

Critical Review Process Flowchart

FAS administrative deans (or equivalent leaders) will meet with their department leaders (e.g., executive directors, department administrators, hiring managers) to review all current requests.



Each administrative dean, together with their department leaders, will determine which requests, if any, meet the definition of **critical**.



For each request considered critical, a CPR request must be initiated in the Position Request Portal (PReP). Please visit the Aurora Knowledge Center for more information on using PReP as well as user guides.



While HR Consultants will partner with administrative deans throughout this process, all decisions regarding **proposed requests will be made by the administrative deans**.



Administrative deans will review requests once they have been approved by FAS HR and Finance.



Mary Ann Bradley and Dean Gay will review all submitted critical requests on an ongoing basis and will determine which requests will be allowed to proceed.



FAS HR will notify appropriate ad deans in writing regarding critical request decisions, on an ongoing basis. Administrative deans will inform their department leaders of decisions made.