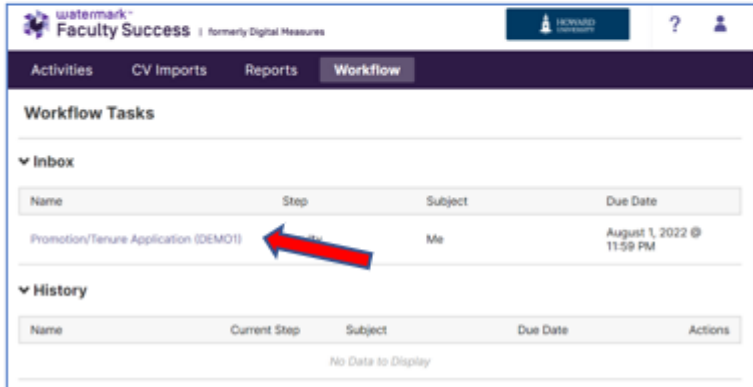
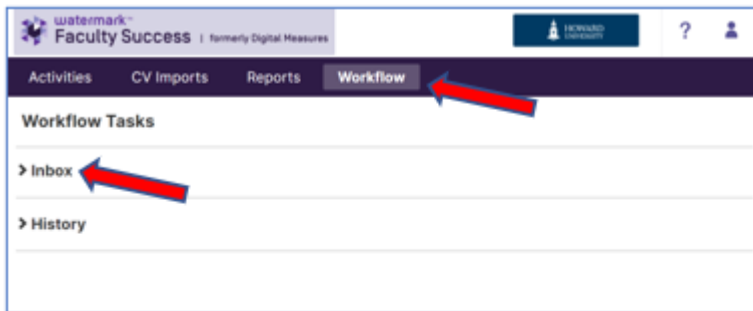


Department Chair Initial Review Manual

Department Chair/Associate Dean Initial Review

After the faculty/applicant has submitted their application, it will come to the Department Chair for Initial Review. For schools without departments, this step will be handled by the Associate Dean or Dean's Designee. The application will appear in the Chair/Associate Dean's Workflow Tasks Inbox and they will receive an email notification that the workflow is ready for review.

Tasks Inbox Sample:



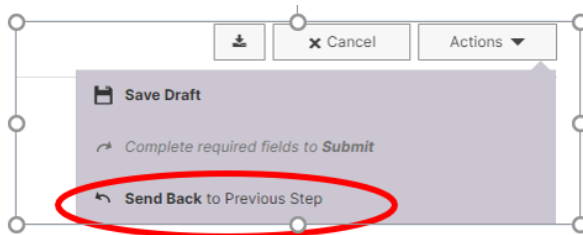
Email Notification Sample:



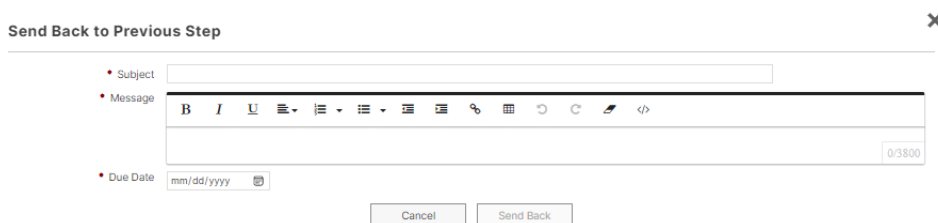
Once the Department Chair/Associate Dean opens the application, he/she must ensure the faculty member has uploaded all the required information. If the Chair/Associate Dean finds that the application is not complete or is missing information, they can return the submission for correction (if needed) BEFORE sending to the APT committee for official review.

Minimally, the application should have a current curriculum vitae (CV), an e-portfolio documenting their record of achievement, and the names of external recommenders.

If the Department Chair/Associate Dean spots a mistake or missing materials, they will be able to choose “**Send Back to Previous Step**” from the drop-down menu.



The system will allow the Chair/Associate Dean to create a message to include with the returned application.



The faculty member will need to make the necessary corrections and re-submit the application to the Chair/Associate Dean.

If the Chair/Associate Dean has deemed the faculty’s submission complete, he/she shall confirm the position and letters of recommendation by doing the following:

- Upload an Authorization to Hire from the Dean. This should be the communication used to obtain the approval to hire the candidate (i.e., email, memo, letter, etc.). This step is to ensure the Dean is aware of and supports the need for the appointment before it goes to the APT committee members.

Authorization to Hire

When the department Chair identifies the need to fill a vacant temporary position or to create a new temporary position, the Chair is required to request authorization from the Dean. Upload a copy of the **Dean's Authorization to Hire** below.

The **Dean's Authorization to Hire** must include total salary and effective dates (i.e., start date and end date).

NOTE: You may leave and come back to this form as needed by clicking the **ACTIONS** menu and selecting **SAVE DRAFT**. Once you have finalized your responses, click the **ACTIONS** menu and select **SUBMIT TO DEPARTMENT APT TO COMPLETE SECTION II**.

• File Upload

- Verify that the position information is accurate. If the applicant's faculty rank, title, status or application type is incorrect, the Chair/Associate Dean must **“Send Back to Previous Step”** to have the applicant correct before submitting to APT Committee to complete its review. Failure to do so will result in processing delays.

Position Confirmation

• I have reviewed the application and I affirm that the faculty status, rank and special academic title (where applicable) are correct.

- Indicate the proposed Teaching Assignment for the applicant. This should include the total number of courses and credits for each semester.

Teaching Assignment

Provide the total number of courses and the total credit hours that the applicant will carry in the fall and spring semesters. Also, provide the specific name, course number, and credit hours for each of the courses assigned in fall and spring. If the applicant will not be teaching in a given semester, enter N/A.

• Total Number of Courses for Fall

• Total Number of Credit Hours for Fall

• Fall Courses

B I U

• Total Number of Courses for Spring

• Total Number of Credit Hours for Spring

• Spring Courses

B I U

Note, Teaching Assignments are only required for Temporary and WOC appointments.

- Upload the external review letters received for the applicant.

External Letters

Upload here the letters you have received from external recommenders. Three letters are required.

• File Upload

Drop files here or click to upload

Once all steps are completed, the Chair/Associate Dean may then forward the application to the APT Committee members for review and recommendation.


To submit, they will choose “**Submit to Department/School APT Committee**” from the drop-down menu. In addition, the form may be saved and Chair/Associate Dean may return later to SUBMIT the form to the next step.


3, provide the specific name, co




✕ Cancel

Actions ▼

 Save Draft

 **Submit** to Department APT Committee to Complete Section II

 Send Back to Previous Step