Agenda

1. Approval of Minutes

2. Special Order of the Day
   B. Parking Services Update, Dan Hofmann

3. Open Commentary

4. President’s Reports
   A. Other:
      • Update on Hiring Process, Josh Brown
      2. Legislative Update, Matt Bundrick.

5. Treasurer’s Report, Julie Jones. Funds remaining in the operating budget as of April 14th are (a) Vending: $4,516.58; (b) Staff Senate funds: $2,450.15; (c) Travel: $23.76; (d) SDP: $847.50.

6. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet.
      2. Communications, Julie Jones.
      3. Membership, Deveraux Williams.
         • The Senate welcomes new Senators: Beverly Lavier (PSA), Janine Sutter (Extension), Jeffrey Holliday, Sue Whorton, Holly Williams (Provost), Janay Whitesel (HHD), Meg Newton (CoES), Cody Price (Student Affairs), JoAnna Floyd (Research), and Savannah Wigington (School of Ed). Their first official meeting will be in May.
         • Returning Senators appointed/elected: Leslie Doss (Pres/BOT), Roberta Balliet (Athletics), Laura Clay (Student Affairs), Terri Vaughan (Advancement), and Mac Bevill (Facilities).
         • Retiring Senators: Julia Lusk, Julie Jones, Matt Bundrick, and Hagan Walker.
         • New Senator Orientation is scheduled for April 26th from 11am-1pm.
   4. Policy and Welfare, Terri Vaughan. The Policy and Welfare Committee discussed topics addressed in a recent meeting between Associate VP of HR, Michelle Pickutowski, HR director, Jim Kerr, Staff Senate President Tina White and Policy and Welfare Committee Chair, Terri Vaughan. Topics included:
      • Staff Job Descriptions
      • Results from the Class and Comp Study
      • Campus reorganization
      • Onboarding process for FTE, TLP, and TGP
      • Supervisor training and retraining
      • Impact of EPMS on compensation
      • Employee satisfaction
• Holiday calendar
• How staff members can work for positive change regarding class and comp, benefits, professional development and staff morale

5. Scholarship, Leslie Doss and Erin Thomas.

B. University Committees
2. President’s Commission on the Status of Black Faculty and Staff, Karon Donald.
3. President’s Commission on the Status of Women, Tina White.

7. Unfinished Business

8. New Business

9. Announcements – For those of you who have confirmed your attendance, please remember to join us for the 2016 Staff Senate Annual Banquet immediately following today’s senate meeting in Ballroom B of the Madren Conference Center from 12:00 to 1:00 p.m. as we welcome our newest senators, honor our retiring senators and all of their contributions, and recognize the transfer of the presidential gavel from Tina White to our incoming Staff Senate President, Deveraux Williams.

10. Adjournment

Next Meeting: Tuesday, May 10, 2016, 10:30 a.m., Hayden Conference Center, Botanical Gardens
Minutes


Members Absent: Roberta Balliet, Leigh Dodson, Billy Edwards, Joey Thames, and Tom Warnock

Guests: Denise Anderson, Josh Brown, Janelle Chiasera, Jim Kerr, Jackie Todd, Tom Ward, Greg Weitz, and Cathy Welton

1. Approval of Minutes
   Terri Vaughan moved to approve the minutes from the March 8, 2016 Staff Senate meeting as written. Laura Clay seconded the motion and the vote was unanimous. The minutes were approved.

2. Special Order of the Day
   A. Diversity Plan, Janelle Chiasera, Lee Gill, and Max Allen. Ms. Chiasera highlighted diversity efforts made by the university and its dedicated task forces to the senate body (Attachment).
   B. Parking Services Update, Dan Hofmann. Senator Dan Hofmann shared parking updates for the coming semesters at the university involving parking projects currently underway (Attachment).

3. President’s Reports
   A. Other:
         - Update on Hiring Process, Josh Brown. PeopleSoft upgrades up-to-date. Streamlined the application and job posting process, shortening time needed for these processes. This update has also enabled more notifications to illustrate which step you are at in the process as time goes by (Attachment).
      2. Legislative Update, Matt Bundrick. The 5% Cost of Living increase has been reintroduced and will be discussed in the coming weeks during financial committee meetings.

4. Treasurer’s Report, Julie Jones. Funds remaining in the operating budget as of April 14th are (a) Vending: $4,516.58; (b) Staff Senate funds: $2,450.15; (c) Travel: $23.76; (d) SDP: $847.50.

5. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet. No report.
      2. Communications, Julie Jones. No report.
      3. Membership, Deveraux Williams.
         - The Senate welcomes new Senators: Beverly Lavier (PSA), Janine Sutter (Extension), Jeffrey Holliday, Sue Whorton, Holly Williams (Provost), Janay Whitesel (HHD), Meg Newton (CoES), Cody Price (Student Affairs), JoAnna Floyd
(Research), and Savannah Wigington (School of Ed). Their first official meeting will be in May.

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4. **Policy and Welfare**, Terri Vaughan. The Policy and Welfare Committee discussed topics addressed in a recent meeting between Associate VP of HR, Michelle Piekutowski, HR director, Jim Kerr, Staff Senate President Tina White and Policy and Welfare Committee Chair, Terri Vaughan. Topics included:
  - Staff Job Descriptions
  - Results from the Class and Comp Study
  - Campus reorganization
  - Onboarding process for FTE, TLP, and TGP
  - Supervisor training and retraining
  - Impact of EPMS on compensation
  - Employee satisfaction
  - Holiday calendar
  - How staff members can work for positive change regarding class and comp, benefits, professional development and staff morale

5. **Scholarship**, Leslie Doss and Erin Thomas. Over 165 attended the soiree, over $7000 raised. Congratulations to our Scholarship Committee and all of our Staff Senate volunteers. It was an amazing group effort that turned out to be a great success for the scholarship fund.

B. **University Committees**

1. **Bookstore Advisory**, Amanda Menefee. Met on April 4, 2016. May 1st is when the old textbook adoption process leaves; everyone should be using the Faculty Enlight program; buyback for textbooks is next week (from date of the senate meeting).

2. **President's Commission on the Status of Black Faculty and Staff**, Karon Donald. Open forum tomorrow (April 20, 2016) in Hendrix Ballroom B, dialogue opportunity to have with administration. The forum begins at 10 a.m.

6. **Unfinished Business**: None.

7. **New Business**: None.

8. **Announcements** – For those of you who have confirmed your attendance, please remember to join us for the 2016 Staff Senate Annual Banquet immediately following today’s senate meeting in Ballroom B of the Madren Conference Center from 12:00 to 1:00 p.m. as we welcome our newest senators, honor our retiring senators and all of their contributions, and recognize the transfer of the presidential gavel from Tina White to our incoming Staff Senate President, Deveraux Williams.

9. **Adjournment** There being no further business to discuss, the meeting adjourned.

**Next Meeting**: Tuesday, May 10, 2016, 10:30 a.m., Hayden Conference Center, Botanical Gardens
2016 Campus Parking Projects

Dan Hofmann, CAPP
Parking & Transportation Services
Director

April 19th, 2016

Creating the nation’s most engaged, satisfied and successful student body
Objectives

• Provide an overview of 2016 Parking & Transportation initiatives

• Assist project teams by developing critical constraints while maintaining access to help ensure that Campus Projects and University Operations are successful.
Major Campus Construction Projects

Construction Projects
1. Electrical Duct Bank
2. Hwy 93 Sanitary Sewer
3. Football Operations Facility
4. Starbucks Cooper Library
5. Little John Renovation
6. West Campus Energy Plant
7. West Campus Satellite Parking
8. Ravenel Road Stormwater
9. Core Campus
10. Douthit Hills / Hwy 93
11. Watt 4th Floor Completion
12. Central Campus Paving
13. Barnes Student Activity Center
14. East Campus Satellite Parking Lot
15. Jordan Hall Various Improvements
16. Lee I & III Various Improvements
17. Water Tower
18. Botanical Gardens Security

2016 Summer Campus Construction Meeting
4/21 @1PM at Clemson House - Holmes Ballroom
Parking & Transportation Update

Current Projects
1. Football Operations Center Parking Lot
2. Hwy 76 (R-6) Parking Lot
3. Snow Family Recreation Parking Lot
4. Core Campus Parking Spaces
5. Central Campus Parking Spaces
6. R01 (Kite Hill) Parking Spaces
7. E21 (Cherry Rd) Parking Spaces

Future Projects
1. Feasibility Study for a Solar Powered Covered Bike Shelter Near Lowry and the Watt Innovation Center
2. Ravenel Satellite Parking Lot
3. Bike Share Program
Football Operations Parking

- Indoor Track
- Football Operations Facility

Completion Time Frame
2017
200+ parking spaces
**Hwy 76 Lot (R-6)**

**Completion Time Frame**

1. Phase 1 (6/2016) 200+ spaces w. resident overflow
2. Phase 2 (est. 6/2017) 250 student spaces
3. Phase 3 (est. 6/2018) 200 student spaces

Total of 650+ for Douthit Hills student residents
Completion Time frame
Phase I - 152 spaces (est 9/16)
Phase 2 – 200 spaces (est ?)
Total of 350+ spaces
Core Campus Parking

Completion Time Frame
July 2016
Adding back 15 Metered Spaces
Central Campus Parking

1. East Library Parking (R15)
2. Lambda Street
3. Strom Thurmond
Central Campus Parking

1. East Library (E15) +3 Employee Spaces, LED Lighting and an EV Charging Station

2. Lambda Street + 14 Student Commuter Spaces

3. STI – Add 25 Employee Spaces
Add 130 Commuter Spaces
E-21 (Cherry Rd) Parking

Convert to Employee
Sheep Barn Parking

Losing 30 Employee Spaces
Future Parking Initiatives
Ravenel Satellite Parking

650 +/- Parking Spaces
Future Parking Initiatives
Lowry Covered Bike Shelter
Future Parking Initiatives
Bike Share
QUESTIONS?

Dan Hofmann, CAPP
Director
Parking and Transportation Services
Clemson University

hofmann@clemson.edu
(864) 656-2270

GO TIGERS!
Diversity and Inclusive Excellence

Max Allen
Chief of Staff
Interim Chief Diversity Officer
Our Commitment

Clemson University...

• aspires to create a diverse community that welcomes people of different races, cultures, ages, genders, sexual orientation, religions, socioeconomic levels, political perspectives, abilities, opinions, values and experiences;

• strives to reflect these differences in its decisions, curriculum, programs and actions; and

• seeks to ensure that underrepresented groups have access to the education and resource opportunities available at the University.
Our Continued Commitment

• Lee Gill: Chief Diversity Officer hired
• Groundwork for the new CDO
  1. Commitment to Diversity Statement
     • Academic enhancement, Grounded in the land grant mission, Critical to help produce future leaders
  2. Alignment with the University Strategic Plan
  3. Comprehensive and **Actionable** Strategic Plan
     • Framework: Developed from internal groups/committees, external consultants, models across the U.S.
     • Transparent and Accountable Process
Our Work to Date

• Developed from information within Clemson
  • Emails, prior strategic plan, history taskforce, executive audits, Leon Wiles, PCSBFS top 5 issues, CCS, Campus Climate Task Force, campus climate retreat recommendations, Coalition of Concerned Students, to name a few.
    • This is a Clemson framework
  • Models across the U.S. and higher education professional organization recommendations.
  • Work to be done will continue through the Clemson faculty, staff, and students.
Why Now?

- This needs to be a Clemson Plan
- University-wide effort
- Sets important groundwork for the work of the CDO office moving forward
- Broad-based buy-in and ownership
Guiding Principle

• Diversity and Inclusion must be a campus-wide commitment; it is too important to rest on the shoulders of one.
Strategic Plan Framework

Strategic Priorities

- Education & Training
- Climate & Infrastructure
- Recruitment & Retention
- Research & Scholarship
- Strategic Partnerships
- Leadership Support & Development

UNIVERSITY-WIDE COMMITMENT
Pillars

Education & Training: Education and training experiences to build cultural competencies across the organization.

Climate & Infrastructure: Creating academic and work environments that effectively support the success of all faculty, staff, and students.

Recruitment & Retention: Active and aggressive recruitment and retention of a diverse faculty, staff, and student body.

Research & Scholarship: Building and enhancing opportunities for research and scholarship in diversity fields.

Strategic Partnerships: Building and supporting strategic partnerships that respect diversity, include diverse groups, and supports the advancement of diversity and inclusion for both.

Leadership Support & Development: Top-down support for diversity & inclusion and the creation of a pipeline of culturally competent academic leaders.
Timeline

• Short-Term (Mar. 2016-Dec. 2016)
  • Strategic plan framework communication
  • Workgroup assignments and charges (n = 6)
    • Broad representation, yet manageable
    • Refine overarching goal, draft tactics, timelines, and metrics for each objective
      • 3-5 objectives (focused)
  • Plan focused on next 3-5 years
  • Draft document due to CDO October 2016
Timeline

• Mid-Term (Jan 2017)
  • Strategic plan framework and workgroup presentations across campus
  • Begin implementation of workgroup recommendations

• Long-Term
  • Biannual reporting of progress on strategic priorities
  • Further plan development beyond 3-5 years
Our Goal: 1-2 Page Actionable Plan

Clemson University
Office of Diversity and Inclusion: Vision and Mission

**Vision:**
Clemson University seeks to maintain a strong and vibrant community that embraces diversity. The university aspires to be an inclusive community which welcomes differences. The institution strives to ensure that its policies, procedures, and allocation of resources help to sustain an inclusive environment that promotes success among all members of the evolving Clemson family and the communities it serves.

**Mission:**
To provide leadership, advocacy, and support to achieve a measure of inclusive excellence which is characterized by a diverse and inclusive campus community, positive intergroup interactions, accessible opportunities and equitable practices.

<table>
<thead>
<tr>
<th>Strategic Priorities</th>
<th>Education &amp; Training</th>
<th>Climate &amp; Infrastructure</th>
<th>Recruit &amp; Retain</th>
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<tr>
<td><strong>Goals</strong></td>
<td>Develop education and training experiences to build cultural competencies at all levels of the organization.</td>
<td>Create an academic and workplace environment founded on the principles of social justice that effectively supports the success of all faculty, staff, and students</td>
<td>Actively and aggressively recruit and retain a diverse faculty, staff and student body</td>
</tr>
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</table>

| Education & Training                                             | Climate & Infrastructure                                           | Recruit & Retain                                           |
| Research & Scholarship                                         | Strategic Partnerships                                             | Leadership Support & Development                           |
| **Goals**                                                     | Build a community that fosters research and scholarship in diversity, inclusion, and social justice | Build and support strategic partnerships that respect diversity, include diverse groups, and supports the advancement of diversity and inclusion for both | Provide top-down support for diversity and inclusion and create a pipeline of culturally competent high performing academic leaders from all groups |
| **Objectives**                                                 | D1.                                                               | E1.                                                               | F1.                                                       |
|                                                              | D2.                                                               | E2.                                                               | F2.                                                       |
|                                                              | D5.                                                               | E5.                                                               | F5.                                                       |
The Action Piece

**EDUCATION & TRAINING**
GOAL: Develop education and training experiences to build cultural competencies at all levels of the organization.

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<th>Objective A1:</th>
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<td>A4.3</td>
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Questions
Overall Hiring Process

**Tiger Talent**
- Faculty
- Staff
- Administrative Unclassified

**PeopleSoft**
- Staff
- Administrative Unclassified
- (No changes to Faculty)

**Request**
- Determine employment need
- Job posting
- Submit *request to recruit*
- Necessary approvals

**Recruit**
- Interview evaluations
- Selection of final candidate

**Hire**
- Offer details discussion
- Offer Letter
- Offer Acceptance
- Hire entry
Process Revisions

**Improved hiring process:**
- Request to recruit process handled entirely in Tiger Talent
- Commitment information and approvals (faculty) integrated into Tiger Talent
- Budget confirmation received prior to the start of the process
- Automated market analysis for faculty positions
- Application process for staff and administrative unclassified staff
- Offer letters uploaded, approved and accepted in PeopleSoft for staff and administrative unclassified staff

**Benefits:**
- Eliminates applicant tracking process for administrative unclassified staff
- Eliminates hire form for staff and administrative unclassified staff
- Reduces lead time for request phase to 3 to 8 days
- Increases speed of approvals
- Provides salary range prior to conducting the search
What’s Changed?
Staff Process

- Increased process visibility for candidates
- Interview scheduling
- More frequent automated email notifications to inform applicants of search status
- Readily accessible metrics
- 100% paperless system

- Offer Letter
  - Your HR partner creates the offer letter.
  - Approvers will receive email notification.
  - Approvers review and approve offer letters.
  - Candidate accepts the offer online.
Metrics

Clemson Human Resources

Total Number Of Requests: 980
Number Of Active Requests: 50
  AVG Time Of Faculty: 8.09 Days [Goal: 7-10 Days]
  AVG Time Of Staff: 6.99 Days [Goal: 5-6 Days]
Number Of Holds: 32 (grouped by request)
  AVG Time Of Hold: 16.13 days [Goal: 15-18 days]
Number Of Denied Requests: 159
Number Of Escalations: 688

Average Step Time [Faculty]
Click the columns to view breakdown.

Steps
Form Submitted: 0.00 Days
  On-Time: avg < 0.5
  Behind: 0.5 < avg < 0.75
  Late: avg > 0.75
  0.00 Days
Market Analysis: 0.47 Days
Commit: 0.58 Days
Commitment Approval: 0.51 Days
Dean Approval: 0.69 Days
Provest Approval: 0.00 Days
Compensation Notify: 1.63 Days
Assign ITE: 1.22 Days
CC Review: 1.72 Days
Create Requisition: 0.59 Days
Recruitment: 0.23 Days
Waiver Report: 0.00 Days
Finalized: 0.00 Days
### Applicants Status Updates

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<th>Location</th>
<th>Application / Job Status</th>
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<th>Date Submitted</th>
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<td>CU-ICAR in Greenville</td>
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What’s New?  
Faculty Process

- Market Analysis Preview  
  - Your HR partner will provide a market analysis preview.  
  - You can select up to three titles for market analysis.

- Commitment  
  - Commitment information and request to recruit are approved together in one transaction.  
  - Approvers receive email notification with a link to Tiger Talent.

Note: The market analysis and commitment information are available for review in the transaction during the approval process.
Request to Recruit Form

Faculty Market Analysis

Faculty Titles * Required
- Professor
- Associate Professor
- Assistant Professor
- Senior Lecturer
- Lecturer
- Associate Dean
- Assistant Dean
- Associate Provost
- Dean
- Vice Provost
- Other
* Maximum 3 selections

Category * Required
- Psychology

Discipline * Required
- Clinical, Counseling And Applied Psychology

Appointment Term * Required
- 9 Month Salary

Commitment Entry
- My Budget Officer will enter the commitment.
- The Hiring Manager will enter the commitment.
### Faculty Commitment

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<th></th>
<th>Total</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
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<td>$10,000.00</td>
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<td><strong>$191,440.00</strong></td>
<td><strong>$191,440.00</strong></td>
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</table>

### Notes

Use this section to add any notes/comments that commitment approvers require to make their decision.

---

Click links for detailed commitment information.
### Approvals

**Sample Email**

*Commitment Approval for Assistant Professor*

**Tiger Talent Approval**

**Links to Market Analysis and Commitment information**

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<tr>
<th>Position Information</th>
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<td><strong>Type of Hire:</strong></td>
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<tr>
<td><strong>Business Title:</strong></td>
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<tr>
<td><strong>Full-Time:</strong></td>
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<tr>
<td><strong>Department Name:</strong></td>
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<tr>
<td><strong>Department #:</strong></td>
</tr>
<tr>
<td><strong>Tracking Number:</strong></td>
</tr>
</tbody>
</table>

**Pre-Hire Request Data:**

| **Type of Hire:** | Full Time Employee |
| **Business Title:** | Assistant Professor |
| **Full-Time:** | Full Time |
| **Department #:** | 9722 |
| **Department Name:** | Ed & Org Leadership Dev |
| **Office Location:** | Tillman Hall |
| **Hiring Manager:** | Brown, Joshua H |
| **Budgeted Salary:** | $100,000.00 |

**Action Required:**

Please review the above information and log in to Tiger Talent to enter the commitment data and further approve.

**Approval Process Reminders:**

In order to avoid delays in the process, if you have not taken action within 24 hours from the time this email was sent, your supervisor will be notified that he/she may enter the commitment data and the next approver(s) on your behalf.

Thank you in advance for your timely action in response to this request. Should you have any questions or concerns, please contact your HR Partner.

The Tiger Talent landing page URL is [https://www.clemson.edu/employment/tt/](https://www.clemson.edu/employment/tt/).
Future Improvements

- A resume parser for completing applications
- Integration with true for background checks
- Integration with SKILLSURVEY for reference checks
- Integration with interfolio for faculty recruitment
Questions?