Job Code	Hire process	School of Medicine	iCIMS workflow	Description / Narrative /	Example
All fac.	iCIMS	SOM Packet process needed	Search	New faculty to Emory (EUV) with compensation will need to have come through a documented search process	Posted position is filled by selected candidate to begin the new semester 8/1
All fac.	eHRAF		None	Promotion	Tenure and Promotions
All fac.	iCIMS	SOM Packet process	Search/ search wiaver	A faculty member moves from one College department or School to another. The department would need to document if the position was posted and filled or why a search was not held	was in the college, moves to SOM basic Sciences
All fac.	eHRAF		None	An Exsisting faculty/ Physician is offered work in another department / additional duties , class or research effort	In basic sciences and begins research in one of the other basic sceinces
Fac. / Staff	iCIMS	SOM packet process	Search / Search waiver	An exsisting faculty member is selected in a search for an additional Administrative title w/ pay	Faculty serves as an Assistant professor and is serving as a Director of a department or area.
Fac. Staff	eHRAF			An existing Faculty member is appointment within a department/ Administrative title for additional duties	Serves in the college but is hired to serve in the Provost Office
Fac. / Staff	eHRAF		None	WOC (without compensation) title offered to existing employee	currently an assistant professor and then given a title for coordinator of initiatives in the department
Fac	eHRAF		None	This is an appointment process led by the Dean's office in each school. Most commont in the College.	works in african american studies department and asked to support creative writing

Fac.	iCIMS	SOM Packet process	Search Waiver/ Search	Recipricle agreeement with VA and SOM for hire process, but candidate still needs to go through the iCIMS onboarding gate	8/8th at VA gets PT role in SOM, TEC or Grady
Fac.	eHRAF		None	part time TEC physician would not need to go through iCIMS gate	most VA are 8/8ths or full time. On occasion they are asked to work at VA on a part time basis
Fac.	iCIMS	SOM packet	Search / Search waiver	A full time EUV position is created for somone,they should come from a search. Or use a search waiver to offer reason for no search. New to iCIMS and EUV and will need to go through the iCIMS gate.	VA physician asked to come to Emory/ TEC in a full time poisition or teaching position. Will need to be hired via a search.
Fac.	eHRAF		none	a physician member being asked to take on Part time position at TEC can be appointed without a search and the eHRAf would add the third record	Grady Physician with an EUV appointment is asked to work part time hours additionally at TEC.
Fac. / Staff	eHRAF			when an exsisting faculty member in a physician role is in one location and will be serving in multiple of locations	works at grady in radiology but is now going to split time with TEC and Grady
Fac.	iCIMS	SOM Packet procss	search waiver	Grant requires the title of Assistant Professor or above to be writin into the grant. Department promotes faculty to the required title	Grant is written with faculty member as a paricipant, but the title is Instructor or Associate. They will need to be given a tile of Assistant Professor to qualify to continue to participate
	eHRAF	T&P packet process	none	Annualized process for review by Deans to promote exsisting faculty members	T&P committee offers Associate Professor to existng Assistant Professor

Staff /9905	iCIMS	Posting approval only	Search / Search Waiver	a post doc can be hired via a search or a search waiver (appointment). Documentation of Search waiver "reason" in icims, and needs to go through iCIMS gate	New Post doc for Biology found via conference meeting. Needs to start in three month
Staff	iCIMS	SOM packet process	Search waiver	Most common process for fith year Post doc to instructor	Fith year post doc has not completed research and /or department wants to continue work.
Staff	iCIMS	SOM packet process	Search	Post Doc promotion to title position would need to come from search. All Tenure track most come into community via a search. iCIMS record needs to reflect a complete search	
Staff/ 9903	iCIMS	Posting approval only	Search / Search Waiver	New Post Doc to the position and community hired via a search or waiver. Needs to go through the iCIMS gate	
9901	eHRAF			This is still considered a student position	
Fac. / Staff	eHRAF		none	Employee terminated because work authorization expired and have to be rehired back into their position. (background check will be needed if the gap is 30 days from termination to rehire)	Alien Temp's new authorized to work date does not correspond to their last expiration date. Rehire back into terminated position via EHRAF
Staff	eHRAF			Employee is active faculty but will also work as PRN paid hourly	SON has faculty that work PRN as staff. Recruitment has advised department this type of hire does not need to be processed through Central HR Recruiting

Fac. / Staff	eHRAF			Employee is active and needs to receive a one time payment	Employee needs a record created to pay out a stipend.
Fac.	iCIMS			changing faculty position to a paid status	VA appt. is ending and the department wants to bring the faculty member into a paid status on their University appt.