

Inbound/ Outbound Process

Department

Dean's Office

General Counsel

Outside Institute

1
Department
drafts
Agreement

2
Sends to
divisional Sr.
Admin.
Coordinator

3
Sr. Admin.
Coordinator
sends to
Michelle LaCourt

4
Michelle reviews and
sends edits back or
gives permission to
SrAd. Coordinator to
send to GC

5
If approved, SrAd
Coordinator will
send to General
Counsel (Susan
Galan)

12
After checklist is
completed, the SrAd
Coordinator will send
a copy of Agreement
to General Counsel
and TD Ball

13
Department
adds document
to FMP

If edits need to be made,
the SrAd Coordinator
will send it back to the
department

6
GC will either
approve or
recommend edits
and send it back to
SrAd Coordinator

7
If approved, SrAd
Coordinator will
send to outside
Institute for
signatures

11
Department will upload the
signed agreement and pink sheet
to OnBase: **Inbound** checklist is
"Pay Primary Institution --
Visiting Non-Fellow
Appointment"
Outbound checklist is "Faculty
Leave"
Father Bob will sign it after it is
in OnBase

10
General Counsel
will send pink sheet
to SrAd Coordinator
who will share it
with the
department

9
Once signed by outside
institute and visitor,
SrAd Coordinator will
send it to General
Counsel again to
receive the "pink sheet"

8
Outside institute
will either sign and
return to SrAd
Coordinator or
request edits

