

Step 1: Department chairs will seek volunteers for all prison assignments via email to their department. Department chairs will cc HR and CCA President. The Department chair will notify HR if the email solicitation is unsuccessful and we need to move to Step 2.

Step 2: If no volunteers are found in the Department chair notification (Step 1), Department chair will notify HR. HR will post prison positions, including temporary and adjunct, internally using an email notification informing all campus faculty of the vacancy. The notification will provide a link to the PeopleAdmin posting where interested employees can indicate their interest. This posting will be open for 5 calendar days.

Step 3: If no volunteers are selected at Step 2, the position will be posted in the standard process that we follow for all other vacancies to secure outside applicants.

Each posting will include the following video link to help us meet 4 (d) of the Prison MOU. <https://youtu.be/eDkq0mzBVu8>