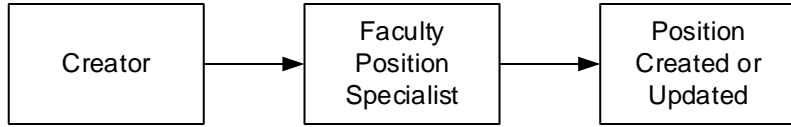


**Step 1: Action – Request NEW Faculty Position or Request to change existing Faculty Position**



**Step 2: Postings – Create Posting from Applicant Tracking under Postings and selecting Faculty, Create New Posting, from Position**



**Step 3: Hiring Proposal**



**Step 4: Designate Posting as Filled**

