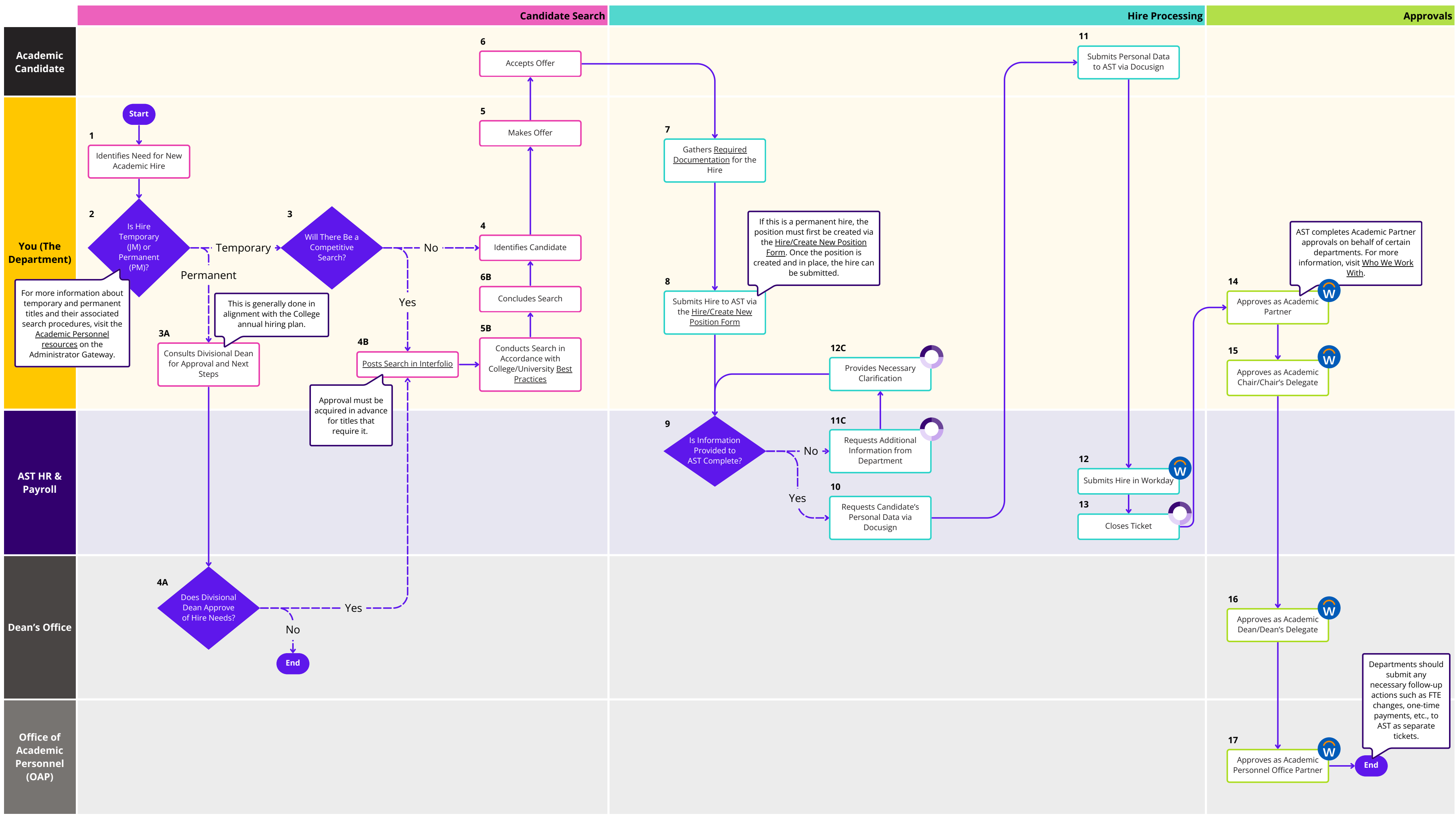


LEGEND

- Start/End: Oval
- Activity/Task: Rectangle
- Decision: Diamond
- Comments: Speech bubble
- Alternate Path: Dashed line
- CAS AST Form Submission: Document icon
- UW Connect Task: UW logo
- Workday Task: W logo



For more information about temporary and permanent titles and their associated search procedures, visit the [Academic Personnel resources](#) on the Administrator Gateway.

This is generally done in alignment with the College annual hiring plan.

Approval must be acquired in advance for titles that require it.

If this is a permanent hire, the position must first be created via the [Hire/Create New Position Form](#). Once the position is created and in place, the hire can be submitted.

AST completes Academic Partner approvals on behalf of certain departments. For more information, visit [Who We Work With](#).

Departments should submit any necessary follow-up actions such as FTE changes, one-time payments, etc., to AST as separate tickets.