

PeopleAdmin Quick Reference Guide
Hiring Proposal Documents
by Position Type Matrix

Position Type	Staff (FTE, RGP, TL)	Faculty FTE	Faculty RGP/TL	Adjunct Faculty/ Temporary Staff
Hire Above Minimum Approval <i>(if applicable)</i>	✓			
Attestation of Hiring Process	✓	✓	✓	
Provost/President Approval <i>(if applicable)</i>		✓		
Board of Trustees Approval <i>(if applicable)</i>		✓		
Signed Offer/Acceptance Letter	✓	✓	✓	✓
ACA Calculation Worksheet				✓