Documentation/Attachment Requirements for Office of the Provost

Workflow Form Approvals

Below is a list of Workflow forms by type, and the expected attachments upon receipt by the Office of the Provost. This should assure that transactions are complete and correctly administered at all levels of approval.

**Adjunct Support Form:**
- Once an Adjunct appointment form has been initiated, an Adjunct Support form can be used to move the faculty member in and out of pay status.

**Appointment or Transfer - Tenured, Tenure, Clinical and Research Track Faculty:**
- Final offer letter signed by the candidate

**Appointment forms for Lecturers, Adjuncts, Instructors and Visiting Faculty:**
- Offer letter/agreement signed by the candidate,
- CV

**Change in Status Adjustment to pay – administrative:**
- Documentation that explains the reason for the adjustment, the details of the adjustment, clearly identified rationale that explain the reduction of the salary in future if appropriate, and the circumstances under which the new salary was arrived at

**Change in Status – Faculty Promotion**
- No attachments required.

**Change in Status - Faculty Status: Annual Review**
- Annual review continued appointment
  - Review document, signed by at least one reviewer (typically the DEO, Division Director or review committee chair) and the faculty member. Note: Faculty member’s signature acknowledging that s/he has been informed of the results is required on the paper copy of the departmental review.
  - Annual review and reappointment
    - Review document, signed by at least one reviewer (typically the DEO, Division Director or review committee chair) and faculty member, faculty vote on reappointment, and CV. Note faculty signature acknowledging that
s/he has been informed of the results is required on the paper copy of the departmental review.

**Change in Status – Faculty Status – Change in Tenure Clock**
- A request for correction or extension of the tenure clock.
- Approval from the DEO and the Dean
- For a child entering the home, signatures on form are sufficient.
- For all other requests, a written rationale for the request with signature approvals from the DEO and Dean.

**Change in Status - Faculty Status: Percent of Time change:**
- Either correspondence from faculty member or electronic signature of the faculty member on the workflow form.

**Complimentary Faculty Appointment Forms:**
- Letter of agreement signed by the candidate,
- Candidate’s CV

**Faculty Requisition:**
- No required attachments.
- Documentation to support any transgression from usual recruitment protocol should be attached.

**Search and Selection Summary:**
- Letter documenting the hire (typically the signed DEO to Dean letter), including faculty vote.
- At least three letters of support
- Draft offer letter
- A written rationale of the hiring decision (required by Equal Opportunity and Diversity)
Special Compensation – Prior Approval:
- An explanation of duties performed and how amount was derived if not a pre-contracted amount. A copy of any contract or agreement letter that explains the duties.

Special Compensation:
- If no prior approval was required, an explanation of duties performed and how amount was derived if not a pre-contracted amount.

Termination:
- A resignation letter must be attached for tenured, tenure, clinical and research track faculty. If not included in the resignation letter, please note reason for resignation, if known, and whether the person is moving to an academic or private position. All other faculty appointment terminations must have a resignation letter attached if terminating prior to their end date.

Transfer to a different faculty track
- Faculty member’s request to switch tracks
- DEO letter of support to the Dean, including faculty vote
- CV
- Letter of agreement