



## Quick Guide for STARS Faculty

### Approving a Non-Tenure Faculty Hiring Proposal - Dean Approver

1. After receiving an email notifying you of a Hiring Proposal in need of your approval, log into [STARS](#)
2. From the Home screen, look in your **Inbox** and click on the **Hiring Proposal** tab.
3. Click on the appropriate Job Title needing the approval.
4. The Finalist's information will be displayed for your review. Once you are ready to approve the hiring proposal, select the  tab.
5. You will be given 3 options:
  - a. **Submit for Approval (move to Human Resources)**
  - b. **Return for Review (move to Hiring Manager)**
  - c. **Return for Review (move to Admin Assistant)**
- 5a. Select the appropriate level to continue routing the hiring proposal.
- 5b. Insert comments, if needed, and click  to route the hiring proposal to Human Resources or to return it to the Admin Assistant or Hiring Manager for corrections.
6. The blue banner will confirm the hiring proposal was successfully transitioned.