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 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: Outbound checklist is "Faculty Leave"

10
Once in OnBase and moved foward it will go to the Dean's Office for additional documents and then will be moved on to the Provost's Ofice where the Associate Provost reviews and signs the Outbound 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