WaveWorks

Create a Job Offer - Full-Time Faculty, Pre/Postdoc, and Librarian

WaveWorks Training

Agenda

Hiring Process Overview

- Create a Job Offer
  - Full-time faculty
    - Tenure-track professors (Assistant, Associate, or Full Professor)
    - Full-time non-tenure track (Lecturer, Instructor, Clinical Professor, Research Professor, Professor of Practice, Visiting, and Clinical Professor of Practice 'SOM Only')
  - Predocs, Postdocs and Librarians
  - Open Rank Offer
  - Multiple approved vacancies-One Requisition

A separate training is available on creating a job offer for Adjunct faculty on the WaveWorks website.

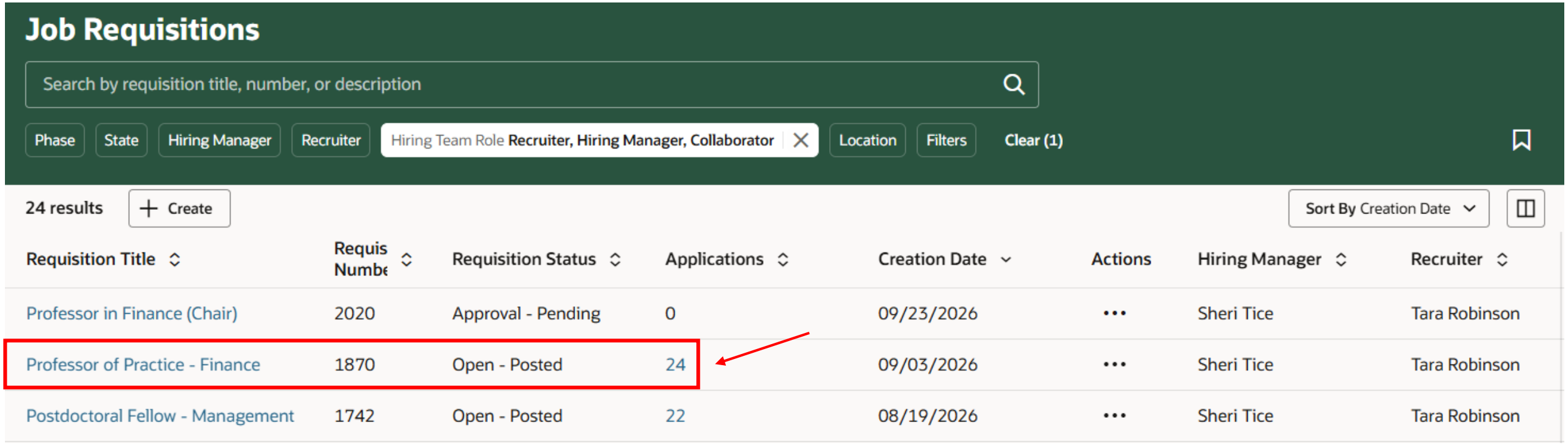
Open Rank Hiring

BEFORE STARTING AN OFFER

- If the position associated with the requisition is the same rank (position name) as the offer you are making, please proceed.
- If you need to update a position name, **submit an update request BEFORE** creating the offer in WaveWorks.
    - **Update Position Code Request** form

Log in as the Hiring manager and navigate to '**My Team'** then to '**Hiring**.'

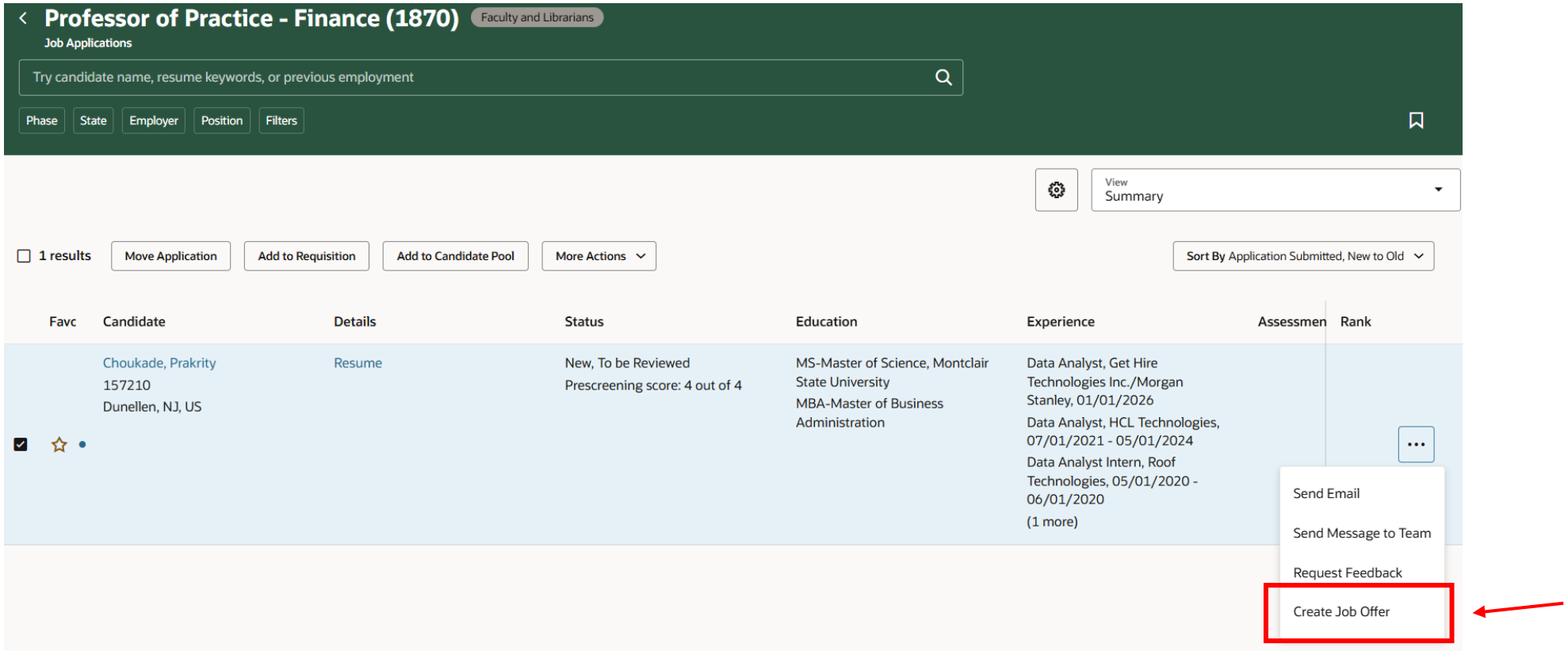
Navigate to '**Requisitions'** and click on the **number** of Applications.



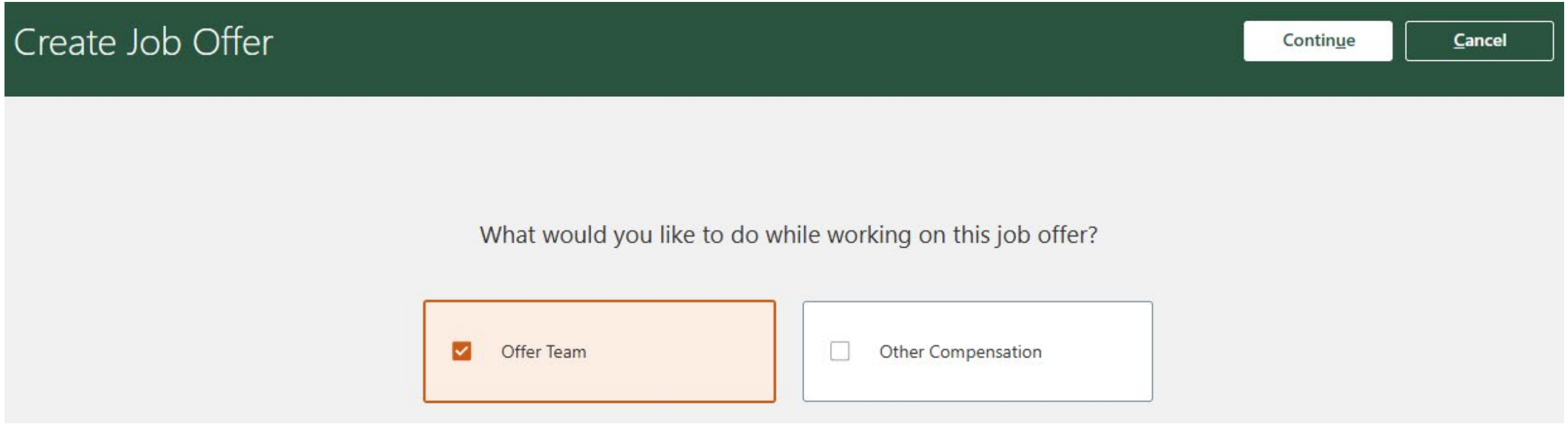
Once you have selected the perfect candidate, the next step is to create the offer.

Go to the Candidate's name, select the box next to the name and on the far right, click the three Action dots.

Click on '**Create Job Offer.**'



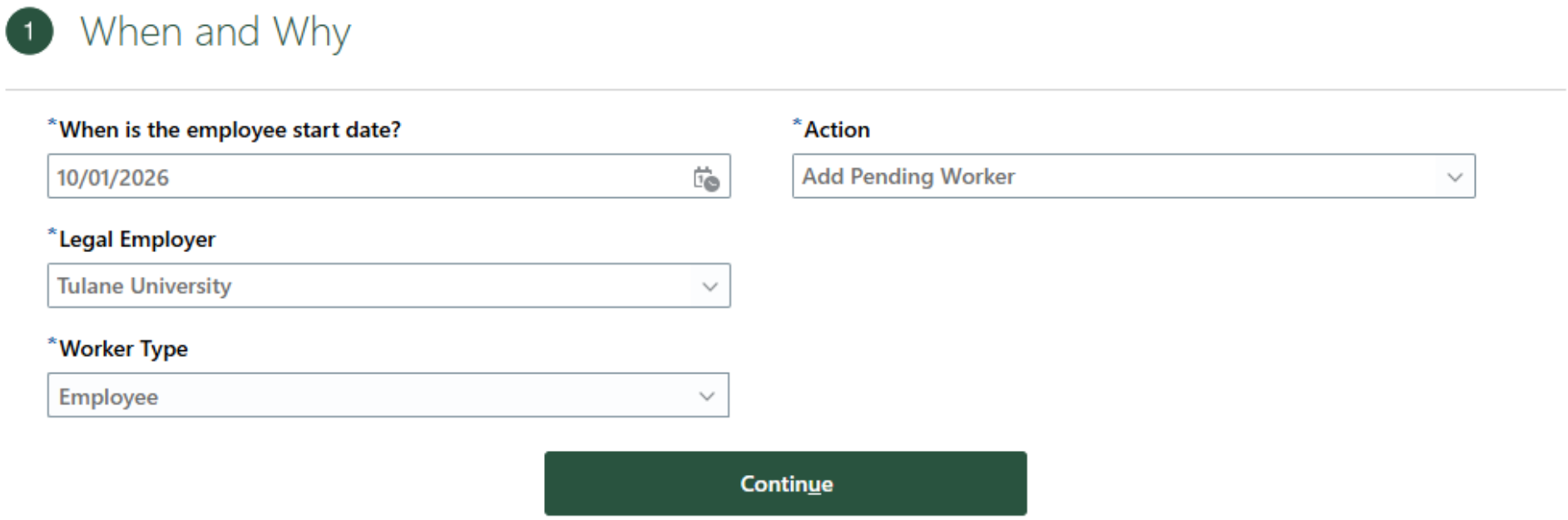
The offer template will populate. Select '**Offer Team**' and '**Continue**.'



Select the **Start Date**. This will be a 'project' start date pending the background check progress.

Employer is always '**Tulane University**,' and Worker Type is '**Employee**.'

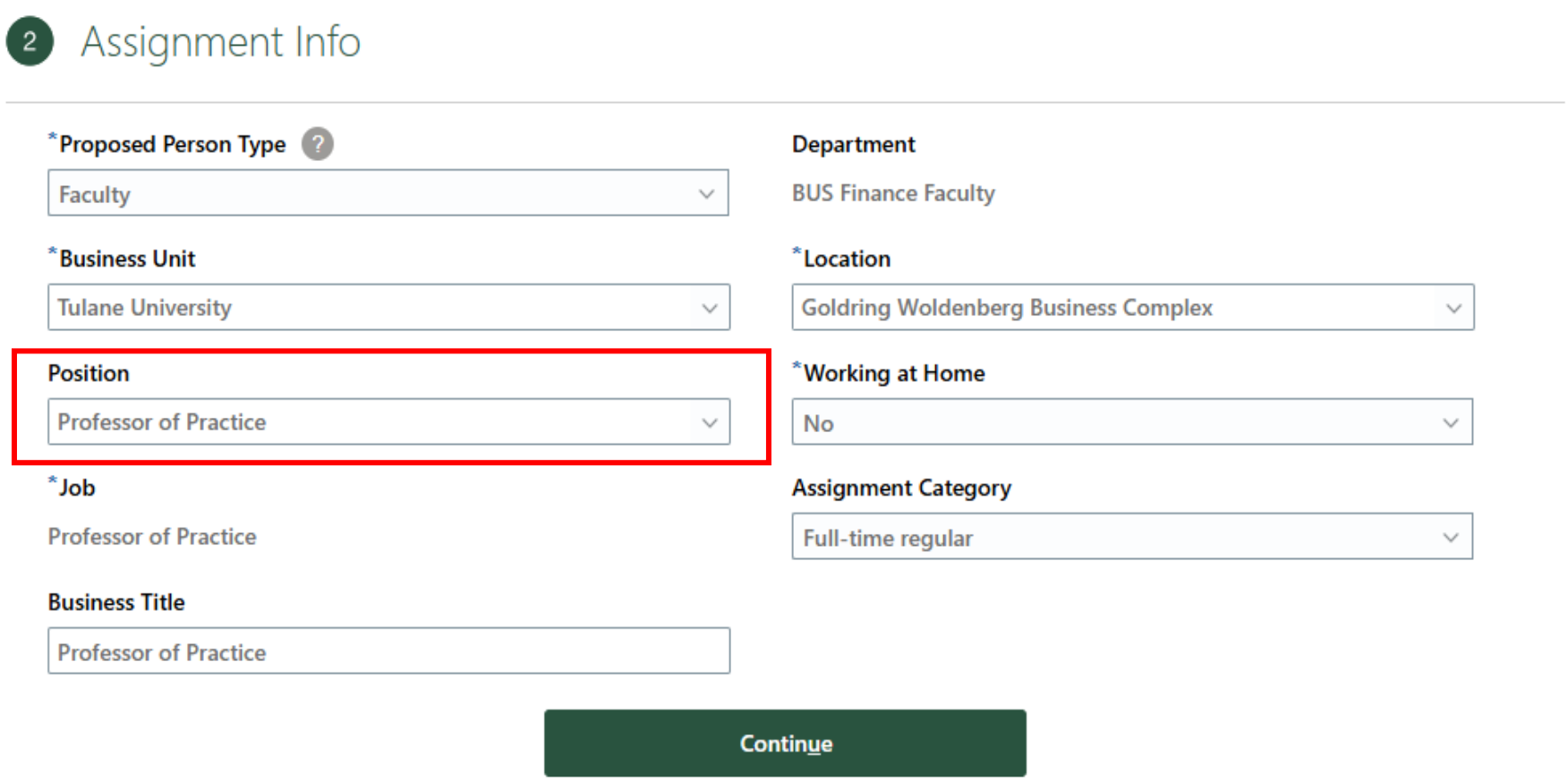
If a candidate is new hire (not a current employee), the Action '**Pending Worker**' will populate.



Note:

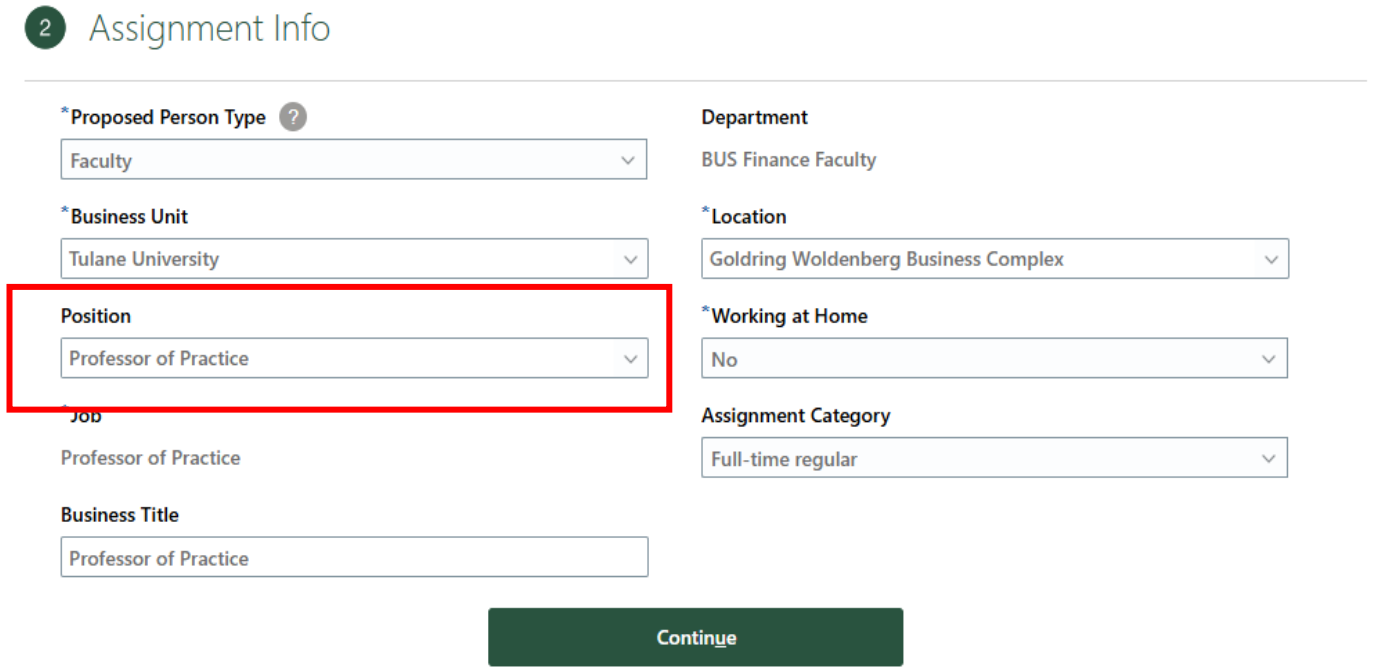
If a current employee, **Add Assignment** will be a choice under Action and should be used for current full-time faculty.

When creating an adjunct offer, **Add Assignment** should also be used for current full-time faculty or staff that are teaching as an adjunct.



Open Rank Offer – Different Position Name

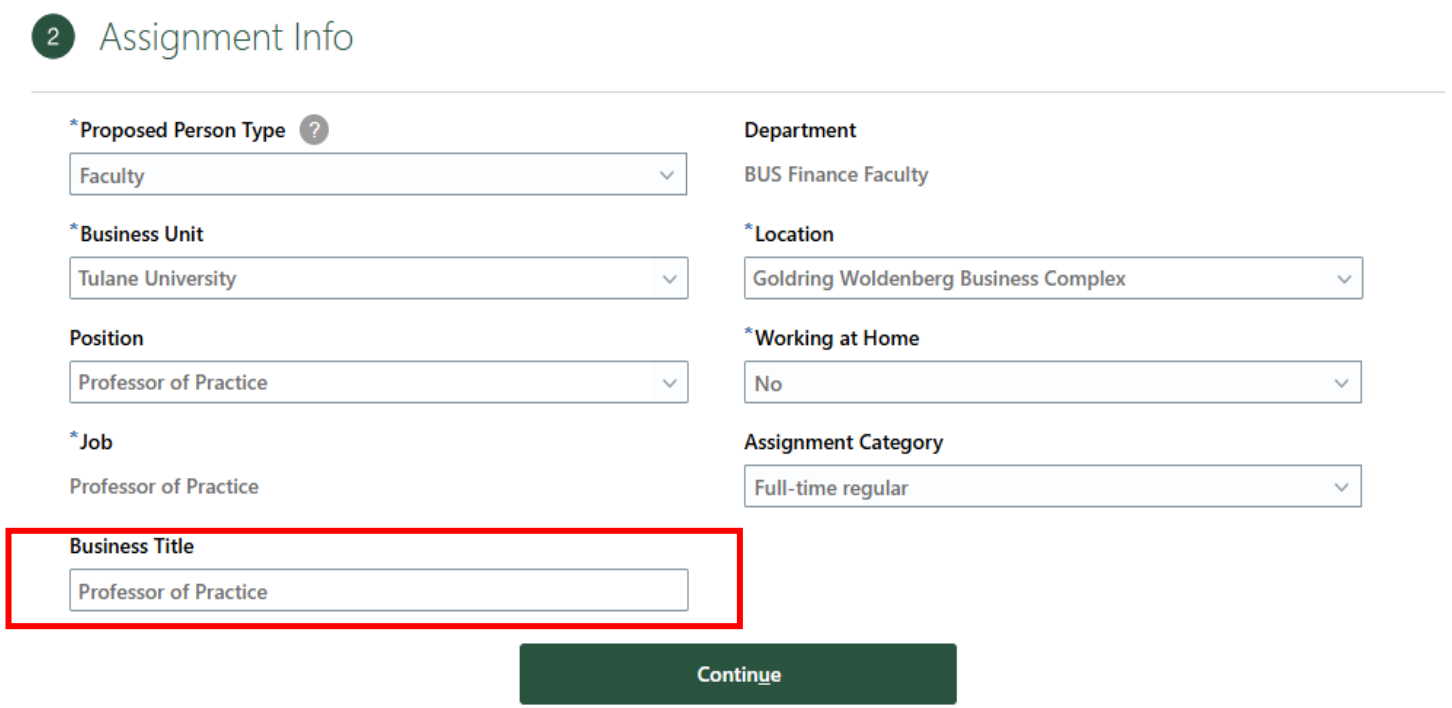
If the position name was updated, it should automatically populate here. **Please verify!**



Multiple Vacancies-One Requisition

Approved and recruiting for more than one approved position, you must have a vacant position code for every approved line.

Create a separate offer for each candidate, enter the unique position code in the offer.



Business Title automatically populates as the position name.

If this person will have an administrative appointment, you can change the business title to include the administrative title, for example "Professor and Chair".

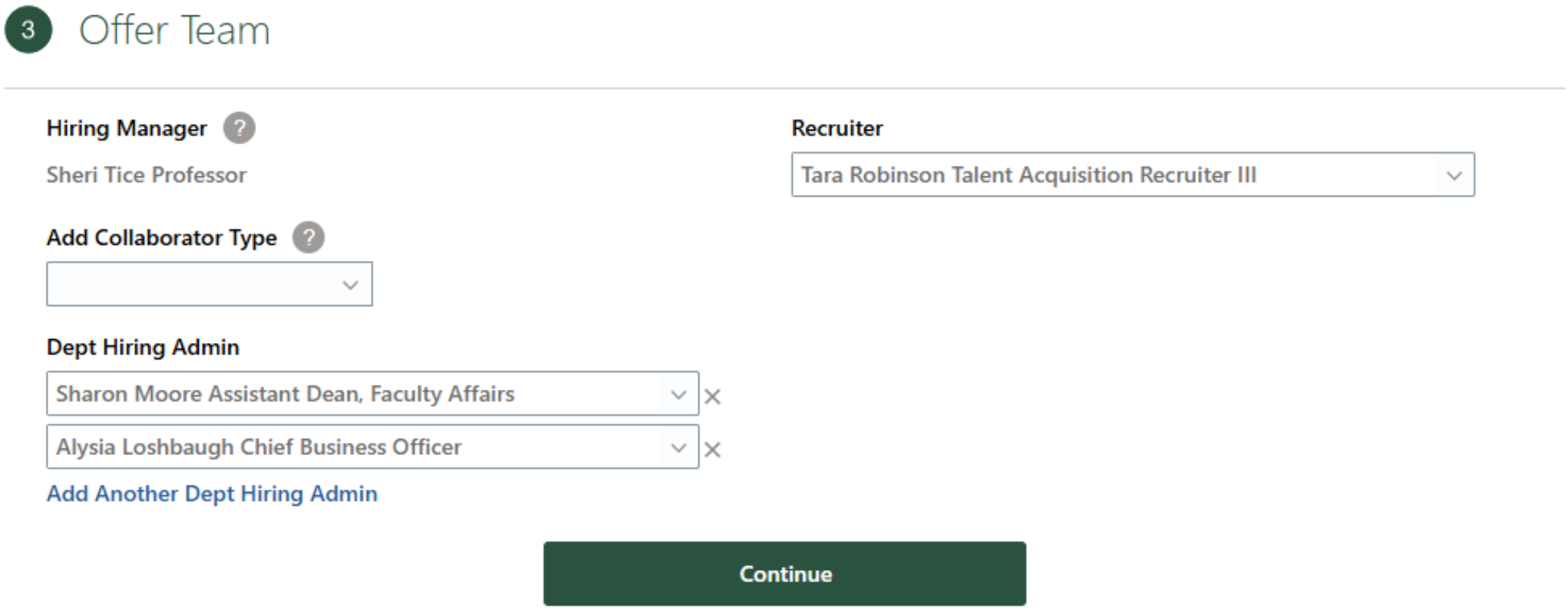
You MUST attach a copy of the administrative appointment letter if not included in the original appointment letter.

The Provost's Office actively monitors business titles and some appointments do not qualify (ex. endowed chairs and professorships).

Note: SOM and WSPH Department Chairs
SOM and WSPH department chair **positions** will include the Chair qualifier, as well as the business title. **Please verify!**

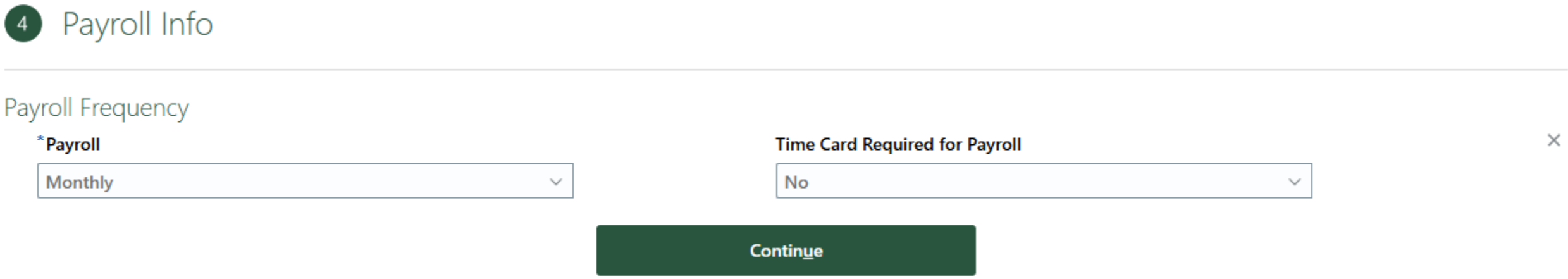
The "Hiring Manager" will update to the actual manager of the position according to the position hierarchy.

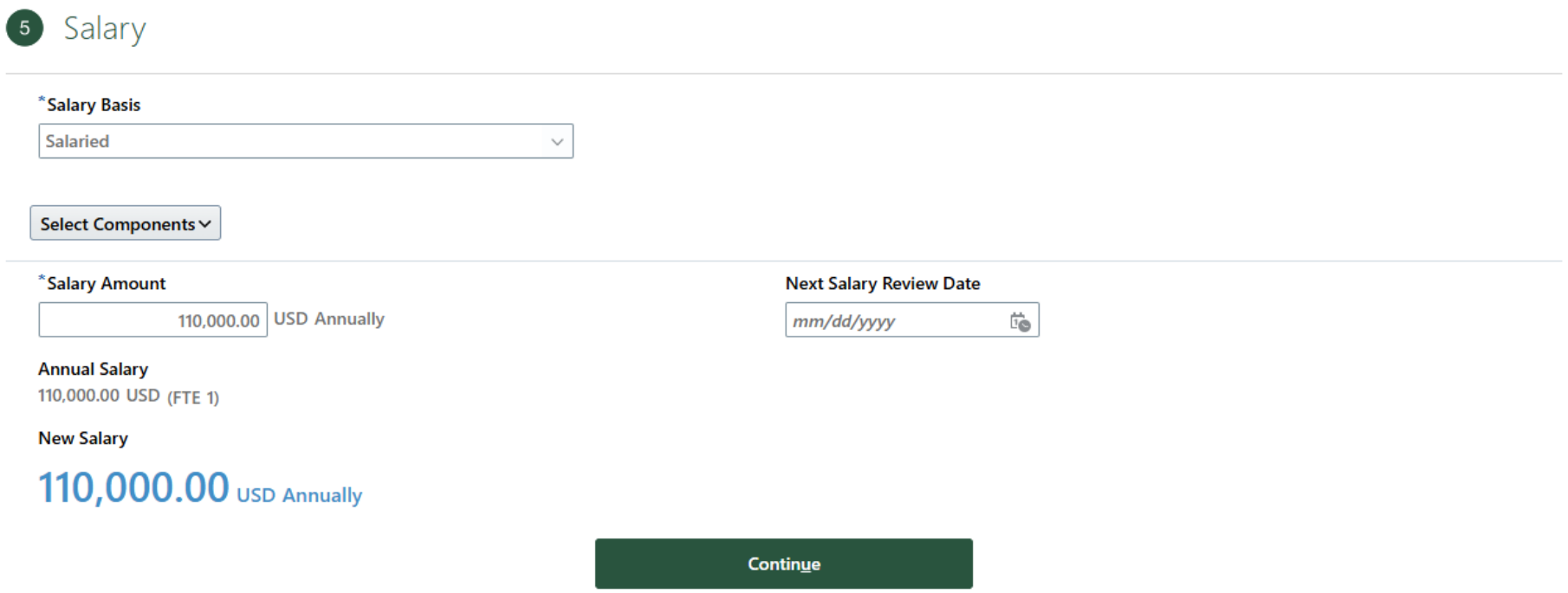
For anyone to view the Offer, their name **MUST** be added as to the **Offer Team**.



In the Payroll drop-down menu select Monthly.

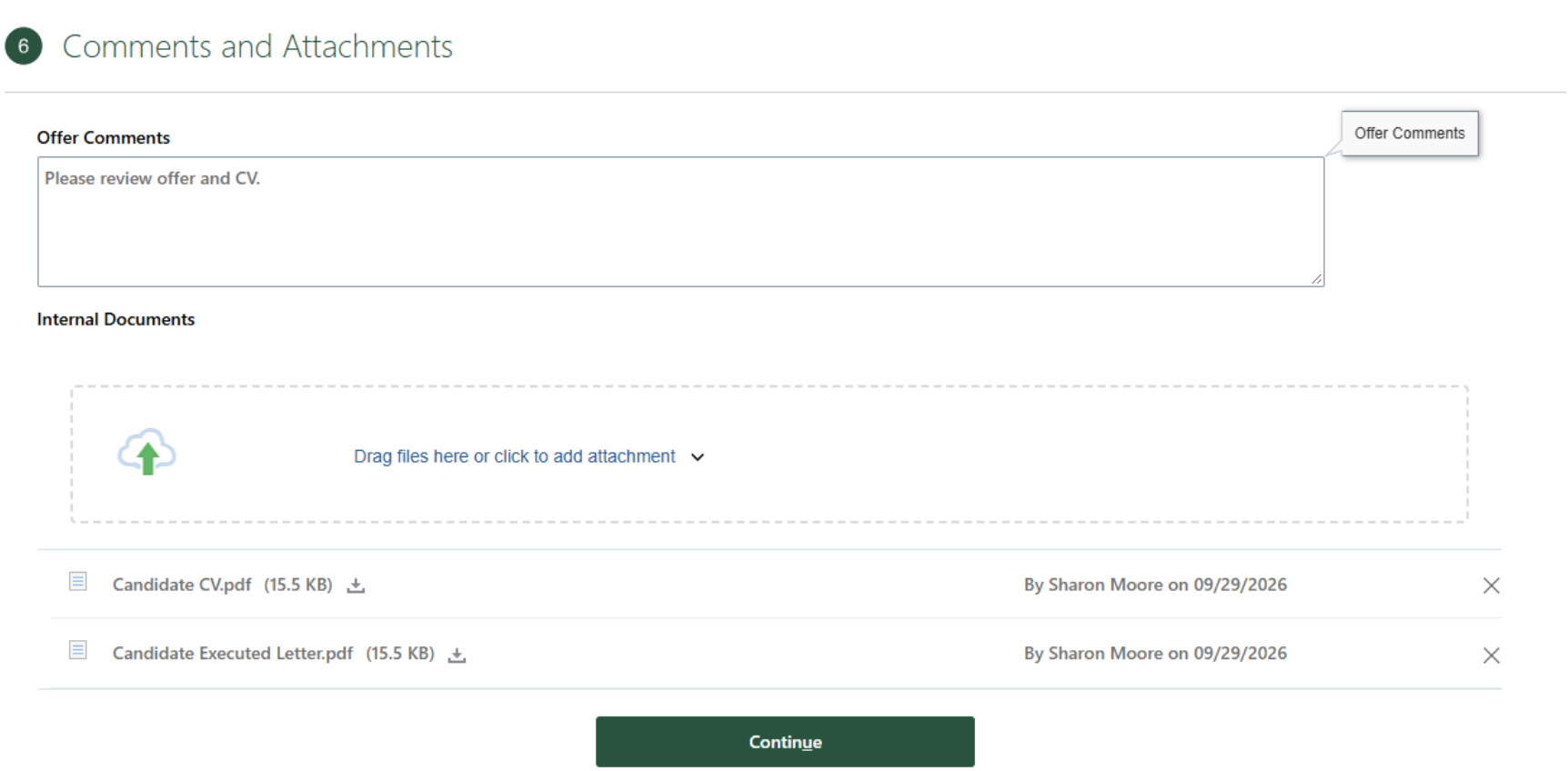
Exempt positions will be paid **Monthly** and <u>do not</u> require a Time Card.





Select '**Salaried**' for Salary Basis

All **exempt** positions are '**Salaried**.'



You **MUST** attach the following documents:

- The fully executed offer letter.
- CV, If your school does not use the Provost Office's Adobe Sign instance.
- For Postdoc offers only, an Individual Development Plan (IDP).
- Administrative appointment letter if not in primary appointment letter.

Attach documents here so that those in the approval flow can review.

7 Additional Info

Does faculty have terminal degree in area they are teaching?

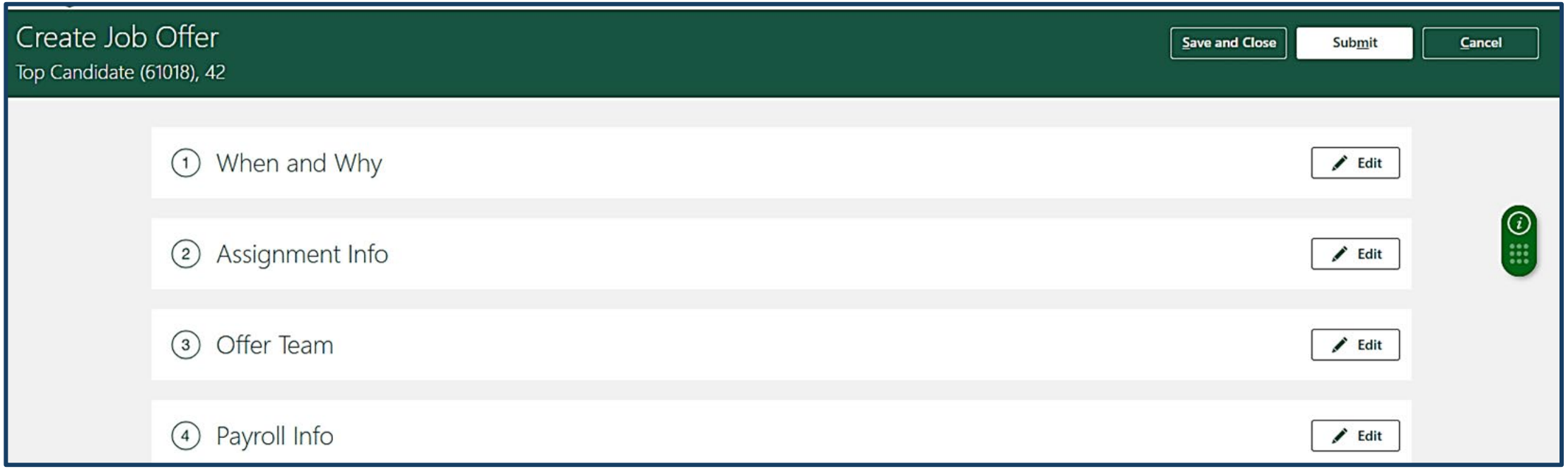
Yes

If no, provide a justification for teaching that course

FLSA Status

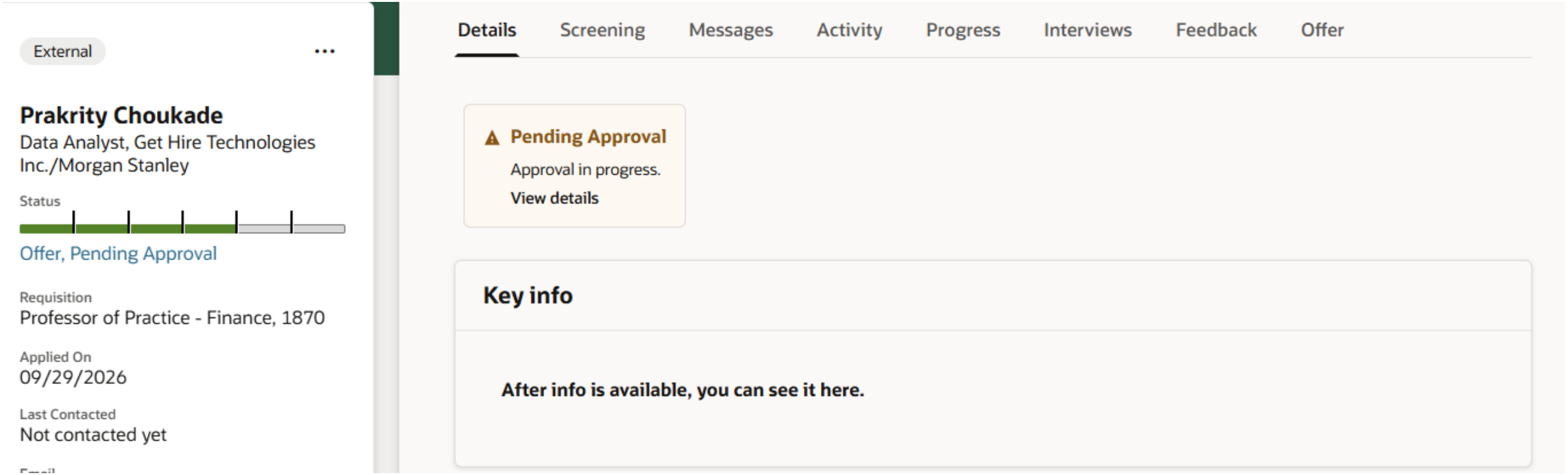
EXEMPT

Scroll up to the top and click '**Submit**.'



Once the offer is submitted, it routes for approvals – Compensation, Budget Office, Recruiter.

To view the approvals, go to the Candidate's profile, select 'Offer,' then click 'View details.'



Click on View Details to view the Approval Flow Progress. The full approval will populate for view. Scroll to the end of the page to see the Approvers.

Approval Request for Job Offer

Professor of Practice

Prakrity Choukade

Offer Details

Hire Date	10/01/2026
Legal Employer	Tulane University
Worker Type	Employee
Proposed Person Type	Faculty
Position Name	Professor of Practice
Position Code	600167
Assignment Category	Full time
FLSA Status	Exempt
Budgeted Amount	$0
Grant Funded	N
Does faculty have terminal degree in area they are teaching?	Yes

Assignment Details

Business Unit	Tulane University
Job	Professor of Practice
Department	BUS Finance Faculty
Location	Goldring Woldenberg Business Complex

Job Offer Team

Sheri Tice — Hiring Manager
Professor
stice@tulane.edu

Tara Robinson — Recruiter
Talent Acquisition Recruiter III
lrobin9@tulane.edu.xxxyyyzzz

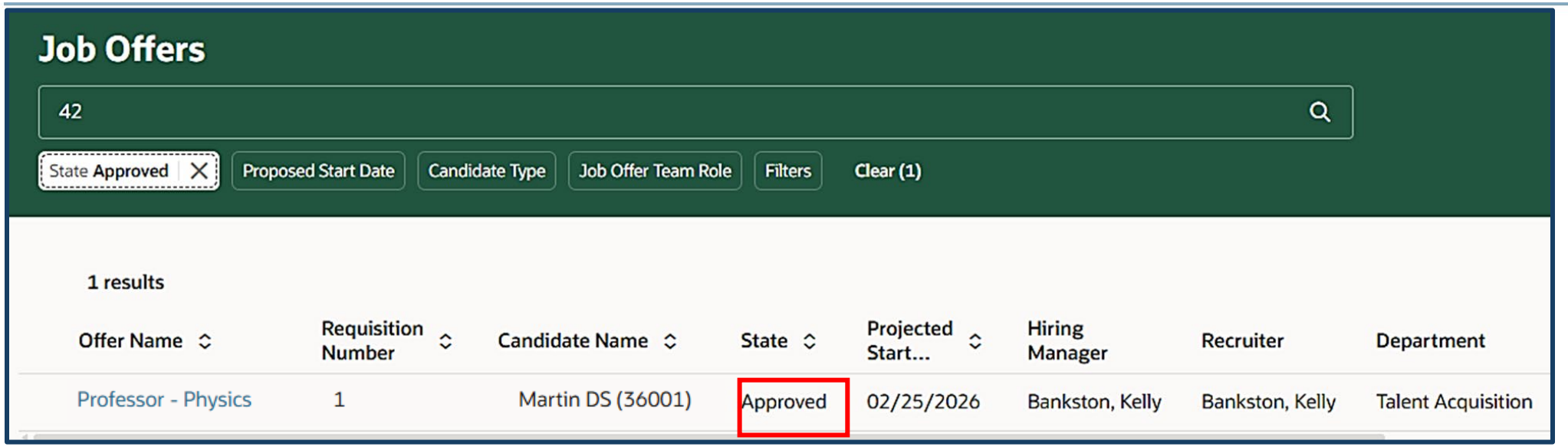
Collaborators

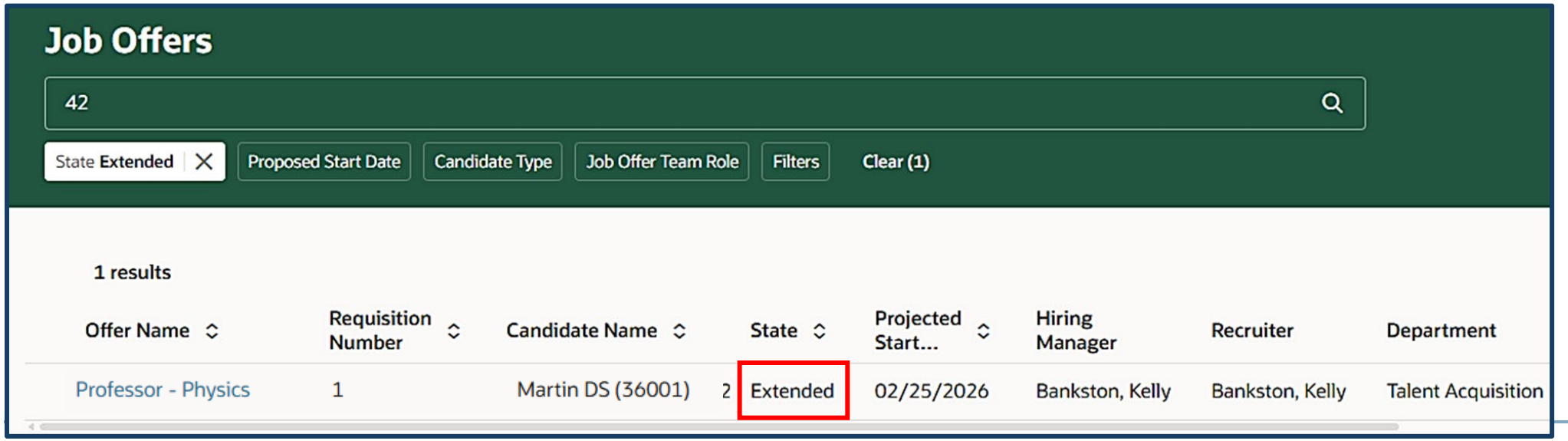
Sharon Moore
Assistant Dean, Faculty Affairs
smoore@tulane.edu.xxxyyyzzz

Alysia Loshbaugh
Chief Business Officer
akravitz@tulane.edu.xxxyyyzzz

Approvers

- **Alysia Loshbaugh**
- **Tulane Provost Workflow Approver**
- **Tulane Associate Provost Workflow Approver**
- Assigned to **Tulane Budget Workflow Approver** — 09/29/2026 6:30 AM
- Submitted by **Sharon Moore** — 09/29/2026 6:30 AM





You can view the offer status by navigating to My Team > Hiring and clicking on the 'Offers' tab.

Once approved, the Recruiter will accept the Job Offer.