

Inbound 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 outside
Institute

5
If approved, SrAd
Coordinator will
send to outside
Institute

11
After checklist is
completed, the SrAd
Coordinator will send
a copy of Agreement
to General Counsel
and TD Ball

12
Department
adds document
to FMP

If edits need to be made, the
SrAd Coordinator will send it
back to the department - may
also need to send to GC if
edits need additional approval.

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

7
Once signed by outside
institute and faculty
member, SrAd
Coordinator will send it
to General Counsel to
receive the "pink sheet"

10
Once in OnBase and moved forward to
Provost's Office: either Jim Frabutt (visitors who
are not fellows) or David Go (external fellow
appointments) or Jim = Senior Assistant Provost
or David = Vice President and Associate Provost
for Academic Strategy will sign the agreement

9
Department will upload the
signed agreement and pink
sheet to OnBase: Inbound
checklist is "Pay Primary
Institution -- Visiting Non-
Fellow Appointment"

8
General Counsel
will send pink sheet
to SrAd Coordinator
who will share it
with the
department

