

PageUp Recruitment, Waiver & Approval Process Combinations

Type of Hire	Recruitment Process	Do you wish to apply for a waiver for the posting (Y/N)	Requisition Approval Process	Notes
Temporary (03) - Searched	Amherst	No	Amherst Staff 1 Approver Amherst Staff 2 Approvers Amherst Staff 3 Approvers Amherst Staff 4 Approvers Amherst Staff 5 Approvers	
Temporary (03) - Identified Hire	Amherst Direct Hire/Search Waiver	No	Amherst Staff 1 Approver Amherst Staff 2 Approvers Amherst Staff 3 Approvers Amherst Staff 4 Approvers Amherst Staff 5 Approvers	
Staff - Searched	Amherst	No	Amherst Staff 1 Approver Amherst Staff 2 Approvers Amherst Staff 3 Approvers Amherst Staff 4 Approvers Amherst Staff 5 Approvers	Includes Non Unit academic appointments (i.e. Dean and Provost titles)
Staff - Search Waiver Staff - Spousal Hire	Amherst Direct Hire/Search Waiver	Yes	Amherst Staff 1 Approver Amherst Staff 2 Approvers Amherst Staff 3 Approvers Amherst Staff 4 Approvers Amherst Staff 5 Approvers	PSU A and Non Unit Only
Tenure Track Faculty - Searched	Amherst TT Faculty	No	Amherst TT - CICS Amherst TT - CNS Amherst TT - COE Amherst TT - EDUC Amherst TT - HFA Amherst TT - ISOM Amherst TT - Nursing Amherst TT - SBS Amherst TT - SPHHS	
Tenure Track Faculty - Spousal Hire Tenure Track Faculty - Pathway Hire, Non-Searched	Amherst Direct Hire/Search Waiver	No	Amherst TT - CICS Amherst TT - CNS Amherst TT - COE Amherst TT - EDUC Amherst TT - HFA Amherst TT - ISOM Amherst TT - Nursing Amherst TT - SBS Amherst TT - SPHHS	
Tenure Track Faculty - Pathway Hire, Searched	N/A	N/A	N/A	Does not require creation of a new requisition. Add a position to the original hiring requisition
Non Tenure Track Faculty - Searched	Amherst	No	Amherst Non-TT Faculty 2 Approvers Amherst Non-TT Faculty 3 Approvers Amherst Non-TT Faculty 4 Approvers Amherst Non-TT Faculty 5 Approvers	

Type of Hire	Recruitment Process	Do you wish to apply for a waiver for the posting (Y/N)	Requisition Approval Process	Notes
Non Tenure Track Faculty - Search Waiver	Amherst Direct Hire/Search Waiver	Yes	Amherst Non-TT Faculty 2 Approvers Amherst Non-TT Faculty 3 Approvers Amherst Non-TT Faculty 4 Approvers Amherst Non-TT Faculty 5 Approvers	
Non Tenure Track Faculty - Direct Hire Non Tenure Track Faculty - Spousal Hire Non Tenure Track Faculty - Pathway Hire, Non-Searched	Amherst Direct Hire/Search Waiver	No	Amherst Direct Hire 2 Approvers Amherst Direct Hire 3 Approvers Amherst Direct Hire 4 Approvers	
Non Tenure Track Faculty - Pathway Hire, Searched	N/A	N/A	N/A	Does not require creation of a new requisition. Add a position to the original hiring requisition
Research Fellow - Searched Senior Research Fellow - Searched Post Doc - Searched	Amherst	No	Amherst RF/SRF/Post Doc Search	Initiator may enter their own name if there is no other designated departmental approver
Research Fellow - Direct Hire Senior Research Fellow - Direct Hire Post Doc - Direct Hire	Amherst Direct Hire/Search Waiver	No	Amherst Direct Hire 2 Approvers Amherst Direct Hire 3 Approvers Amherst Direct Hire 4 Approvers	