# Administrative Faculty Job Evaluation Process

**Effective February 2015**

<table>
<thead>
<tr>
<th>Division</th>
<th>Action</th>
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<tbody>
<tr>
<td></td>
<td>Request is initiated through division with VP/Dean approval</td>
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<table>
<thead>
<tr>
<th>HR</th>
<th>Action</th>
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<tbody>
<tr>
<td></td>
<td>HR conducts job analysis</td>
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<tr>
<td></td>
<td>HR interviews supervisors of position</td>
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<thead>
<tr>
<th>HR</th>
<th>Action</th>
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<tbody>
<tr>
<td></td>
<td>HR develops or edits Job Description (Final Approved by VP/Dean)</td>
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<tr>
<th></th>
<th>Action</th>
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<tbody>
<tr>
<td></td>
<td>HR conducts job evaluation – Range Finalized</td>
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<tbody>
<tr>
<td>Implement approved action</td>
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HR provides division with determination