

## Academic Personnel (Faculty) Documents Routing – Review FAAB updates for most current information

| SUBJECT   | INCLUDE  | SEND DOCUMENTS TO                     | VIA        | NOTE  |
|---|--|---------------------------------------|------------|---|
| FACULTY ACTION REQUEST – For Position (FORMERLY FREEZE FORM)                          | Fully completed form with justification, ORG Chart and Equity Report   | Keri Trent with copy to Marty Walton  | Email      | See FAR and FRC Guidelines for additional details                                 |
| FACULTY ACTION REQUEST – For Modifications  | Fully completed form with justification, ORG Chart, Equity Report, and Draft Change Memo   | Keri Trent with copy to Marty Walton  | Email      | See FAR and FRC Guidelines for additional details                                 |
| ENDOWED CHAIRS/PROFESSORSHIPS   | Recommendation Request Memo + Draft Appointment Letter + CV  | Keri Trent with copy to Catina Jordan | Email      | Updated guidelines and templates were sent with the FAAB update 9.26.25           |
| POSITION POSTING (Interfolio Process)   | Create Position and Committee in interfolio (include Draft Ad, Advertising plan, position number, and approved in internal notes & attachment section) | System auto sends to PRV and IEO      | Interfolio |   |
| CANDIDATE SELECTION (Interfolio Process)  | Move candidate through selection process   | System auto sends to PRV and IEO      | Interfolio |   |
| TENURE AT HIRE  | Request Memo/ Recommendation(s) and CV   | Marty Walton with copy to Keri Trent  | Email      |   |
| SEARCH WAIVER   | Request Memo outlining specific exception/ Recommendation(s) and CV  | Marty Walton with copy to Keri Trent  | Email      | PRV will coordinate IEO approval  |
| Proposed Terms of Faculty Appointment (PTFA) – ALL TYPES REGARDLESS OF \$\$ AMOUNT    | PTFA signed by Chair/Dean, CV & applicable additional support doc.   | Keri Trent with copy to Marty Walton  | Email      | On Department/College letterhead  |
| Offer of Faculty Appointment (OFA) – ALL Regular Faculty or Limited Term 150k or over | Signed PTFA  | Marty Walton with copy to Keri Trent  | Email      | send just the word document or PDF not on letterhead we will put it on letterhead |
| Offer of Faculty Appointment (OFA) – Limited Term under 150k                          | Signed PTFA  | Epaf                                  | Peoplesoft |   |

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| NEPOTISM  | Form completed with detailed management plan and signatures. Suggested to send draft first without signatures. | Keri Trent with copy to Marty Walton     | Email      | You can send draft for pre-review. Ensure faculty members have completed/ updated their COI disclosure forms as well |
| EMERITUS ( <i>Retired Faculty</i> )   | Recommendation(s) and CV   | Keri Trent with copy to Marty Walton     | Email      |  |
| ACCEPTANCE LETTERS  |  | Keri Trent with copy to Marty Walton     | Email      |  |
| ePAF APPROVALS ( <i>faculty actions</i> )                                   | Required HR paperwork and applicable PRV paperwork   | Marty Walton                             | PeopleSoft |  |
| FACULTY ADD PAY <b>PRIOR</b> APPROVALS                                      | Detailed justification, Calculation and any associated support document contracts, etc.                        | Marty Walton with copy to Keri Trent     | Email      | Only for earning codes: ADS, OTM, PIN  |
| FACULTY ADD PAY (routine)   | Detailed justification and any associated support document contracts, etc.                                     | Marty Walton                             | PeopleSoft | Only for earning codes: CEC, ICE, ORE, ORS, RIF  |
| NON-RENEWALS ( <i>Faculty Appointments</i> )                                | Notification from Dean/Chair (utilizing template)  | Marty Walton                             | Email      | Marty will obtain review by Jill Raines and Legal  |
| APPOINTMENT TYPE CHANGES (no salary change) ( <i>Faculty Appointments</i> ) | Request Memo/ Recommendation(s) and CV   | Marty Walton with copy to Keri Trent     | Email      |  |
| TENURE AT HIRE  | Request Memo/ Recommendation(s) and CV   | Marty Walton with copy to Keri Trent     | Email      |  |
| TENURE EXTENSION  | Request Memo/ Recommendation(s) and CV   | Marty Walton with copy to Keri Trent     | Email      |  |
| TENURE AND PROMOTION  | Form and Dossier   | Marty Walton                             | Email      | Hard copy no longer required   |
| OUT-OF-STATE FACULTY REQUEST FORM   | Fully completed form and justification   | Jennifer Monsour with copy to Keri Trent | Email      |  |
| REMOTE WORK REQUEST FOR FACULTY   | Fully completed form and justification   | Jennifer Monsour with copy to Keri Trent | Email      |  |