

**MERITS, APPRAISALS, QUINQUENNIALS FOR NON-SENATE FACULTY
HS CLINICAL, ADJUNCT**

ACADEMIC AFFAIRS

Send Preliminary eligibility list to Department Chair/FAO

DEPARTMENT CHAIR

Respond to eligibility list with recommendations

ACADEMIC AFFAIRS

Notify faculty of eligibility based on Chair recommendation

FACULTY

Provide compiled file to Academic Affairs to include signed safeguard section I

ACADEMIC AFFAIRS

Upload file to DOCUVOTER for Department Faculty review and comments

DEPARTMENT CHAIR

Prepare Department proposal letter to include Faculty comments

ACADEMIC AFFAIRS

Provide department proposal letter & safeguard part II to Faculty for review/comment

FACULTY

Return signed safeguard part II & provide comments (*if applicable*) to Academic Affairs

ACADEMIC AFFAIRS

Review, include signed safeguard, and upload file into DOCUVOTER for CCAA

CCAA

Review, comment, and vote

ACADEMIC AFFAIRS

Summarize CCAA vote/comments
Draft Appointment letter, submit completed file to Academic Affairs Associate Dean to vet

DEAN

Provide final review/approval

ACADEMIC AFFAIRS

Announcement of decision to Department Chair, FAO and Faculty
Notify Finance and Human Resources

FINANCE

Update Records

HUMAN RESOURCES

Provide update of payroll records to Shared Services