



## Understanding eLOI User Roles Job Aid

**Purpose:** There are various user groups associated with an electronic letter of intent (eLOI), each with a unique role to the creation, routing, and approval process for each offer.

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### Approval Hierarchy

Based on the letter of intent type, different routing will be required. Please see table below to understand routing paths:

**P&S:** eLOI Originator will route to department approver and college/unit approver.

**Faculty:** Reference the approval hierarchy for faculty position types.

<u>Faculty LOI Routing Process</u>	eLOI Originator	Dept Chair	Dean	Senior VP and Provost	eLOI Originator
Faculty: Tenure/Tenure Track	X	X	X	X	X
Non Tenure Eligible: Adjunct	X	X	X		X
Non Tenure Eligible: Research	X	X	X	X	X
Non Tenure Eligible: Lecturer, Clinician	X	X	X		X
Non Tenure Eligible: Sr. Lecturer, Sr. Clinician	X	X	X	X	X

**Note:** If the position has multiple hiring departments, one representative from each department’s approver group will need to approve the eLOI before routing to the next approver group. For example, all department chairs must approve before the eLOI is routed to the Dean/Asst VP level.

### Hiring Authority Policy

Please reference and understand the Hiring Authority Policy before taking hiring actions:

<http://www.policy.iastate.edu/policy/hiring>



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### eLOI Originator

The eLOI Originator is responsible for:

- ✓ completing the eLOI
- ✓ attaching relevant documents
- ✓ requesting approval for the eLOI through the routing process
- ✓ communicating with the Posting Admin on any changes that need to be made in PA7
- ✓ informing the supervisor (and/or candidate) they will be receiving an eLOI offer shortly
- ✓ finalizing changes to eLOI and extending the offer to the candidate (in conjunction with person in contact with the finalist)
- ✓ receiving notifications regarding actions required

**Access:** The primary approver or delegate approver will be responsible for managing originators. To add/remove eLOI Originator access for a user, email [elo@iastate.edu](mailto:elo@iastate.edu)

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### Primary Approver

The default primary approver is generated from department code/unit head data, as maintained by Institutional Research. This individual will:

- ✓ have ultimate hiring authority for actions routed
- ✓ establish delegate approvers per *Hiring Authority Policy*
- ✓ receive notifications regarding actions required
- ✓ approve/disapprove eLOI requests in a timely manner
- ✓ manage eLOI Originator access

**Access:** The primary approver is populated from the up-to-date department tables found on the Institutional Research Website ([www.ir.iastate.edu](http://www.ir.iastate.edu)).

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### Delegate Approver

The Hiring Authority Policy allows the unit head to delegate hiring approval to others in certain situations. It is the responsibility of the unit head and delegates to communicate about what types of actions are delegated and the expectations for who can approve certain action types per the Hiring Authority Policy. This individual will:

- ✓ communicate regarding hiring authority for actions routed
- ✓ receive notifications regarding actions required
- ✓ approve/disapprove eLOI requests in a timely manner
- ✓ manage eLOI Originator access

**Access:** The primary approver will be responsible for managing delegates. To add/remove eLOI delegate access for a user, the primary approver should email [elo@iastate.edu](mailto:elo@iastate.edu)