Diagram Key Postdoctoral Appointment - Process Map Dean's Office Department Post Doc Office START DOCUMENT **PROCESS DECISION** DATABASE **TERMINUS** Department Department Department Department Creates profile coordinators or decides to host Chair stops search coordinators or **Graduate Student** Creates add in FileMaker for PostDoc or **Graduate Student** a PostDoc and Coordinators pay in PA tool Pro and Coordinators add contacts adjusts search creates and submits divisional based on search to uploads for the appointment nonregular budget associate dean associate dean appointment appointment packet in Slate in FileMaker Pro for approval feedback letter Divisional Sr. Admin informs department of changes that needs DENY to be made or that Divisional Sr. the request is Admin. Coordinator Director of completely denied Finance reviews and approves requests approval or denies from the Sr. Director APPROVE Divisional Sr. Admin Divisional request of Finance Associate approves the Dean request in Slate for decides to the Postdoc office to approve or proceed with deny contract. request PostDoc Office creates the contract and sends to the scholar for signature and notifies department once it's been signed