



## Frequently Asked Questions: Part I

In order to improve efficiency of our operations, the Office of the Provost has been working to create paperless forms for many of our ordinary processes for faculty actions, including the **Part I: Request to Hire Faculty** form. This document will answer questions about the use of this new process and associated forms. Please direct questions to: [acad-contracts@cua.edu](mailto:acad-contracts@cua.edu).

### Where can I find the link to submit the new, paperless Part I form?

Go to the website for the Office of the Provost ([provost.catholic.edu](http://provost.catholic.edu)) and you will see a link on the right side at the top of the page entitled [Forms and Documents](#). The top section on this page is labeled "For Hiring New Faculty," and the link for the Part I form is in this section. [Here](#) is a direct link to the form, as well.

### Who can submit this Part I form?

Department or school administrators are able to complete this form, which will record the email address of the one who submits it. You will need to be logged into your @cua.edu Google account.

### What information is required for the form?

The form will ask for general information about the proposed position, similar to the paper version of the form. Additionally, four items are required to be submitted (uploaded) with the form:

1. The proposed funding plan to support the hire.
2. The proposed advertisement to be included on the Office of the Provost website.
3. The proposed recruiting strategy for this hire.
4. The supplemental responses to the Part I document.

These documents can be uploaded in a variety of formats (Word, pdf, etc.) Templates for each one can be found on the "[Forms and Documents](#)" page under the link to the Part I form.

### What happens after I submit the form?

The person who submits the form will receive an email from "Provost Office - Part I" ([acad-contracts@cua.edu](mailto:acad-contracts@cua.edu)) indicating that the form was successfully submitted. You can confirm that the information on this email is the same as what you submitted. The email the submitter receives will look like this:



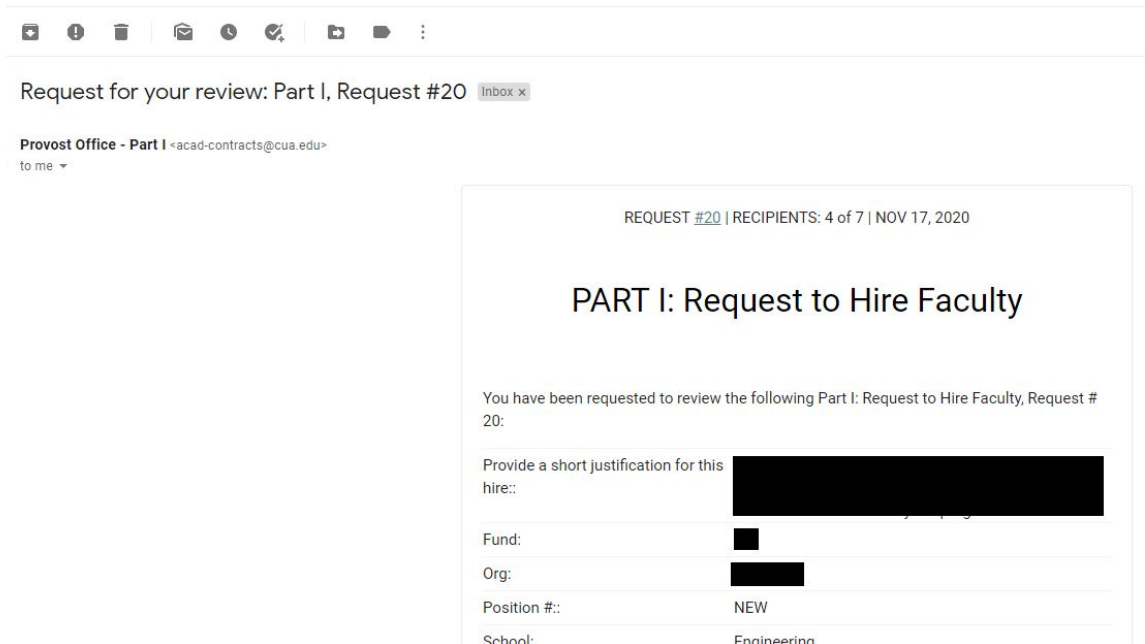
You can see from this email that you have the ability to: (1) track the request, (2) cancel the request, and (3) edit your original response, as shown by the links under the title. If you click on “track request”, you will be taken to the Form Approvals website where you can see the list of scheduled approvers and the status of the form (and of any other Part I forms that you have submitted.) If you cancel the request, then the process will stop and not move forward to the next reviewer.

If you click on “edit original response”, then you will have the option to change your responses in the Google form. However, this will re-start the approval process. The request number will also change; if the original request was #3, then if it is revised, the new number will be #3(1). Additional edits to the form submission will increase the number in parentheses.

### **What happens next?**

The information submitted will be sent via email to the appropriate reviewer(s) in sequence via the workflow extension. For departmentalized schools, the first approver is the Chair of the department. For non-departmentalized schools, the first approver is the Dean of the school. In each case, the reviewer will receive an email from “Provost Office - Part I”. This email contains the information submitted.

The reviewer email looks like this:



Within the body of the email, the reviewer has the option to “approve”, “decline” or “comment”. When the reviewer approves the submission, then a website will open, showing the status of the request and who will receive the submission next. No further steps are needed from the reviewer. It is important to note that the request number at the top of the email is a link that will allow the reviewer to track the progress of the submission (shown as #20 in the screenshot above).

If the reviewer declines the request, then the person who initiated the form will receive an email indicating that this request has been denied.

If the reviewer clicks on “comment”, then the website will open allowing for this comment to be typed into the box. After the comment is added, the reviewer can proceed to approve, decline or request more information. If the reviewer asks for more information with the comment, this request will return to the submitter. The submitted can edit and resubmit the form, starting the process of approval from the beginning.

Once the Dean of the school has approved this hire, the information will be sent to the Academic Budget Office and the Office of the Provost for review. If the form is approved, then the person who submitted the form will receive confirmation that the submission is complete. The Office of the Provost will post the advertisement [on the website](#), and the department and/or school are encouraged to follow their recruiting plan to find qualified candidates to fill this position.

### **What are the next steps in the recruitment and hiring process?**

Please refer to the [Flowchart: Steps for Faculty Recruitment](#) document for the complete picture of the hiring process. After a candidate has been selected for this position, then the Part II form will need to be completed, as the follow-up from this Part I submission.