Equivalency Process Flow Chart



Job applicant or Faculty member applying for an FSA recognize they need equivalency and send application to HR with documentation.



Level One Hiring committee wishes to interview an applicant who needs equivalency.



Human Resources sends documents to Division Chair (if PT applicant or FSA) or Hiring Committee (if FT position) for review.

(3)

(5)

6

(7)



Human Resources contacts candidate for equivalency documentation and forwards what is received to the hiring committee.



Hiring Committee (FT or PT hire) or Department (FSA) review the submitted documents to assess whether at first glance the committee feels the applicant meets equivalency.

If three members of the committee feel the documentation is adequate, the Equivalency Initiation Form is filled out and sent to HR with three signatures.



Human Resources forwards the Initiation Form and all application and equivalency documents to the Equivalency Chair (and committee).



Equivalency Committee considers the application at the earliest opportunity. Representatives from the Level One Hiring Committee are invited to speak and answer questions. An EEO representative should sit in on the meeting.

After a decision is made, a Record Form with the committee's decision and signatures is returned to Human Resources.



Human Resources:
Informs Hiring Committee and candidate of equivalency decision.



Hiring Committee:
If equivalency granted, schedules interview with candidate.