Assistant Teaching Professor
New Appointment for Internal Candidate Workflow

Dept Chair
- Dept vote
- Memo to dean
- Dossier
- Optional: PAF

Dean
- Memo to provost
- Draft appt ltr

VPAA
- Log and recommend

Provost
- Pre-approval

VPAA
- Notify dean

Dean
- Finalize & send appt ltr
- Make sure that PAF is sent to VPAA, if not already done

Asst Teaching Professor
- Sign & return appt ltr

Dean
- Executed appt ltr

VPAA
- Process PAF, archive docs

HR
- Process PAF

Payroll
- Process PAF

Appt letter must include specific points, per teaching professor procedures doc

6/19/2017