**ePRF PROCESS FOR SEARCHES FACULTY POSITIONS NEW OR EXISTING**

1. **ePRF created**
   - Post Upon Approval

2. **ePRF goes thru 3 levels of approval**
   - Yes
     - Originator & BU receive automatic notification

3. **Is demographic composition of SSC approved?**
   - No
     - EOP contacts Chair SSC to convene 1st meeting or search
   - Yes
     - AA adds EOP as reviewer prior to approving

4. **EOP communicates to CSSC**
   - No
     - AA, BU, Dept. Chair, HR Liaison & CSSC receive e-mail notification w/ Job Opening ID# & Pos # and Dept places external ad
   - Yes
     - Posting is created

5. **Notification to Recruitment for Job Opening Creation**
   - Approved
     - EOP approval
   - Not Approved
     - Push-Back to CSSC/ Search Admin. Communication EOP-CSSC until final approval

6. **Notification to EOP to approve advert./recruitment plan**
   - Push-back/resubmission loop until approved

**KEY:**
- AA = Academic Affairs
- EOP = Equal Employment Opportunity Programs
- SSC = Search & Screen Committee
- CSSC = Chair of Search & Screen Committee
- Search Admin = HR Liaison