

Step	Person Responsible	Resources
Documenting the process for the Intranet including any updates after lessons learned- sharing it with the team for review and approval and then posting it to the Intranet; also serves as the first line for questions from the college, Office of Postdoctoral Scholars or University	Process Owner: Tiarra Lax-Walker Team: Tiarra Lax-Walker (Humanities), Megan Fitz (Social Sciences), Becky Badger (Arts), Michelle LaCourt (Finance & Administration) Approvers: Michelle LaCourt and Associate Deans	
Serves as first line of questions to the Dean's Office	Divisional Sr. Administrative Coordinators	Office of Postdoctoral Scholars (OPS) and Diana
New appointments and reappointments: Packet preparation and submission to the College for review; adding the position to the NRB	Departments, Centers, Institutes and Programs need to submit new and reappointment packets to Divisional Sr. Administrative Coordinators for review 5+1 hires - PhD granting department responsible for packets Approvers: Michelle LaCourt and Associate Deans	Process Owner: Tiarra Lax-Walker New appointments Reappointments Administrative Information
Review of packet ensuring it is accurate and ready to be submitted to OPS	Divisional Sr. Administrative Coordinators	Office of Postdoctoral Scholars and Diana
Coordinating the review and approval of the packet within the Dean's Office	Divisional Sr. Administrative Coordinators Approvers: Michelle LaCourt and Associate Deans	Office of Postdoctoral Scholars and Diana
Sending to the OPS once approved	Divisional Sr. Administrative Coordinators	Cc the initiating department, center, institute/program
Sending of official contract	Office of Postdoctoral Scholars	
Building Job - after signed contract is received	Departments, Centers, Institutes and Programs	Personnel Actions (available InsideND) - if you need access please email Michelle LaCourt
Processing Separation	Departments, Centers, Institutes and Programs	Personnel Actions (available InsideND) - if you need access please email Michelle LaCourt
Publishing and coordinating training schedule and ensuring we are keeping to the schedule and dates are met in advance	Process Owner: Tiarra Lax-Walker Approvers: Michelle LaCourt and Associate Deans	