


MyInfoVault (MIV) Workflow

Redelegated & Non-Redelegated Actions

December 18, 2006



Redelegated Actions

STEP 1. Faculty



Workflow:	Development Required:	Roles:
1. Complete the packet.	Refactor: Packet documents should be automatically added to the packet as they are saved (no need for the extra "create packet" step).	Faculty Dept Primary Analyst
2. Include publication correspondence.	New functionality: Need ability to include letter or email correspondence (uploaded PDF format only) that is exchanged between faculty and publishers for proof that a publication is in press. Correspondence should be included at the end of the publications in the packet. (Possibly when you select "In press" you could upload correspondence.) This correspondence can be viewed by everyone in the review process – candidate to Vice Provost, and committees.	Faculty Dept Primary Analyst
3. Send packet to department.	New functionality: Email notification sent to Dept. Primary Analyst notifying him/her that the packet is ready for review. Still need button to "Send to Department."	Dept Primary Analyst 

STEP 2. Department Primary

Workflow:	Development Required:	Roles:
1. Review the packet.	No development required.	Dept Primary Analyst
2. Solicit letter from Graduate Studies Dean (only if Faculty is a Graduate Group Chair).	New functionality: Send email notification to Graduate Studies division requesting letter from Graduate Studies Dean. Dean sends letter back to Dept. Primary Analyst for packet inclusion.	Dept Primary Analyst
3. Assign primary department reviewers. (Once department reviewers have finished, the whole department reviews the packet.)	New functionality: •Need ability for Account Manager or Dept. Primary Analyst to set up a Department Review Committee. Committee can be made up of any members in the department/school and on occasion, faculty from outside the school/college. Nice to have: -Ability to add/remove/update group. -Need ability to reflect the status of the review process by displaying reviewers who have, have not or completed the review.	Dept Primary Analyst Account Manager **Faculty and Department Reviewers can all view after assigned as reviewers
4. Complete Recommended Action Form (RAC).	New functionality: RAC will populate new packet title (no longer a need to have textbox for packet title): 1. Merit or Promotion 2. Effective date, i.e., 2007. Department Packet List column headers that appear for Dean's Office will display from RAC: Action, effective date, and cycle year.	Dept Primary Analyst

5. Complete Department Letter with Department Primary Chair's electronic signature.	Refactor: The Dept. Primary Analyst or Dept. Primary Chair uploads the department letter. The letter is electronically signed by the Dept. Primary Chair. Ability to have multiple signatories is required: (may include signatures for vice or acting department chairs, as required).	Dept. Primary Chair  Dept Primary Analyst
6. **OCCASSSIONALLY** Add Dept. Chair Confidential Letter	Refactor: Dean, Vice Provost, and all committees at Dean's level or higher can view Dept. Chair Confidential Letter.	Dept. Primary Chair Dept. Primary Analyst
7. Email notification sent to Faculty to review packet and sign the Disclosure Statement.	Refactor: Dept. Primary Analyst completes the Disclosure Statement and performs action so that email notification is sent to Faculty. The packet and disclosure statement will be available via online review only. For security compliance, no attachments will be included in the email.	Dept Primary Analyst 

STEP 3. Faculty



Workflow:	Development Required:	Roles:
1. Login to review packet. 2. Add optional faculty Rebuttal Letter.	Faculty reviews packet. New functionality: If the Faculty wants to add a Rebuttal Letter, a link will be provided as part of the Disclosure Statement process for the faculty to complete and then submit the Rebuttal Letter, sending it to the Dept. Primary Analyst. Candidate must sign Disclosure Statement, but a link will be included to add an optional Rebuttal Letter.	Faculty Faculty Dept Primary Analyst
3. Faculty signs the Disclosure Statement. 4. Notify the Dept. Primary Analyst after the Disclosure Statement has been signed.	Refactor: The Disclosure Statement requires an electronic signature. Refactor: After the Disclosure Statement is signed, an e-mail is sent to the Dept. Primary Analyst so that she/he is aware the Disclosure Statement has been signed.	Faculty  Dept Primary Analyst 

STEP 4. Department Primary

Workflow:	Development Required:	Roles:
1. Send packet to the Dean's Office.	No development required.	Dept Primary Analyst

STEP 5. Dean Primary

Workflow:	Development Required:	Roles:
1. Review packets that come from the Primary Dept. If errors are found, or additional information is needed, the packet is returned to the Primary Department.	Refactor: The current processes will be refined to see all packets submitted from Dean's Departments. Default sort by Last Name, with an Alphabet S, or Sh, sort, e.g., yahoo email lists, at the top of the display. Sorts by Department display Last Name and status (i.e., where packet is in process). New functionality: Use Display Title that the MIV system assigns to the packet (Merit '05) in the Recommended Action Form. Step 2, #4. -Report should contain: Faculty, School, Dept., Action (R or NR for Redelegated and Non-redelegated), Effective Date, Cycle Year (Jul 1 to June	Dean's Primary Analyst

	30), and Packet Location. Remove Submit Date. Nice to have: Search box to search for Last Names. -Packet name contains: Faculty Name, Action (merit or promotion) cycle year (05/06).	
2. Assign FPC Review Committee(s).	New functionality: • Need ability for the Dean's Account Manager or Dean's Primary Analyst to set up an FPC Review Committee. Committee can be made up of any members in the school/college (and on occasion, faculty from outside the school/college). Nice to have: -Ability to add/remove/update group.	Dean's Primary Analyst Dean's Account Manager
3. Upload FPC Comments (FPC Chair creates the Comments).	Refactor: The FPC review committee creates a report or Recommendation (uploaded PDF) that must be included in the packet. The Dean's Primary Analyst usually enters the recommendation into a report template and can PDF it. New functionality: Need PDF upload for FPC Comments and they should be appended to the packet. Should be able to add another version of the Comments (which can be added to previously uploaded Comments) or supersede/overwrite previous version. *Only PDF Uploads allowed. Need a "Retroactive" button which would change the Redelegated to a Non-redelegated action. The Dean doesn't sign it and the packet goes directly to the Vice Provost's Office.	Dean's Primary Analyst
4. Add FPC Chair's electronic signature to FPC Comments.	Refactor: FPC Comments require an electronic signature. (Dean's Primary Analyst will notify FPC Chair that FPC Comments are ready for electronic signature.)	FPC Chair  Dean's Primary Analyst
5. Send packet to Dean Primary for decision.	No development required.	Dean's Primary Analyst
6. Create/add Dean's Recommendation.	New functionality: If errors or omissions are found with the Dean's Recommendation, the Dean's Primary Analyst will be able to make corrections. *Only PDF Uploads allowed.	Dean's Primary Analyst
7. Add electronic signature to the Dean's Recommendation (may include signatures for Associate Dean and/or Executive Dean, as required).	Refactor: The Dean's Recommendation requires an electronic signature. Ability to have multiple signatories is required. Dean's Recommendation constitutes signing off on the RAF. On occasion, Dean may create separate letter of Recommendation. Dean signs Recommended Action Form in MIV There are "Denied" and "Approved" radio button options on the RAC for the Dean's approval –add signature there. Dean needs ability to add a comment for approvals AND denied signatures. In packet list: Display: FPC, Dean Recommendation, Waiting for Dean's signature, Dean signed, not signed, completed or post-audit, etc. I.e., use workflow step #'s to display status'.	Dean Primary  Dean's Account Manager
8. Send packet to CAP Committee Chair for post-audit.	Refactor: 1. Vice Provost's Office notifies via email the Dean's Primary Analyst that all actions should be ready for Post-audit. 2. Dean's Primary Analyst notifies Vice Provost's Office that all packets are complete. 3. Cap Committee reviews and Academic Senate notifies the Vice Provost's Office that the review is	Dean's Primary Analyst Dean's Account Manager

finished.

New Functionality:
 Need ability to review the final packet and submit to CAP. Need submit button for CAP Committee to indicate that the review is complete.

Only the following Senate titles go to post-audit:
 Professor
 Professor in Residence
 Professor of Clinical ___
 Acting Professor of Law
 Acting Associate/Full Professor
 **Adjunct Professor (federation title). *CAP is the reviewing committee*
 Lecturer SOE/ Sr. Lecturer SOE

- Dean Primary Analyst Archives packet at Dean's level. (Vice Provost's Office can see all Archives).
- Dean's Account Manager can remove a packet from Archives.

Nice to have:
 Ability to select all actions at once and move to post-audit (e.g., checkbox checks all actions).

9. Initiate special review process.

Refactor: In certain circumstances (i.e., the review of a Dean's action, the review of an FPC member's action, or the FPC recommends changing an action from redelegated to non-redelegated), the following special routing is required:

- Dean's action requires routing from Dean's Office to Vice Provost (no FPC recommendation is required).
- FPC member's action requires routing from Dean's office to the Vice Provost's Office. Vice Provost sets up Shadow Committee and when committee report is completed the packet is sent back to the Dean's Office (no FPC recommendation is required).
- FPC recommendation to change an action from a redelegated to a non-redelegated action requires routing from the FPC to the Dean to add a recommendation based on the FPC recommendation and to forward to the Vice Provost's with all recommendations included.

Vice Provost Analyst

STEP 6. CAP Review

Workflow:	Development Required:	Roles:
1. Review the packet.	<p>New functionality:</p> <ul style="list-style-type: none"> • Need ability for Academic Senate Account Manager or Academic Senate Analyst to set up a CAP Review Committee. (The same nine members for three years. Every year three members rotate off and three new are added.) Committee can be made up of any members of any campus department. <p>Nice to have: -Ability to add/remove/update group.</p>	Faculty Academic Senate Account Manager Academic Senate Analyst
2. Vice Provost's Office Archives packet in EDMS.	<p>Refactor: If there are titles that do not go to post-audit then Dean's Archive, otherwise Vice Provost's Office Archives packet in EDMS. (Dean's Primary Office Archive retains their own copy). Archive process does not occur until the whole process is completed and all deny period. Review FPC routing. http://academicpersonnel.ucdavis.edu/delegations.cfm</p>	Vice Provost Analyst

Non-Redelegated Actions

STEP 1. Faculty

Workflow:	Development Required:	Roles:
1. Same As Redelegated.		

STEP 2. Department Primary

Workflow:	Development Required:	Roles:
1-4. Same as Redelegated steps 1 - 4.		
5. Include solicitation names and the sample solicitation letter for outside reviewers as requested by the Faculty and Dept. Chair.	New functionality: Need ability to include solicitation names and the sample solicitation letter required for the outside reviewer process. The list of names of outside reviewers and the sample solicitation letter must be included in the packet (uploaded PDF or form template).	Dept Primary Analyst
6. Attach Letters of Recommendation (extramural letters).	List of reviewer names should NOT be seen by the candidate. Refactor: Need ability to upload <u>non-redacted</u> versions of extramural letters (individual PDF files that need to be uploaded in the same location). Only <u>non-redacted</u> letters are uploaded in MIV. Candidate is provided with <u>redacted</u> letter outside of MIV. Faculty would not see solicitation letter or extramural letters.	Dept Primary Analyst
7-9. Same as Redelegated steps 5 - 7.		

STEP 3. Faculty

Workflow:	Development Required:	Roles:
1. Same as Redelegated steps 1 - 4.		

STEP 4. Department Primary

Workflow:	Development Required:	Roles:
1. Same as Redelegated step 1.		

STEP 5. Dean Primary

Workflow:	Development Required:	Roles:
1. Review packets from department. If errors are found or additional information is needed, return packet to department.	Refactor: The current processes will be refined to see all packets submitted from the departments in a school and status of the packet. List should allow for sort by department, status (ready for dean's review, ready for submission to Vice Provost, in CAP review, CAP report needed, etc.), name, action, etc.	Dean Primary Analyst
2. Send packet to dean for recommendation.	No development required.	Dean Primary Analyst
3. Create/add dean's	New functionality: Need ability to include dean's	Dean Primary Analyst

recommendation.	recommendation. Currently only a form template can be used. Need ability to upload PDF.	
4. Add dean's electronic signature to recommendation (may include signatures for associate dean and/or executive dean as required).	Refactor: The dean's recommendation requires an electronic signature. Ability to have multiple signatories is required.	Dean Primary Dean Primary Account Manager
5. Send to Vice Provost Office.	No development required.	Dean Primary Dean Primary Analyst
6. Add updates from redelegated.		

STEP 6. Vice Provost Office

Workflow:	Development Required:	Roles:
1. Review packets from Dean's office. If errors are found or additional information is needed, return packet to Dean's office.	Refactor: The current processes will be refined to see all packets submitted from the dean's office/department and status of the packet. List should allow for sort by dean's office, department, status, ready for submission to Vice Provost, etc.), name, action, date, etc.	Vice Provost Analyst
2. Send packet to CAP and/or Review Committee(s). This can include shadow committees.	Refactor: Need a Level 1 administrative process to set up CAP committee members so packets can be routed to CAP members. Need to determine a specific level for CAP members.	Vice Provost Analyst

STEP 7. Academic Senate Review

Workflow:	Development Required:	Roles:
1. Review the packet.	Refactor: Need a Level 1 administrative process to set up CAP committee members so packets can be routed to CAP members. Need to determine a specific level for CAP members.	Faculty Academic Senate Analyst
2. Add Committee comments.	Refactor: Review committees create a report or recommendation (uploaded PDF or form template) that must be included to the packet. The CAP or committee administrator usually enters the recommendation.	Academic Senate Analyst
3. Add Committee Chair's electronic signature.	Refactor: The Committee recommendation requires an electronic signature.	Any Committee Chair (Faculty) Academic Senate Analyst
4. Send the packet to the Vice Provost.	Refactor: Need ability to review the final packet and submit to the Vice Provost's Office.	Academic Senate Analyst

STEP 8. Vice Provost Office

Workflow:	Development Required:	Roles:
1. Review the packet.	Refactor: Need ability for the Vice Provost to review the final packet.	Vice Provost Analyst Vice Provost
2. Add Vice Provost's electronic signature.	Refactor: The Vice Provost's decision requires an electronic signature. Needs ability to add comments with signature.	Vice Provost
3. **ALTERNATE ROUTING** If the packet is for a	Refactor: Need ability to send the packet to the Provost and Chancellor if packet is for a promotion (or	Vice Provost Analyst

promotion (or other action), send the packet to the Provost and Chancellor.

other action).
Vice Provost Analyst notified by Vice Provost and then sends packet to Provost and Chancellor.

STEP 9. Provost and Chancellor

Workflow:	Development Required:	Roles:
1. Review the packet.	Refactor: Need ability for the Provost and Chancellor to review the final packet.	Vice Provost Analyst
2. Provost and Chancellor review the packet.	Refactor: Need ability for the Provost and Chancellor to review the packet and need process to indicate their review is complete. (Same as review process above)	Vice Provost Analyst Provost Chancellor
3. Provost completes packet review.	Refactor: The status of the packet is updated to reflect the Provost's review is complete.	Vice Provost Analyst Provost Chancellor
4. Chancellor completes packet review.	Refactor: The status of the packet is updated to reflect the Chancellor's review is complete.	Vice Provost Analyst Provost Chancellor
5. Provost or Chancellor adds electronic signature.	New Functionality: Provost or Chancellor adds electronic signature. **Sally will ask Vice Provost if Provost and Chancellor need to sign off on the packet.	Vice Provost Analyst Provost Chancellor
6. Send packet to Vice Provost	Refactor: Need ability for the Provost and Chancellor to return packet to Vice Provost.	Vice Provost Analyst Vice Provost

STEP 10. Vice Provost Office

Workflow:	Development Required:	Roles:
1. Notify the Dean's office of the decision.	Refactor: Vice Provost's Office will use their "Action Tracking" system for notification process.	Vice Provost Analyst
2. Vice Provost Office archives completed packets in EDMS.	Refactor: EDMS archive process needs to be updated to include <u>completed</u> packets. <i>Note: Currently, the final steps in the packet process have been omitted and therefore no packets should have been archived in RDMS yet.</i>	Vice Provost Analyst

Redelegated Action Joint Appointment - Cross College

STEP 1. Faculty

Workflow:	Development Required:	Roles:
1. Same As Redelegated.		

STEP 2. Department Primary

Workflow:	Development Required:	Roles:
1-7. Same As Redelegated steps 1 - 7.		
8. Primary Department assigns Secondary Department to candidate's file.	New Functionality: Primary Department sends email notification to Secondary Department through MIV.	Dept. Primary Analyst

STEP 3. Department Secondary

Workflow:	Development Required:	Roles:
1. Same As steps above steps 1 - 7.		
8. Secondary Department returns packet to Primary Department.	New Functionality: Secondary Department sends email notification to Primary Department through MIV.	Dept. Secondary Analyst

STEP 4. Department Primary

Workflow:	Development Required:	Roles:
1. Review the packet.	No development required.	Dept. Primary Analyst
2. Send packet to Primary Dean's Office.	Dept. Primary Analyst uses button to send packet to Primary Dean's Office.	Dept. Primary Analyst

STEP 5. Dean Primary

Workflow:	Development Required:	Roles:
1-6. Same As Redelegated steps 1 - 6.		
7. Send packet to Secondary Dean's Office.	Refactor: The current workflow will need to be refactored for routing. Status updates are needed so departments and dean's office can track the location of the packet. The packet should include the FPC comments and Dean's recommendation.	Dean Primary Analyst

STEP 6. Dean Secondary

Workflow:	Development Required:	Roles:
1. Same As steps above steps 1 - 6.		

- | | | |
|--|--|-------------------|
| 2. Return packet to Primary Dean's office. | Refactor: Need menu item for return to primary dean's office. | Secondary Analyst |
|--|--|-------------------|

STEP 7. Dean Primary

Workflow:	Development Required:	Roles:
1. Notifies department of final decision.	Refactor: Need ability to notify department of final decision with attachments (FPC comments, Dean's decision) if applicable.	Dean Primary Analyst
2. Send packet to CAP for post-audit.	Refactor: Need ability to review the final packet and submit to CAP.	Dean Primary Analyst

STEP 8. CAP Review

Workflow:	Development Required:	Roles:
1. Same As Redelegated steps 1 - 2.		

Non-Redelegated Action Joint Appointment - Cross College



STEP 1. Faculty

Workflow:	Development Required:	Roles:
1. Same As Non-Redelegated.		

STEP 2. Department Primary

Workflow:	Development Required:	Roles:
1-7. Same As Non-Redelegated steps 1-7.	No development required.	Dept. Primary Analyst
8. Primary department assigns secondary department to candidate's file.	No development required.	Dept. Primary Analyst

STEP 3. Faculty



Workflow:	Development Required:	Roles:
1. Login to review packet.	Faculty reviews packet.	Faculty
2. Add optional faculty Rebuttal Letter.	New functionality: If the Faculty wants to add a Rebuttal Letter, a link will be provided as part of the Disclosure Statement process for the faculty to complete and then submit the Rebuttal Letter, sending it to the Dept. Primary Analyst. Candidate must sign Disclosure Statement, but a link will be included to add an optional Rebuttal Letter.	Faculty Dept Primary Analyst
3. Faculty signs the Disclosure Statement.	Refactor: The Disclosure Statement requires an electronic signature.	Faculty 
4. Notify the Dept. Primary Analyst after the Disclosure Statement has been signed.	Refactor: After the Disclosure Statement is signed, an e-mail is sent to the Dept. Primary Analyst so that she/he is aware the Disclosure Statement has been signed.	Dept Primary Analyst 

STEP 4. Department Secondary

Workflow:	Development Required:	Roles:
1. Review the packet after receiving email that the packet has been assigned.	No development required.	Dept. Secondary Analyst
2. Assign Secondary Department review committee.	New functionality: Need ability to set up a department review committee. Group can be made up of any members in the department/school (and on occasion, faculty from outside the school/college). Also need ability to set up My Review Groups. My Review Groups could include any collection of reviewers that a department administrator might want to set up for a department review or other review group as needed. Additional groups could be set up by selecting reviewers from the specific smaller or refined group from the My Review Group list.	Dept. Secondary Analyst

3. Complete secondary department letter with department chair's electronic signature (may include signatures for vice or acting department chairs as required).	Refactor: The department letter requires an electronic signature. Ability to have multiple signatories is required.	Dept. Chair Secondary Dept. Secondary Analyst
4. Email is sent to the Faculty to login to review the packet and sign the Disclosure Statement.	Refactor: The packet and disclosure statement will be available via online review only. For security no attachments will be included in email.	Dept. Secondary Analyst

STEP 5. Faculty

Workflow:	Development Required:	Roles:
1. Login to review packet.	Faculty reviews packet.	Faculty
2. Add optional faculty Rebuttal Letter.	New functionality: If the Faculty wants to add a Rebuttal Letter, a link will be provided as part of the Disclosure Statement process for the faculty to complete and then submit the Rebuttal Letter, sending it to the Dept. Primary Analyst. Candidate must sign Disclosure Statement, but a link will be included to add an optional Rebuttal Letter.	Faculty Dept Primary Analyst
3. Faculty signs the Disclosure Statement.	Refactor: The Disclosure Statement requires an electronic signature.	Faculty 
4. Notify the Dept. Primary Analyst after the Disclosure Statement has been signed.	Refactor: After the Disclosure Statement is signed, an e-mail is sent to the Dept. Primary Analyst so that she/he is aware the Disclosure Statement has been signed.	Dept Primary Analyst 

STEP 6. Dean Secondary

Workflow:	Development Required:	Roles:
1. Upon the candidate's signing of the disclosure statement, the complete packet is sent back to the Primary Dept. for forwarding to the Primary Dean's office.	Refactor: The current workflow will need to be refactored for improved routing. Status updates are needed so departments and dean's office can track the location of the packet.	Dept. Secondary Analyst

STEP 7. Dean Primary

Workflow:	Development Required:	Roles:
1. Review packets from Primary Department and secondary department. If errors are found or additional information is needed, return packet to primary and secondary departments.	Refactor: The current processes will be refined to see all packets submitted from the departments in a school and status of the packet. List should allow for sort by department, status (ready for dean's review, ready for submission to Vice Provost, in CAP review, CAP report needed, etc.), name, action, etc.	Dean Primary Analyst
2. Send packet to dean for recommendation.	No development required.	Dean Primary Analyst
3. Create/add primary dean's recommendation.	New functionality: Need ability to include dean's recommendation. Currently only a form template can be used. Need ability to upload PDF.	Dean Primary Analyst
4. Add primary dean's	Refactor: The dean's recommendation requires an	Dean Primary

electronic signature to recommendation (may include signatures for associate dean and/or executive dean as required).	electronic signature. Ability to have multiple signatories is required.	Dean Primary Dean Primary Analyst
5. Send to Secondary Dean's Office.	Refactor. The current workflow will need to be refactored for routing. Status updates are needed so departments and dean's office can track the location of the packet.	Dean Primary Analyst

STEP 8. Dean Secondary

Workflow:	Development Required:	Roles:
1. Review packets from primary Dean's office. If errors are found or additional information is needed, return packet to Primary Dean for return to department.	Refactor: The current processes will be refined to see all packets submitted from the departments in a school and status of the packet. List should allow for sort by department, status (ready for dean's review, ready for submission to Vice Provost, in CAP review, CAP report needed, etc.), name, action, etc.	Dean Secondary Analyst
2. Send packet to dean for recommendation.	No development required.	Dean Secondary Analyst
3. Create/add secondary dean's recommendation.	New functionality: Need ability to include dean's recommendation. Currently only a form template can be used. Need ability to upload PDF.	Dean Secondary Analyst
4. Add secondary dean's electronic signature to recommendation (may include signatures for associate dean and/or executive dean as required).	Refactor: The dean's recommendation requires an electronic signature. Ability to have multiple signatories is required.	Dean Secondary Dean Secondary Analyst
5. Send packet back to primary dean's office.	Refactor: Need ability for secondary dean's office to send the packet to the primary dean's office.	Dean Secondary Analyst

STEP 9. Dean Primary

Workflow:	Development Required:	Roles:
1. Review packets from Primary Department and Secondary Department. If errors are found or additional information is needed, return packet to primary and secondary departments.	Refactor: The current processes will be refined to see all packets submitted from the departments in a school and status of the packet. List should allow for sort by department, status (ready for dean's review, ready for submission to Vice Provost, in CAP review, CAP report needed, etc.), name, action, etc.	Dean Primary Analyst
2. Send to Vice Provost Office.	No changes required.	Dean Primary Analyst

STEP 10. Vice Provost Office

Workflow:	Development Required:	Roles:
SAME AS NON-REDELEGATED	Refactor: The current processes will be refined to see all packets submitted from the dean's	Vice Provost Analyst

1. Review packets from dean's offices. If errors are found or additional information is needed, return packet to primary dean's office.
2. Send packet to CAP and/or review committee(s). This can include Shadow committees.

office/department and status of the packet. List should allow for sort by dean's office, department, status, ready for submission to Vice Provost, etc.), name, action, date, etc.

Refactor: Need a Level 1 administrative process to set up CAP committee members so packets can be routed to CAP members. Need to determine a specific level for CAP members.

Vice Provost Analyst

STEP 11. CAP Review

Workflow:	Development Required:	Roles:
1. Review the packet.	Refactor: Need a Level 1 administrative process to set up CAP committee members so packets can be routed to CAP members. Need to determine a specific level for CAP members.	
2. Add CAP or other committee comments.	Refactor: CAP or other review committees create a report or recommendation (uploaded PDF or form template) that must be included to the packet. The CAP or committee administrator usually enters the recommendation.	
3. Add CAP Chair's electronic signature (or Shadow committee chair).	Refactor: The CAP recommendation requires an electronic signature.	
4. Send the packet to the Vice Provost.	Refactor: Need ability to review the final packet and submit to the Vice Provosts Office.	

STEP 12. Vice Provost Office

Workflow:	Development Required:	Roles:
1. Review the packet.	Refactor: Need ability for the Vice Provost to review the final packet.	
2. Add Vice Provost decision.	Refactor: Need ability for the Vice Provost to add decision.	
3. Add Vice Provost's electronic signature.	Refactor: The Vice Provost's decision requires an electronic signature.	
4. If the packet is for a promotion, send the packet to the Provost and Chancellor.	Refactor: Need ability to send the packet to the Provost and Chancellor.	

STEP 13. Provost and Chancellor

Workflow:	Development Required:	Roles:
1. Review the packet.	Refactor: Need ability for the Provost and Chancellor to review the final packet and indicator their review is complete. Need to determine a specific level for Provost and Chancellor.	
2. Provost and Chancellor review the packet	Refactor: Need ability for the Provost and Chancellor to review the packet.	
3. Provost completes packet review.	Refactor: The status of the packet is updated to reflect the Provost's review is complete.	
4. Chancellor completes	Refactor: The status of the packet is updated to	

- packet review.
- Send packet to Vice Provost

reflect the Chancellor's review is complete.

Refactor: Need ability for the Provost and Chancellor to return packet to Vice Provost.

STEP 14. Vice Provost Office

Workflow:	Development Required:	Roles:
1. Notify the dean's office of the decision.	Refactor: <i>Need to determine final decision notification process.</i>	
2. Archive completed packets. Archive step will archive the packet for department, dean's office, and EDMS.	Refactor: Need ability for level 1 administrator to archive packet in MIV for department, dean's office, and EDMS.	