| | Pre-Approvals Required before anything is Entered on the system, etc. | Position Posted on ATS | Normal ATS Processes/Approvals Required Before a Candidate is Offered Position and Hired | Appointed Using "Regular and Full-Time Temporary Faculty Appointment Authorization" Form | Appointed Using "Temporary Faculty Appointment Authorization (One Semester Only) Form | VP Approval on Appointment Form Required Before Hire is Considered Approved? I.e., VP can deny the hire. |
|---|---|---|---|---|---|---|
| **T/TT:** | | | | | | |
| New Hire | Provost | Required | Required | Yes | N/A | No approval needed unless salary exceeds 105% of CUPA. |
| Direct Hire of Existing Instructor or Lecturer | Provost, EOE | Required | Required | Yes | N/A | No approval needed unless salary exceeds 105% of CUPA. |
| **Instructor:** | | | | | | |
| New Hire | Provost | Required | Required | Yes | N/A | No approval needed unless salary exceeds 105% of CUPA. |
| Reappointment of Existing Instructor | Provost | Not Required | Not Required | Yes | N/A | No approval needed unless salary exceeds 105% of CUPA. |
| Direct Hire of an Existing Lecturer (Full or PT) | Provost, EOE | Required | Required | Yes | N/A | No approval needed unless salary exceeds 105% of CUPA. |
| **Full-Time, One-Year Lecturer  (15hrs/sem)** | | | | | | |
| New Hire | Provost | Required | Required | Yes | N/A | No. Already Approved. |
| Reappointment of Existing FTOY Lecturer | Provost | Not Required | Not Required | Yes | N/A | No. Already Approved. |
| Direct Hire of Existing Part-Time Lecturer | Provost, EOE | Required | Required | Yes | N/A | No. Already Approved. |
| **Part-Time Lecturer (Semester Only, 9 Hrs or Less)** | | | | | | |
| New Hire | None | Not Required | Not Required | N/A | Yes | Yes.  Hires are pending until approved by the VP. |
| Reappointment of Existing PT Lecturer | None | Not Required | Not Required | N/A | Yes | Yes.  Hires are pending until approved by the VP. |
| Direct Hire of Existing Part-Time Lecturer | None | Not Required | Not Required | N/A | Yes | Yes.  Hires are pending until approved by the VP. |