

**Probationary Faculty/Librarian Position Request Schedule**  
**Searches to be conducted during 2018/19 for appointments effective 2019/20**

<b>Initiator</b>	<b>Recipient</b>	<b>Forms/Attachments</b>	<b>Deadline</b>
Department	Dean	<p><b>Form 200: Position Request (Probationary Faculty Unit Employee)</b></p> <p>APS sets-up a case/candidate package template for each college, using the RTP Module in Interfolio. Departments submit Position Request <u>electronically</u> to College Personnel Analyst. Requests must <b>include</b> the Form 200 <b>AND</b> all required attachments listed on the Form 200. Incomplete Position Requests will not be considered. The College Personnel Analyst receives and uploads, in candidate packets, adding sections for each request. When complete, the College Personnel Analyst submits the sections to the Dean.</p>	February 28, 2018
Dean	Sr. AVP for Faculty Affairs & Human Resources	<p>Dean prioritizes Position Requests on a memo indicating ranking of positions, identifying any special needs or circumstances that would affect recruitments and hires, and any other budgetary concerns.</p> <p>Dean's Office uploads memo to RTP Module in Interfolio, for review.</p>	March 14, 2018
Sr. AVP for Faculty Affairs & Human Resources	Provost	Sr. AVP for Faculty Affairs & HR reviews all Position Requests for completeness.	March 21, 2018
Deans Council	Provost	Deans Council meets with Provost and Sr. AVP for Faculty Affairs & HR to discuss and recommend Position Requests.	April, 2018 (Meeting date TBD)
Provost	Deans	Provost announces to the Deans the decision on Position Requests.	April 18, 2018