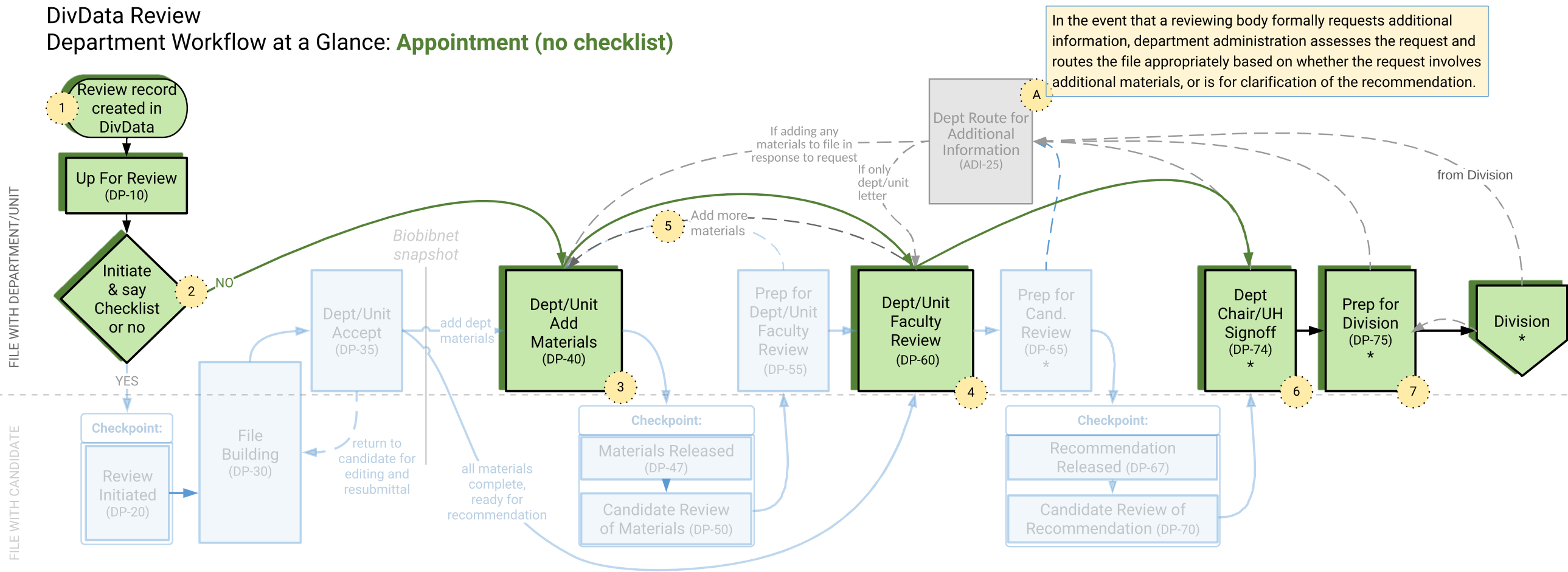


DivData Review

Department Workflow at a Glance: **Appointment (no checklist)**



In the event that a reviewing body formally requests additional information, department administration assesses the request and routes the file appropriately based on whether the request involves additional materials, or is for clarification of the recommendation.

- 1 When 'Hiring' from a recruitment, check to see if the candidate has an existing Person Record before creating one. If a Person Record is needed for someone being appointed on an exemption or waiver, contact your divisional AP analyst for assistance.
- 2 The Checklist does not apply to appointments in a new title series or department, or to recall or courtesy appointments. The Checklist is required for reappointment and/or advancement of an academic appointee to the same title series & unit.

- 3 Review manager adds candidate's application materials. If additional letters are being solicited, that happens here, too. Chairs and lead reviewers see everything. Once assigned, departmental faculty reviewers can see candidate materials. Review manager releases for department faculty review.
- 4 Dept recommendation is added here. Dept faculty reviewers see entire file. Lead reviewers can upload recommendation but not submit. Chairs and managers can do both.

- 5 Review managers can loop file back to Add Materials if necessary to ensure file materials are complete and accurate.
- 6 Chair signs off on review file. (Can be used to indicate chair concurrence, if applicable.)
- 7 Review manager makes sure appointment file is ready, enters/confirms the recommendation data; sends to division.

* indicates a point where a request for additional information may begin.