfully saved the message “The data you entered so far successfully saved!” will popup. **This does not submit your hiring packet!**

2) Submit- Please select submit once the proposal is complete and is ready to move on to the approval stage.
   a. If the submission was successful you will be directed to another screen with the message “You have successfully submitted your request. Thank you!”
   b. If the submission did not move forward, the message “Please provide values for all the required fields on the form!” Please scroll through the proposal and look for fields marked with *. These fields need to be completed before the proposal can be submitted.

3) Offer Letter PDF- Select this option to view the draft contract

4) Faculty Hiring Info Form- Select this option to view a printable PDF of the Faculty Hiring Proposal

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**After you have submitted the hiring proposal,** you can view the status of where it is in the approval process under the ‘Status’ column in the ‘Previous Activity’ (See Section 8- Previous Activity)
Section 5- Approving and Routing a Faculty Hiring Proposal

If you are a part of the routing process, once a hiring proposal is ready for you to approve an email will be sent to notifying to that your approval is required.

1) Please login to the system (See section 1)
2) If this is your first time logging in you will be directed to create a user profile (See section 2)
3) Please select the Task List (Items you have to do any action on are listed here)
4) Select the hire that needs your approval

5) The hiring proposal will be opened
   a. Approvers do not have access to edit the hiring proposal so all of the fields will be grayed out
6) Review the hire
7) Once you have reviewed the hire, please scroll to the bottom of the page.
8) Approver Comments- Please add any approval comments or reasons the proposal was rejected (example: Approved by Dr. Wu on 6/30/15. or This proposal was rejected because...)
   a. Note: If the hiring proposal was approved by a proxy, please include this information (example: Approved for the Provost by John Doe on 6/30/16)
9) Select Approve or Reject and Send back to Initiator
   a. If the hire is rejected and sent back to the initiator, please give a reason in the comments so the initiator knows what to fix and for historical purposes
10) Approval process continues through the approval process and the Initiator is notified when complete.
Section 6- Making the Offer

Once all the approvals have been made, the initiator will receive an email notifying them that the offer can be made.

To make the offer, the initiator should:

1) Login to the system (See section 1)
2) Select the Task List
3) Select the hire that needs your approval

4) The hiring proposal will be opened
5) Select the “Make Offer” button now available at the top of the hiring proposal page
6) You will be directed to a new screen. Please fill the fields with the following information to make the offer. This information will be used to create a checklist that will be sent out to the candidate with their contract.
   a. Candidate Primary Email Address (Required)
   b. Candidate Secondary Email Address (Optional- only if you would like the offer sent to the candidate using a second email address)
   c. Candidate Primary Phone Number (Required)
   d. Unit/Department Email Address (Required)- The candidate will scan and email the fully executed contract to this email address before mailing the original hard copy.
   e. Unit/Department Mailing Address (Required)- The candidate will mail the original, fully executed contract to this address.

7) Confidential Information Contact Name and Phone # (Required)- With their contract, the candidate will be given instructions to contact an individual within your academic unit to provide their confidential personal information. The contact person will be responsible for collecting this confidential information via phone when the candidate calls. This information is required to create the candidate’s record in banner.
This page also contains a sample of what the checklist will look like (See Below):

** Please note- the highlighted fields below will be populated with the information you provide in section 6, steps 6 and 7

A checklist will be provided to the candidate with the following information. If you would like to add an additional item on the checklist, please enter it in the space provided below:

<table>
<thead>
<tr>
<th>Review Contract</th>
<th>Please review, initial each page and sign your contract. If you have any concerns please contact [Contact Person Name] at [Contact Person Phone #]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan and Email Contract</td>
<td>Please scan and email the fully signed contract to [Unit/Department Email Address]. Please cc <a href="mailto:propppm@gmu.edu">propppm@gmu.edu</a></td>
</tr>
<tr>
<td>Mail Signed Contract</td>
<td>Please mail the original fully signed contract to: [Unit/Department Recipient Name] [Unit/Dept Street Address] [Unit/Dept MSN] [Unit/Dept City] [Unit/Dept State] [Unit/Dept Zip]</td>
</tr>
</tbody>
</table>

Per Attachment A, Section 1 of your contract, your employment is contingent upon providing the University, prior to your first day of employment, official documentation of degrees earned.

An original transcript from the institution awarding the highest degree mailed to the Office of the Provost will ordinarily satisfy this requirement. Please have your official transcript sent to: Office of the Provost, Attention Personnel Project Manager 4400 University Drive MSN 3A2 Fairfax, VA 22030 OR have it emailed directly from the awarding institution to: propppm@gmu.edu

Note: We can only accept documents (paper or electronic) that were sent directly to the Office of the Provost from the awarding institution.

For international credentials:
Official transcripts/ credentials can be sent directly from the awarding international university OR we will accept verified transcripts sent with the evaluation package directly from the evaluation company.
If your highest degree is from an international institution, a certified third-party translation and evaluation of your academic transcripts are required by the University as well.
When ordering a certified evaluation, I would recommend one of the companies that is a member of NACES. A full list of their member companies can be found at (http://www.naces.org/members.html). Any of these companies is fine, but please be sure that the evaluation includes verification of the degree earned (the U.S. equivalent), the major, and the date the degree was received. This requirement will typically be fulfilled by the general report or a document-by-document report. Please make sure that the evaluation package you select includes a verified transcript if you choose this option to fulfill the official transcript requirement.

In order to keep your personal information secure, please contact [Confidential Info Contact Name] at [Confidential Info Contact Phone #] to provide the following information:
1) Full Legal Name
2) Home Address
3) Home Telephone Number
4) Cell Phone Number
5) Social Security Number
6) Date of Birth
7) Personal Email
8) Alternate Identification (i.e. Maiden Name)
9) Citizenship Status
10) Gender

* This information is kept completely confidential, is used solely for the purpose of establishing you as an employee of Mason, and will in no way affect your new appointment to this position. Your employee record in Human Resources is necessary in preparation for your arrival to campus.
8) **Additional Checklist Items** - This is optional, but if you would like to add any additional items to the checklist:
   a. Check the Checklist Item block and type in the title of that item
   b. Item Notes- Please give instructions for the candidate to fulfill the checklist item
   c. **Note:** Please make sure any new checklist items do not conflict with the existing checklist items.
   d. Add another checklist item select the checkbox provided and repeat steps 8a and 8b.

9) **Additional Documents for Candidate** - The hiring documents sent to the candidate will include the above checklist as well as the official contract. If you would like to include any additional documents to be sent to the candidate please use the upload function.

10) **Save**- Please save before submitting. You may save any time and come back to this step before selecting next.

11) **Next**- Once you have verified the information you provided is correct, please select next.
You will now be directed to a screen that will give you the option to either make an electronic offer via email or make the offer by printing out the documents and mailing them to the candidate.

To make the offer by printing and mailing the documents, please follow steps 12-15. To make the electronic offer via email please follow steps 16-19.

12) Select Print Contract (The contract, checklist, and optional supporting documents (See step 9) will open as a PDF)
13) Print the documents
14) Mail ALL the documents to the candidate
15) Selected Close Current Task (Note: Please be sure to select this after you have printed the document to make sure the hiring proposal is moved to the next step in the process)

16) Select Make Electronic Offer
You will be directed to a new screen that shows the email that will be sent out to the candidate. The email will include the following attachments (Official Contract, Checklist, and any additional documents you uploaded in step 9)

17) Please make any adjustments you feel are necessary to the email language and the To: and CC: fields.
18) Select send email
19) Your offer has now been made. (Note: Once you have selected “Send Email” the hiring proposal will automatically be moved to the next step in the process)
Section 7- Offer Made- Executed Contract Needed

Now that the offer has been made, the status of the hiring proposal will be “Offer Made- Executed contract needed” and the initiator will receive an email notifying them that the fully executed contract is required. The email will include instructions on how to upload the contract into the system.

Once the signed contract has been received, the initiator should:

1) Please login to the system (See section 1)
2) You should automatically be directed to your task list
3) If you were not automatically directed to your task list, please select it in the tool bar
4) Select the hire appropriate hire

5) The hiring proposal will be opened
6) Select the “Upload Executed Contract” button now available at the top of the hiring proposal page
7) You can also view and reprint the official letter by selecting the “Offer Letter PDF” option.

George Mason University
Faculty Hiring Proposal

Hiring proposal will not be completed without a position number. In order to obtain a position, submit a Position Maintenance Form (PMF) from this application.

Note: No offer can be extended to the candidate before the hiring approval process.
You will then be directed to a page that will allow you to upload the fully signed contract:

8) Select Browse to find the contract
9) Select Upload to upload the contract to the workflow (Note: Contract must be a PDF)
10) Once you have successfully uploaded the contract, please select close current task to move the hiring proposal into the next step in the process. (“Executed Contract Received- GMU ID info needed”.)
Section 8- Executed Contract Received- GMU ID Info Required

Once “Close Current Task” has been selected the hiring proposal will now be in the status “Executed Contract Received- GMU ID info needed”. The initiator will receive an email notifying them that they need to provide the candidate’s G# and NetID.

Once the G# and NetID have been received, the initiator should:

1) Please login to the system (See section 1)
2) You should automatically be directed to your task list
3) If you were not automatically directed to your task list, please select it in the tool bar
4) Select the appropriate hire

5) The hiring proposal will be opened
6) Select the “GMU ID Info” button now available at the top of the hiring proposal page
Once this button is selected you will be directed to a new screen that will allow you to provide the G# and NetID:

7) Type the Candidate’s G# in the space provided (Should be a G followed by 8 numbers)
8) Type the candidate’s NetID in the space provided
9) Select Submit

Once all these steps have been completed the hiring proposal will be in the status “New Hire Complete”. This means that everything required has been received and the workflow hiring process has been completed.
Section 9- Task List

The task list lists any items that are pending action from you. If you do not have any outstanding actions that need to be completed, this page will be blank.

<table>
<thead>
<tr>
<th>Requester</th>
<th>Request/Task Type</th>
<th>Create Date</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine Sentlinger</td>
<td>Faculty Hiring Proposal</td>
<td>4/30/2015</td>
<td>Position#:F9123z, Name:John Doe</td>
</tr>
<tr>
<td>Katherine Sentlinger</td>
<td>Faculty Hiring Proposal</td>
<td>4/30/2015</td>
<td>Position#:F9412z, Name:Sally Moore</td>
</tr>
<tr>
<td>Katherine Sentlinger</td>
<td>Faculty Hiring Proposal</td>
<td>6/30/2015</td>
<td>Position#:F912Z, Name:John Smith</td>
</tr>
<tr>
<td>Katherine Sentlinger</td>
<td>Faculty Hiring Proposal</td>
<td>6/30/2015</td>
<td>Position#:FA242z, Name:John Smith</td>
</tr>
</tbody>
</table>
Section 10- Previous Activity/Request History

On this page you can view any hiring proposals you have initiated and/or approved, as well as the status of where each hiring proposal is in the approval process. A full list of the routing status titles may be found in the Overview located on Page 3.

1) On the tool bar, please select Previous Activity
2) You can search by the request type, candidate’s name, or by the position number
3) You can view the status of the hiring proposal under the ‘Status’ column in the Previous Activity

You can also see where a proposal is in the process and the approval history by selecting that hire and scrolling down to the Request History at the bottom of the page. (The history will show you where the last approval was granted.)
Section 9 - Logout

To logout please select the logout option on the toolbar

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Appendix A - List of Required Degrees Based on Rank

1) **Instructor** - Requires at least a Master’s degree
2) **Assistant Professor** - Requires a terminal degree
3) **Associate Professor** - Requires a terminal degree
4) **Professor** - Requires a doctoral or terminal degree

Appendix B - List of Generic NetIDs for Dean’s Office Review

<table>
<thead>
<tr>
<th>Unit/Department</th>
<th>FHP Generic Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEHD - College of Education and Human Development</td>
<td><a href="mailto:fhpcehd@gmu.edu">fhpcehd@gmu.edu</a></td>
</tr>
<tr>
<td>CHHS - College of Health and Human Services</td>
<td><a href="mailto:fhpchhs@gmu.edu">fhpchhs@gmu.edu</a></td>
</tr>
<tr>
<td>CHSS - College of Humanities and Social Sciences</td>
<td><a href="mailto:fhpchss@gmu.edu">fhpchss@gmu.edu</a></td>
</tr>
<tr>
<td>COS - College of Science</td>
<td><a href="mailto:fhpcos@gmu.edu">fhpcos@gmu.edu</a></td>
</tr>
<tr>
<td>CVPA - College of Visual and Performing Arts</td>
<td><a href="mailto:fhpcvpa@gmu.edu">fhpcvpa@gmu.edu</a></td>
</tr>
<tr>
<td>Krasnow</td>
<td><a href="mailto:fhpkias@gmu.edu">fhpkias@gmu.edu</a></td>
</tr>
<tr>
<td>Law School</td>
<td><a href="mailto:fhplaw@gmu.edu">fhplaw@gmu.edu</a></td>
</tr>
<tr>
<td>S-CAR - School of Conflict Analysis and Resolution</td>
<td><a href="mailto:fhpscar@gmu.edu">fhpscar@gmu.edu</a></td>
</tr>
<tr>
<td>SBUS - School of Business</td>
<td><a href="mailto:fhpbus@gmu.edu">fhpbus@gmu.edu</a></td>
</tr>
<tr>
<td>SCHAR - Schar School of Policy and Government</td>
<td><a href="mailto:fhpspgia@gmu.edu">fhpspgia@gmu.edu</a></td>
</tr>
<tr>
<td>VSE - Volgenau School of Engineering</td>
<td><a href="mailto:fhpvse@gmu.edu">fhpvse@gmu.edu</a></td>
</tr>
</tbody>
</table>