DrexelJobs Faculty Hiring Workflow

1. POSTING A POSITION

Department creates requisition in DrexelJobs

Dean/Director approves requisition in DrexelJobs

Compensation receives and approves requisition in DrexelJobs within 1 business day

Requisition is posted on DrexelJobs for a minimum of 5 days

Employment/TA receives, approves, and posts requisition in DrexelJobs within 1 business day

HRIS receives and approves requisition in DrexelJobs within 2 business days

VP/President/Provost receives and approves requisition in DrexelJobs

Office of Research approves research funded positions

2. APPLICANT PROCESS

Department reviews applicants

Department, in conjunction with the Provost office, interviews applicants

Department, in conjunction with the Provost office, selects Finalist

Department completes Req to Hire & submits for Dean/Dir approval, offer letter & Faculty Data Entry Sheet sent to Provost

Office of Research approves research funded positions

If hiring a non-US citizen, Request to Hire needs to be approved by ISSS

3. REQUEST TO HIRE

HRIS receives and approves Request to Hire within 2 business days

VP/President/Provost receives and approves Request to Hire & offer letter to be sent by department

Compensation receives and approves Request to Hire within 1 business day

Dean/Director receives and approves Request to Hire

Employment/TA receives and approves Request to Hire within 1 business day

Department sends offer letter and requests new hire paperwork

Department sends completed paperwork to Employment/TA

Once department updates applicants' status, Employment/TA will mark your requisition "Filled"