



**STEPHEN F. AUSTIN  
STATE UNIVERSITY**  
THE UNIVERSITY OF TEXAS SYSTEM  
NACOGDOCHES, TEXAS

# **EPAF Process for New Faculty and Staff Hires**





# EPAF Process for New Faculty and Staff Hires



Effective October 1, 2023, Human Resources will create all new hire EPAFs for faculty and staff positions.

Departments will retain responsibility for creating new hire EPAFs for the following positions:

- Adjunct faculty
- Casual employees
- Non-paid external hires
- Graduate assistants
- Student workers

The process to follow is listed below. Please reach out to Human Resources with any questions at extension 2304 or [hr@sfasu.edu](mailto:hr@sfasu.edu).

1. Final candidate selected by search committee.
2. **FACULTY ONLY** – Contract is created by Provost Office, then accepted by finalist.
3. Hiring proposal (HP) is created by department in PeopleAdmin.
  - a. All documents pertaining to the search and interview process must be uploaded.
  - b. Search summary form must be uploaded.
  - c. Workflow status in PeopleAdmin is changed to “HR Initial Review”.
4. Hiring proposal (HP) is reviewed by HR.
  - a. Salary is reviewed and confirmed.
  - b. EEO compliance review is conducted and approved.
  - c. HP status is changed to “Approved for Verbal Offer” and HP returns to department.
5. Department extends verbal offer (staff positions only; faculty uses the contract process).
  - a. HP is returned to HR in “Submit for Background Check” status.
  - b. HR sends background check authorization form to department.
  - c. Department forwards form to finalist.
  - d. Finalist returns signed form to HR.
  - e. HR submits background check.
  - f. HR contacts finalist to request the required identification documents to ensure compliance with form I-9. This must be completed for the EPAF to be approved later.



