

Roles people have for searches in PeopleAdmin

Hiring Manager/Department Chair: Creates Postings and starts Hiring Proposals. *Hiring Managers cannot change the status of applicants.*

Search Chair: Changes the status of applicants. *Search Chairs do not create or approve postings; neither do they start or approve Hiring Proposals.*

Social Equity: Uses PeopleAdmin to review and approve positions for posting and Hiring Proposals. Changes status of people selected for phone inquiries and campus interviews to “Approved for Phone Inquiry” and “Approved for Campus Interview” in PeopleAdmin after receiving email approvals from the Dean and Department Chair. At the same time, **sends emails** notifying Department Chair, Dean, Search Chair and Human Resources of these approvals.

Dean/Director: Uses PeopleAdmin to review and approve positions for posting and Hiring Proposals. When notified via email, uses PeopleAdmin to review applications of people selected for phone inquiries and for campus interviews and then **sends email** notifying the Department Chair, Search Chair, Social Equity and Human Resources that these people are acceptable from his/her perspective. Uses PeopleAdmin to review applications of candidates recommended to be added to departmental TPTF lists and then **sends email** notifying the Provost, Department Chair, Search Chair, Social Equity and Human Resources that these people are acceptable from his/her perspective.

Provost/Vice President: Uses PeopleAdmin to review and approve positions for posting and all Hiring Proposals. Uses PeopleAdmin to review application materials of candidates recommended as additions to departmental TPTF lists. Uses PeopleAdmin to change the status of candidates recommended for departmental TPTF lists to “Approved for TPTF List.” At same time, **via email**, notifies the Dean, Department Chair, Search Chair, Social Equity and Human Resources of that approval.

Human Resources: Posts positions on the Millersville web site on the applicant portal. Removes positions from the applicant portal when Search Committee is satisfied they have enough qualified candidates. Changes status of candidates who withdraw. Initiates the Act 34 background check and notifies Provost of results.

In some searches, people can have multiple roles.

- For TPTF postings, most departments assign both the role of Hiring Manager and the role of Search Chair to the department chair. Departments may also agree to have a faculty member other than the department chair be the search chair for the TPTF searches/postings.
- For faculty searches in Student Affairs and Enrollment Management, the Vice President for Student Affairs and Enrollment Management has the Dean/Director role.