

Documenting Approvals for Academic Searches in the Employment System

Any action taken on a requisition is automatically tracked in the “Notes/History” section. To add your approval or other information relating to the requisition, go to the “Notes/History” tab and:

1. Enter the information within the text box provided and
2. Click “Add Notes” and confirm to save notes added.

Among other uses, the “Notes/History” section is used to document information about OEO consultation/feedback and other information specific to the requisition. If the position is a tenure-track position, for example, this section is also used by VCAA to document funding approval as well as to document the approval to search which must be granted by the Vice Chancellor prior to posting.

Currently, when a Department Head submits the requisition to the Dean and when the Dean submits the requisition to the HR Pro, the system documents the submission, but does not indicate approval by the Department Head or Dean. In order to clarify approvals obtained at those levels of academic searches, please use the “Notes/History” section of the requisition to document the approvals. The Department Head should add/save a note indicating approval prior to submitting it to the Dean. The Dean should also add/save a note indicating approval prior to submitting it to the HR Pro. For example, the Department Head’s note could read: ‘reviewed and approved by (name of Department Head) on 10/14/08’. The Dean’s note could read: ‘reviewed and approved by Dean _____ on 10/15/08’.