PAPERS User Roles

User Roles Definitions

Dept Chair / Hiring Manager:
- Initiates posting and submits to Budget Unit Director for review.
- Reviews candidates recommended by the Search Committee Chair for Campus Interview.
- Reviews Finalist(s) chosen after interview process.
- Iniatiates hiring proposals for new finalist recommended for hire.
- Forwards hiring proposals on to the VP for approval.
- After review from HR Director – make verbal offer to final candidate.
- Forward to HR Recruiter once offer accepted.

Budget Unit Director:
- Reviews and approves budget and funding sections on actions.
- When necessary, can initiate job postings.
- Forwards posting onto the HR Recruiter or returns to Dept Chair/Hiring Manager depending on the availability of funding.

Search Committee Chair and Search Committee Members:
- Review applications, conduct phone and on-campus interviews, appointed by th Hiring Manager.
- Review applications, assess candidates against minimum and preferred qualifications.

Search Committee Chair Responsibilities:
- Dispenses applicants throughout the review process.
- Conducts phone interviews with the Search Committee.
- Chair and committee contacts applicant references.
- Moves Finalist (s) through work-flow to Dept. Chair/Hiring Manager

Vice President:
- Approves hiring proposal actions submitted by the Dept Chair/HM.
- Grants approval and submits proposal to the HR Recruiter for initial review.
- Can view postings in their department.

Guest User:
- This user type is given to individuals serving as search committee members who are not employees of the University.
- Same responsibilities as search committee members.
- If utilized by the Dept Chair/HM in the posting, Guest Users will receive a Username and Password by email once the Posting has been approved and opened.