

APPOINTMENTS FOR NON-SENATE FACULTY HS CLINICAL, ADJUNCT

DEPARTMENT CHAIR/ FAO

Route signed LOI

ACADEMIC AFFAIRS

Request materials from faculty to compile file

DEPARTMENT CHAIR

Review file *(when applicable)*

ACADEMIC AFFAIRS

Upload file to DOCUVOTER for Department Faculty review and comments

DEPARTMENT CHAIR

Prepare Department proposal letter to include Faculty comments

ACADEMIC AFFAIRS

Review 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