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| **Action** | **Faculty**  | **MGEU** | **IUOE (A&D)** | **PSAC** | **Exempt Support Staff****(ESS)** | **Exempt -****Managers and Professional Officers (MPO)** | **Exempt - Academic Administrators (Associate VPs & Deans)** |
| How to request to post | Dean’s office will email draft posting to AVP, P&T & BUFA Pres/VP  | Dean’s office will complete *Position Approval form Step 1*  | *Position Approval form Step 1* | Hiring Area sends draft posting to HR for review | *Position Approval form Step 1* | Through request for vacancy posting or staffing plan | Through vacancy posting or staffing plan |
| Who approves request? | AVP, P&T & BUFA Pres/VP | Dean/Director & AVP, P&T | Dean/Director & AVP, P&T | Hiring Supervisor & Dean/Director/Unit Head  | Dean/Director & AVP, P&T | Dean/Director & AVP, P&T  | VP (A&P) |
| Who prepares posting (on goldenrod)? | Hiring Area | HR | HR | Hiring Area or Supervisor | Hiring Area | HR or Hiring Area | Hiring Area or Outsourced with Search Firm |
| Who distributes posting on campus? | Hiring Area | HR | HR | Hiring Area or Supervisor | Hiring Area | HR or Hiring Area | Hiring Area |
| Who posts the ad on the BU Careers page? | HR | HR | HR | Hiring Area or Supervisor | HR | HR | HR |
| Who posts the ad externally through HR Adworks? (if so chooses) | Hiring Area | Hiring Area | Hiring Area |  | Hiring Area | Hiring Area | Hiring Area |
| Who receives the applications? | Dean/Chair of Selection Committee  | HR | HR | Hiring Supervisor | HR | HR | VP (A&P) or Search Firm (if applicable) |
| Who requests the Employment Contract (Position Approval form Step 2)? | Dean | Dean/Director | Dean/Director | Hiring Supervisor | Dean/Director | Dean/Director/Unit Head | VP (A&P) |
| Who signs the employment letter? | Dean | AVP, P&T | AVP, P&T |  | AVP, P&T | AVP, P&T | *For AVPs:*VP(A&P) | *For Deans:* President |