Faculty/Librarian Search Request Form Guide
Workflow setup if initiated by department chair.

1. Initiator enter requested name and email address

BEGIN SIGNING

2. Click to access Faculty Search Request form.

Workflow setup if initiated by department administrative assistant.
3. **Click “GOT IT” button.**

4. **Check box.**

5. **Click “CONTINUE” button.**

7. Click icon to attach Search Ad and Academic Affairs Faculty Hiring Outreach Plan Template.
8. Sign form and Click "FINISH" button.
Approvers will receive an email from Provost’s Budget Office via DocuSign. The subject will include the title of the form and the form initiator’s name. Please see screenshot of email below.

9. Click “REVIEW DOCUMENTS” to access the search request form.
10. Next approver enter required fields, click “sign” icon and “FINISH” button. Comment field is optional.

(Dean enters maximum approved salary, Department or PBO enters Position Number, PBO enters Search Number)
11. Form initiator and approvers will receive an email with a link to the completed document.

Your document has been completed

VIEW COMPLETED DOCUMENT

Click “OTHER ACTIONS” to

- Save and finish the form later. You will receive an email with a link to access the form when you are ready to complete the form.
- Decline to sign. The document will be voided and inaccessible to other signers.
- View form history (detailed form activity).