Prior Approval Request (PAR)

General notes:

- As of Workday Go-Live, PARs are no longer needed for courtesy faculty positions.
- If a prospective faculty member held a previous faculty position that was terminated, a new PAR is required to create a new one.
- If a prospective NTT faculty member holds an inactive faculty position that has been inactive for fewer than three years, and is in the correct unit, the position can be reactivated and no new PAR is needed. If the inactive faculty position has been inactive for longer than three years, and/or is in another unit, a PAR must be created to create a position in the correct unit.
- If creating a new PAR for a faculty member with a previous PAR on file:
  - Reference letters are viable for 18 months from the date on the letter.
  - Once the Primary Language Form is on file, another is not needed.

Non-Tenure Track (NTT):
The NTT PAR packet should include the following:

- PAR checklist materials
- Draft offer letter prepared by the hiring department according to the appropriate EVPP template

Process:

1) Department Executive Assistant (EA) approves FPN document in DEFINE and forwards completed PAR packet to COE-HR@austin.utexas.edu, where it is reviewed for content, to ensure all required documentation is included and in good order.

2) PAR packet is forwarded to the Associate Dean for Faculty and Academic Affairs for review and signature.

3) Notes are added by the Office of the Dean EA to the FPN document that the PAR packet has been approved by the Associate Dean, with date of approval, and notifies the Dean’s Office HR team at COE-HR@austin.utexas.edu that the PAR packet has been signed.

4) Dean’s Office HR team reviews FPN document and approves.

5) Dean’s Office scans the PAR packet and shares with the Executive Vice President and Provost (EVPP) on Box.

6) NTT PAR does not require EVPP approval. Once approved by the Dean’s Office HR team, the PAR is final-approved, and the department can send an offer letter to the candidate.

7) EA sends a copy of the signed offer letter to Academic Personnel Services (APS), and the hire is pushed to Workday.

Tenured/Tenure-Track (T/TT):
The T/TT PAR packet should include the following:

- PAR checklist materials
- COE Faculty Hire Form
- Draft offer letter prepared by the Office of the Dean EA according to the appropriate EVPP template

Process:

1) If hire will be made with tenure, first complete the tenure review process.

2) As soon as possible, Department Executive Assistant (EA) forwards the completed COE Faculty Hire Form to the Office of the Dean EA so that they can begin drafting the offer letter in collaboration with the department EA and chair. It is not necessary to wait for the PAR to be completed before sending this form.

3) Department Executive Assistant (EA) forwards completed PAR packet to Office of the Dean EA, who reviews the packet for content, to ensure all required documentation is included and in good order.

4) Office of the Dean EA forwards PAR packet to the Assistant Dean for Financial Affairs for review of funding commitments.

5) Once Assistant Dean for Financial Affairs has approved funding commitments, PAR is forwarded to the Associate Dean for Faculty and Academic Affairs for review, but the Associate Dean does not sign it. The Associate Dean forwards it to the Dean. The T/TT PAR packet is reviewed and signed by the Dean.

6) Office of the Dean EA adds notes to the electronic PAR that the PAR packet has been approved by the Dean, with date of approval, and notifies the Dean’s Office HR team at COE-HR@austin.utexas.edu that the PAR packet has been signed.

7) Once approved by the Dean, the department may, if they wish, share a draft offer letter with the candidate. It must be clearly indicated via watermark that the copy is a draft, and any associated correspondence must explicitly state that the draft is “pending final modifications and approval of the Dean and Provost.”
8) Dean’s Office HR team reviews electronic PAR and adds approval, but PAR is not final-approved at this point. Final approval of a T/TT PAR comes from EVPP. Following Dean’s Office electronic approval, the PAR status in DEFINE will update as follows:

   Status: Approved -- COVER SHEET -- Document ID: 60FPN999XXX
   Action: ___   Summary: Faculty, Lisa
   ** Offer Pending **

9) Once the PAR is approved at the Dean’s Office level, the offer letter can be sent to the candidate. The EA forwards the signed offer letter to EVPP.

10) EVPP final-approves the PAR upon receipt of the signed offer letter, and pushes the hire to Workday.

11) Office of the Dean EA scans the PAR packet and shares with the Executive Vice President and Provost (EVPP) on Box. Following EVPP electronic approval, the PAR status in DEFINE will update as follows and onboarding processes can begin:

   Status: Approved -- COVER SHEET -- Document ID: 60FPN999XXX
   Action: ___   Summary: Faculty, Lisa
   ** Offer Accepted - Position in Workday **

Resources:

- COE Faculty Hire Form – online-fillable PDF
- COE Faculty Hire Form – printable (complete by hand)
- Faculty (PAR) Hire Process Workflow
- Faculty Policies & Resources
- Hire Faculty Workday Process overview
- PAR Handbook – Office of the Executive Vice President and Provost
- Summary of changes to the PAR (post-Workday)

Please send suggested additions to this list and notifications about broken links to COE-HR@austin.utexas.edu.