



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 5, 2009

**OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-16**  
**Delivered via Campus Email**

TO: All Faculty and Academic Staff Members

FROM: Mary Lee Hodge, Vice President Business Affairs

RE: Implementation of PV PAWS and PV PATH Faculty Modules

The Office of Human Resources has now completed the faculty modules of PV PAWS and PV PATH systems. The Office of Human Resources and the Office of Academic Affairs have partnered to create these PV PAWS and PV PATH modules, tailored to meet the special needs of faculty. As these modules share a common platform with the PV PAWS and PV PATH staff modules, the two sets of modules bear a generic similarity, only differing to the extent necessary for customizing.

Effective immediately, the faculty job postings will be displayed in the PV PATH system, enabling prospective applicants to apply for faculty positions completely online. While using the PV PAWS and PV PATH faculty modules, the hiring department can customize the list of application materials the prospective applicants should submit for completion of the application. Confirmation of successful submission of the application materials is virtually instantaneous. Using assigned Guest User Accounts, both Chairs and Members of Search Committees can begin immediate electronic review of applications for faculty positions. The PV PATH Online Application system for faculty retains applications for two fiscal years, thus ensuring compliance with the federal, state and TAMUS regulations for the retention of employment-related documents associated with the hiring process.

Effective immediately, requests regarding faculty positions (creation, updating or reclassification) from all users will be processed exclusively through the PV PAWS system. All users in academic departments will therefore be required to attend mandatory training sessions to ensure overall comprehension and effective utilization of the PV PAWS and PV PATH Faculty modules. The Office of Human Resources has scheduled training for each academic unit. All "Creators," "Department heads," and "Deans," along with their respective delegates are required to attend the sessions.

If you have any questions, please contact Ms. Radhika Ayyar at (936) 261-1721 or via email at [raayar@pvamu.edu](mailto:raayar@pvamu.edu) or Ms. Jana Smith at (936) 261-1729 or via email at [jbsmith@pvamu.edu](mailto:jbsmith@pvamu.edu).

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