



Hiring Matrix					
	Emailed to CAS HR Manager	Submitted to College/Division in PeopleAdmin			*Total Processing Time
Position Type	Position Request	Position Description (required)	Posting - Job Ad (required)	Hiring Proposal (Required Attachments)	
FTE Staff	<a href="#">Memo justification</a>	✓	✓	<ul style="list-style-type: none"> <li>➤ Attestation Form</li> <li>➤ Pay Evaluator</li> <li>➤ Offer Letter</li> <li>➤ Signed Position Description</li> <li>➤ <b>3 reference checks</b></li> </ul>	Up to 6 weeks
Approval Times:	Up to 5 business days	Up to 2 weeks	Up to 7 business days	Up to 2 weeks	
RGP Staff	<a href="#">Non-FTE Request</a>	✓	✓	<ul style="list-style-type: none"> <li>➤ Attestation Form</li> <li>➤ Pay Evaluator</li> <li>➤ Offer Letter</li> <li>➤ Signed Position Description</li> <li>➤ <b>3 reference checks</b></li> </ul>	Up to 6 weeks
Approval Times:	Up to 5 business days	Up to 2 weeks	Up to 7 business days	Up to 2 weeks	
RGP Faculty	<a href="#">Non-FTE Request</a> and <i>Academic Position Request</i>	✓	✓	<ul style="list-style-type: none"> <li>➤ Attestation Form</li> <li>➤ Offer Letter</li> <li>➤ Signed Position Description</li> <li>➤ <b>3 reference checks</b></li> </ul>	Up to 5 weeks
Approval Times:	Up to 5 business days	Up to 2 weeks	Up to 7 business days	Up to 7 business days	
Temporary Staff (salaried)	<a href="#">Non-FTE Request</a>	✓	Quick-hire Option	<ul style="list-style-type: none"> <li>➤ Offer Letter</li> <li>➤ Signed Position Description</li> </ul>	Up to 4 weeks
Approval Times:	Up to 5 business days	Up to 1 week	Up to 5 business days	Up to 5 business days	
Temporary Staff (hourly)	<a href="#">Non-FTE Request</a>		Quick-hire Option	<ul style="list-style-type: none"> <li>➤ Offer Letter</li> </ul>	Up to 3 weeks
Approval Times:	Up to 5 business days		Up to 5 business days	Up to 5 business days	
Temporary Adjunct Faculty (TFACs)	<i>TFAC Review Spreadsheet (TEAMS)</i>		Quick-hire Option	<ul style="list-style-type: none"> <li>➤ ACA Calculation worksheet</li> <li>➤ Offer Letter</li> </ul>	Processing time may vary
Approval Times:	Approval time may vary		Up to 5 business days	Up to 5 business days	

**\*The total processing time above does not include final approval of the hiring proposal by the DoHR**

**\*Due to the complexity of FTE Faculty hires, they are not included in the matrix above. FTE Faculty hires are processed/approved in coordination with the Unit Head, CAS Director of HR & Faculty Affairs, Dean, and the Office of the Provost.**