Appointment Part-Time Faculty “TO BE” Mapping

START

Academic Representative
- Create Appointment/Reappointment Contract
  - eMail

Candidate
- Accept & Deliver to campus

Chair/Designee
- Approve
  - Return for Correction?
    - NO
    - YES

Dean
- Approve
  - Exception?
    - NO
    - YES
      - Go To P2 A
      - Go to P2 B

Packet includes required documents: Appointment/reappoint form, cv, 2 letters recommendation, unofficial transcript, W4 form, Direct Deposit form

Accepted?
- YES
- NO

End

YES

Accept & Deliver to campus

Complete/Correct Packet (include exception if needed)
Action Items:

1. FERPA –

2. Exempt form – part of Workforum – attach and let flow through approval process
   2.a Need to add Provost/Desigee approval if exempt exist
   2.b Can FAS serve same role as Graduate Office that they be added as designee so they can approve. Currently Mary reviews all exceptions and determines correct and if form needed?

3. Research why RODP