Faculty Affairs Process for Volunteer Faculty Initial Appointments Department Collects paperwork Dept chair sends and uploads it to letter of SharePoint recommendation School Create Receive Upload Review OK? electronic appointment Yes appointment letter documents notification letter to SharePoint Dean Dean receives Dean receives Signs? Stop Approves? Stop letter letter Receive hard Enter appointment Mail hard copy Upload signed letter Receive Review Send Faculty Affairs copy of letter in PeopleSoft; OK? Wichita? to ImageNow; Note electronic Wichita? paperwork in appointment –No→ of letter to the Stop appointment Upload signed letter in PS that letter has notification SharePoint letter to VCAA VFA letter into SharePoint; Merge been returned Yes SharePoint documents Yes into Image Now Approve in Contact SharePoint and Terminates Office of Print copy from department to notify them that the appointment SharePoint nag VFA for letter ready for the after X amount signed letter VFA's signature of time two times Vice Chancellor for Academic Affairs (VCAA) VCAA receives No and signs letter Third No Volunteer Faculty Affiliate (VFA) Wichita VFA VFA receives Returns Returns receives and and signs letter letter? letter? signs letter