



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System  
OFFICE FOR ACADEMIC AFFAIRS

## FAQS for Academic Pre-Authorization for Hire and Rehire

The following FAQs and statements are written to assist the user in successfully completing the electronic Pre-Authorization for Academic Hires and Rehires. Click on this link to access the form:

[https://pvamu.co1.qualtrics.com/jfe/form/SV\\_8tYO2C8NiKZbfjn](https://pvamu.co1.qualtrics.com/jfe/form/SV_8tYO2C8NiKZbfjn)

### FAQs and/or Statements:

**WHAT IS THE PURPOSE OF THIS ELECTRONIC FORM?** The purpose of this electronic pre-authorization for Academic Hires and Rehires is to receive the approval of the Provost prior to performing a function in Workday. The form will also ensure that accounts and cost allocations are reviewed and accurate prior to entering them into Workday. This should speed up approval processes in Workday itself. Workday requires all hiring positions to be authorized prior to entering the data. Upon approval, school, college, or unit may enter the position data into Workday.

**WHY DO I NEED TO COMPLETE THIS FORM?** This form is required to obtain the approval of the Provost for all academic positions. This form is provided in an electronic format in order to streamline the overall approval process. This form replaces the former paper Offer Letter and MOA forms.

**WHO IS THE REQUESTOR?** The requestor is the person enter the data. This person may initiate the request on behalf of someone else or his/her own department/unit.

**WHAT IF I DON'T SEE MY SCHOOL/COLLEGE OR UNIT LISTED?** If you do not see your school/college or unit listed, please email us at: [academicbudget@pvamu.edu](mailto:academicbudget@pvamu.edu) and we will add the listing.

**WHAT IF I DON'T SEE MY DEPARTMENT LISTED?** If you do not see your school/college or unit listed, please email us at: [academicbudget@pvamu.edu](mailto:academicbudget@pvamu.edu) and we will add the listing.

**WHAT IS THIS PRE-AUTHORIZATION FOR?** The pre-authorization request is submitted when approval is needed by the Provost to (1) add a new faculty line, (2) rehire due to a break in service, and (3) create a data change. Choose the position title and title code for faculty. For staff or other types of positions, please choose STAFF-Other.

**SELECT THE APPOINTMENT TERM FROM THE LIST BELOW:** All of our faculty and/or staff positions are hired for a certain period of time. Select the appropriate term for the position requested. If the term you are seeking is not listed, choose OTHER and type in the number of months.

**SELECTING A POSITION CLASSIFICATION:** Generally the first 4 types of position classifications apply to faculty positions only. For all Staff-Other positions, choose 'Other' and type in a description of the position.

**PLEASE PROVIDE A SALARY JUSTIFICATION:** For the position you are requesting, please provide a detailed justification for the proposed salary including any amounts over the minimum salary.

**NEW HIRE or REHIRE:** Please indicate if this request is for a new faculty line or a rehire that has had a break in service.

**NEW HIRE:** If this request is for a "New Hire" and you know the name of the candidate, please include the name in the appropriate section. If this is a new hire, and you do not know the name of the candidate, please feel free to skip the section when you are prompted to enter the candidate's name.

**REHIRE:** If this request is for a "REHIRE" due to a break in service, please include the name of the candidate.

**CANDIDATE INFORMATION: WHO IS THE CANDIDATE AND WHAT INFORMATION SHOULD WE ENTER?** The candidate is the person you plan to hire. Please enter all information for this person only. One (1) request per position.

**BUDGET INFORMATION:** The Budget Information section allows you to enter the cost allocation data for up to six (6) accounts. You do not have to use all 6 areas. If the position will be split into multiple accounts, please enter the data for each account under each '**cost allocation**' section. Please enter the FTE% Effort for each account. Enter the 11 digit account number for each cost allocation used. Please provide any additional information regarding the budget information.

**IS A TENURE-TRACK START UP PACKAGE BEING PROPOSED?** Have you sent a Tenure-Track Start-Up Package to the Provost for consideration?

**HAS AN OFFICIAL TRANSCRIPT BEEN OBTAINED AND ROUTED TO ACADEMIC AFFAIRS?** It is important to send the original transcript to Academic Affairs as soon as possible. If for some reason you do not have the original transcript but you do have a copy, answering "NO" to this question will prompt the system to offer you an opportunity to upload a copy of the unofficial transcript. This is an important step that can avoid any delays in processing your request.

**CANDIDATE DEGREE AND/OR CREDENTIALS:** You may list up to 3 degrees for the candidate. Please list the most recent degree first. Be sure to include any additional licensing and/or certification information.

**CAN I GO BACK TO A PREVIOUSLY ANSWERED QUESTION?** Yes. You can move forward or back within the document prior to submitting the request. Once you submit the request, you can no longer make any corrections. You can email us at: [academicbudget@pvamu.edu](mailto:academicbudget@pvamu.edu) for any questions regarding a request that has been submitted.

**CAN I SUBMIT A DUPLICATE REQUEST?** There should be no need to submit a duplicate request. The Office for Academic Affairs will work diligently to respond to your request within 24-48 hours during normal working days (excluding weekends and holidays). One Request per position/per candidate. [E.g. if you are hiring 5 adjuncts, you should submit a separate request for each adjunct per department].

**HOW DO I MAKE ADDITIONAL REQUEST(S)?** The last question in the survey asks "**Any Additional Request?**" If you have more than one request to enter, you should chose the "**I have additional request(s) to complete**" button, and then click NEXT. You will be automatically routed to enter the data for the next request.

**HOW DO I AVOID RE-TYPING MY REQUESTOR INFORMATION REPEATEDLY?** If you are the person making the request for your department most of the time, you can change your computer settings to remember the information you entered previously. Normally this can be done by changing the settings in your web browser. Open your web browser. In the search bar, type in SETTINGS. Once the settings tab appears, type in AUTO-FILL. You should receive the guidelines to set your computer to AUTO-FILL. This will help in reducing the need to retype your information each time.

**WHAT IF MY QUESTIONS AND/OR INSTRUCTIONS ARE NOT LISTED HERE?** Please send your questions and/or concerns to: [academicbudget@pvamu.edu](mailto:academicbudget@pvamu.edu) or Contact Academic Fiscal Affairs: Mrs. Betty Ricks-Harris at x2168 or Ms. Wanda Ross at x2168.