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

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

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.

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

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

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

10
Once in OnBase and moved foward 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

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