


MyInfoVault

V3 Recommended Action Forms Prototype

Version 1.0

Prototype for access to "Recommended Action Forms"

- "Recommended Action Forms" page will replace the former "Department Recommended Action" page.
- "Recommended Action Forms" will be available via the "Manage Open Actions > Open Action" page for Redelegated and Non-Redelegated actions at the Primary Department and Primary School/College locations.
- "Recommended Action Form" delegated authority (Redelegated or Non-Redelegated) can be changed by the Primary Department or Primary School/College.
- "Recommended Action Forms" that have been added appear as PDF documents via the "View RAF" link.

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Home > Manage Open Actions List > Open Action

Open Action

Name: Andreas Albrecht
School/College - Department: Letters and Science - Physics
Recommended Action: Merit 2009
Delegation Authority: Redelegated
Date Submitted to Department: 10/29/2008, 1:52 PM

Location: Department

Primary Appointment: Letters and Science - Physics

Primary Appointment processing: In Progress

Recommended Action Form	Add/Edit	Delete	View RAF
Department Letter	Add	Delete	Not Added
Disclosure Certificate	Add/Edit	Delete	Not Signed
Other Letter(s)	Add	Delete	View Other Letter: My letter sent Jan 15 2009 (Non-Redacted)
		Delete	View Other Letter: Other Letter Johnston Merit09 (Redacted)
Org Chart	Add	Delete	Optional - Not Added
Reviewing (Assign Reviewers)	Open	Close	Completed
Voting Period	Open	Close	Open

[View This Dossier as One PDF File](#)
[Send This Dossier to the School/College](#)
[Return This Dossier to the Candidate](#) (No documents/letters will be visible to the Candidate, nor will they be deleted from the dossier)

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Prototype for "Recommended Action Form: Select Delegation Authority"

- "Recommended Action Form" delegation is pre-populated based on the "Send Dossier To My Dept." "Action" type selected: Merit or Promotion

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[Home](#) > [Manage Open Actions List](#) > [Open Action](#) > Add RAF: Select Delegation Authority

Add Recommended Action Form (RAF): Select Delegation Authority

Lisa O'Johnston


Select a "Delegation Authority: Action Type" for this candidate.

- Redelegated:** Merit
- Non-Redelegated:** Merit
- Non-Redelegated:** Promotion

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Prototype for "Recommended Action Form: Redelegated"

- "Recommended Action Form: Redelegated" form displays if the "Delegation Authority: Action Type" selected is "Redelegated: Merit."




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Add Recommended Action Form: Redelegated Merit Increase

* = Required Field

Lisa O'Johnston
Recommended Action: Merit Increase
Effective Date: July 1 2009

Note: If the Recommended Action or Effective Date is incorrect, send the dossier back to the Candidate and change those options as the dossier is sent to the Department.

*Appointment Type: 9 Months 11 Months

*Acceleration: Normal Accel. (Years): Decel. (Years):

*Years at Rank: *Years at Step:

*% of Time: **Department:** Engineering - Mechanical and Aeronautical
 *% of Time: **Joint Department:** Letters and Science - Physics

Note: If the appointments above are incorrect, send the dossier back to the Candidate, update his/her account and send the dossier to the Department.

*Present Status

Rank & Step	% of Time	Title Code	Monthly Salary	Annual Salary

*Proposed Status

Rank & Step	% of Time	Title Code	Monthly Salary	Annual Salary

*Recommendations

Department: Yes No

College/School/Division Personnel Committee: Yes No N/A

Joint AF/Senate Personnel Committee: Yes No N/A


AF/Personnel Committee: Yes No N/A

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Prototype for "Recommended Action Form: Non-Redelegated"

- "Recommended Action Form: Non-Redelegated" form displays if the "Delegation Authority: Action Type" selected is "Non-Redelegated: Merit" or "Non-redelegated: Promotion."



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Add Recommended Action Form (RAF): Promotions and Non-Redelegated Merits

* = Required Field

Lisa O'Johnston
Recommended Action: Promotion
Effective Date: July 1 2009

Note: If the Recommended Action or Effective Date is incorrect, send the dossier back to the Candidate and change those options as the dossier is sent to the Department.

*Appointment Type: 9 Months 11 Months

*Acceleration: Normal Accel. (Years): Decel. (Years):

*Years at Rank: *Years at Step:

*% of Time: **Department:** Engineering - Mechanical and Aeronautical
 *% of Time: **Joint Department:** Letters and Science - Physics

Note: If the appointments above are incorrect, send the dossier back to the Candidate, update his/her account and send the dossier to the Department.

***Present Status**

Rank & Step	% of Time	Title Code	Monthly Salary	Annual Salary

***Proposed Status**

Rank & Step	% of Time	Title Code	Monthly Salary	Annual Salary

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Prototype for "Recommended Action Form: Redelegated" PDF document

- The MIV "Recommended Action Form: Redelegated" PDF document that is rendered should be identical to the Academic Personnel "Recommended Action Form: Redelegated" paper form.
- "Dean's Final Decision" and "Joint Appointment Dean's Final Decision" are added to the "Recommended Action Form: Redelegated" after the Dean's sign (see *Electronic Signatures prototype*).

Recommended Action Form

Redelegated Merit Increase
(Print on Pink Paper)

Effective Date: July 1, _____

Name: _____

Department: _____ % of Time: _____

Department: _____ % of Time: _____

Department: _____ % of Time: _____

Department: _____ % of Time: _____

Department: _____ % of Time: _____

_____ 9 Mo. _____ 11 Mo. Normal: _____ Accel. (Years): _____ Decel. (Years): _____

Years at Rank: _____ Years at Step: _____

Present Status				
Rank & Step	% of Time	Title Code	Monthly Salary	Annual Salary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Proposed Status				
Rank & Step	% of Time	Title Code	Monthly Salary	Annual Salary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Recommendations:	Yes	No	N/A
Department	_____	_____	_____
College/School/Division Personnel Committee:	_____	_____	_____
Joint AF/Senate Personnel Committee:	_____	_____	_____
AF/Personnel Committee:	_____	_____	_____

(See attached Committee Recommendations)

DEAN'S ACTION:

_____ APPROVED _____ DENIED _____ OTHER

_____ Decision contrary to the committee recommendation

_____ Signed _____ Date _____

Revised: 02/14/09

Dean's Final Decision

Comments: _____

Joint Appointment Dean's Recommendation

_____ APPROVED _____ DENIED _____ OTHER

_____ Decision contrary to the committee recommendation

Comments: _____

Signed: _____ Date: _____

Prototype for "Recommended Action Form: Non-Redelegated" PDF document

- The MIV "Recommended Action Form: Non-Redelegated" PDF document that is rendered should be identical to the Academic Personnel "Recommended Action Form: Non-Redelegated" paper form.
- "Vice Provost's Final Decision" is added to the "Recommended Action Form: Non-Redelegated" after the Vice Provost signs (*see Electronic Signatures prototype*).

Recommended Action Form

Promotions and Non-Redelegated Merits

(Print on Blue Paper)

Effective Date: _____

Recommended Action

Merit Increase	9 Mo.	11 Mo.	Normal	Accel. (Years)	Decel. (Years)
Promotion	9 Mo.	11 Mo.	Normal	Accel. (Years)	Decel. (Years)

Years at Rank: _____ Years at Step: _____

Name: _____

Department: _____	% of Time: _____
Department: _____	% of Time: _____
Department: _____	% of Time: _____
Department: _____	% of Time: _____
Department: _____	% of Time: _____

Present Status

Rank & Step	% of Time	Title Code	Monthly Salary	Annual Salary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Proposed Status

Rank & Step	% of Time	Title Code	Monthly Salary	Annual Salary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Revised: 02/14/09

Vice Provost's Final Decision

APPROVED DENIED OTHER
 Decision contrary to the committee recommendation

Comments: _____

Signed: _____ Date: _____