

Release for Signature Enhancement

v6.0, 3/29/10

Pre-release: Remove all active signature requests and re-categorize existing Dean's PDF upload comments

Post-release: Set all new attributes for dossiers to be signed

All changes listed below are the same for primary and joint appointments.

Open Action page changes

Changes appear at the School/College and Vice Provost's Office locations.

1. Add new line below "FPC Recommendation" called "Dean's [Final Decision/Recommendation] Comments." THIS CHANGE ONLY OCCURS FOR THE SCHOOL/COLLEGE LOCATION (Vice Provost's comments are not PDF uploads).
 - "Add/Delete" buttons should appear to the right of the "Dean's Comments" text.
 - PDF upload pages for this document should be the same as they were when the comments were uploaded via the "[Add/Edit] Dean's [Final Decision/Recommendation]" page, i.e., "Dean's Final Decision" for Primary Redelegated and "Dean's Recommendation" for all other decisions (Non-redelegated and Joint Redelegated/Non-redelegated).
 - Statuses:
 - Optional – Not Added
 - Added
 - Status default should be Optional – Not Added
 - Maximum upload = 1
 - "View: ..." text will display either "Dean's Final Decision Comments" for Primary Redelegated and "Dean's Recommendation Comments" for all other decisions. (Non-redelegated and Joint Redelegated/Non-redelegated).
 - Bookmarks in the Single File PDF Dossier (e.g., Snapshot) will display either "Dean's Final Decision Comments" for Primary Redelegated and "Dean's Recommendation Comments" for all other decisions. (Non-redelegated and Joint Redelegated/Non-redelegated).
2. Add new line above the "Dean's Final Decision/Recommendation" and "Vice Provost's Final Decision" line called "Release to Dean" or "Release to Vice Provost."
 - "Release" and "Hold" buttons should appear to the right of the "Release to Dean" text.
 - Status:
 - Required – Not Released (Bold, red css style)
 - This status is the default
 - This status appears when the "Hold" button is selected (see matrix below).
 - "Dean's Final Decision/Recommendation" line "Add/Edit" button is disabled.
 - Released (Green css style)
 - This status appears when the "Release" button is selected (see matrix below).
 - "Dean's Final Decision/Recommendation" line "Add/Edit" button is enabled.
 - "Hold" button will be disabled by default; meaning the dossier will not appear available for signature in the MIVMain page
 - "Review/Sign Dean's Final Decision/Recommendation" and "Sign Vice Provost's Final Decision" link/action count.
 - An alert should displayed every time the "Hold" button is selected for the Release To Dean or Vice Provost option:
 - Holding for signature will delete any corresponding decision and signature! Are you sure you want to continue?

- “Release” button selection flags the dossier as available for signature in the MIVMain page “Review/Sign Dean’s Final Decision/Recommendation” and “Review/Sign Vice Provost’s Final Decision” link/action count.
 - When a dossier has been signed, the “Release” button will remain selected (disabled) and the status will be “Released.”
 - To re-release a dossier for signature that has already been signed so that the dossier will appear available for signature in the MIVMain page “Review/Sign Dean’s Final Decision/Recommendation” and “Review/Sign Vice Provost’s Final Decision” link/action count, the School/College or Vice Provost’s Office Admin will need to select the “Hold” and then “Release” button again.
 - Dossiers that have already been signed can also be re-signed indefinitely via the Open Action page once the dossier has been released. *Note that once the dossier has been signed for the first time, it will no longer appear available to the Dean’s via their MIVMain page, but can still be re-signed via the Open Action page.*
- Primary and Joint Appointment processing status can not be “Completed” until the “Release to Dean” or “Release to Vice Provost” “Release” button has been selected and the decision has been signed.

Status	“Release” button	“Hold” button
Not signed		X
Signature request created	X	
Signed	X	

X = button disabled (not available)

3. “Dean’s Final Decision/Dean’s Recommendation” “View: ...” link will display only the Dean’s decision (approved, denied, other) PDF document when selected. The RAF will only be displayed for Redelegated primary actions, since the RAF (not a separate PDF document) displays the Dean’s decision in this case.
 - The “Dean’s Comments” PDF will only appear via the “View: ...” link corresponding to the “Dean’s Comments” line item (see #1 above).

Add/Edit Dean’s Final Decision/Recommendation and **Add/Edit Vice Provost’s Final Decision** page changes

Changes appear at the School/College and Vice Provost’s Office locations.

1. Remove the “**Dean’s Comments** (optional):” text and PDF upload link option.
2. Remove the “WARNING: FPC Recommendation has not been added. Note: FPC Recommendation is not required for first merit after promotion.” text (MIV-3456)
Note: This text is no longer needed, as the School/College or MIV Admins will be determining when the dossiers are available for signature now.
3. *The Dean’s and Vice Provost’s signature pages will now only display the decision options (as radio buttons) and the Sign/Cancel buttons. The Vice Provost will still be able to add comments via a text area on his/her page.*
4. “Review/Sign Dean’s Final Decision/Recommendation” or “Review/Sign Vice Provost’s Final Decision” button will not be available (i.e, disabled) until the “Release” button has been selected on the “Manage Open Actions” page for the “Release to Dean” or “Release to Vice Provost” line.
 - *School/College Admins should still be able to view this page, but not be able to select the “Review/Sign Dean’s Final Decision/Recommendation” button.*

MIVMain page changes

Changes appear at the School/College and Vice Provost’s Office locations.

1. “Review/Sign Dean’s Final Decision/Recommendation” and “Review/Sign Vice Provost’s Final Decision” action count/signature request will only appear/be created if a dossier has had the “Release to Dean” or “Release to Vice Provost” button selected from the “Manage Open Actions” page.

- a. No action count/signature request will appear/be created instantly when a dossier is routed from the Department location to the School/College location or from the School/College location to the Vice Provost's location any longer.
- b. An account count will disappear when a decision has been signed for the dossier. The only way to make it reappear is to select the "Hold" button and then the "Release" button again from the "Manage Open Action" page.
 - i. An action count may reappear/disappear from the MIVMain page as many times as needed for a dossier to be re-signed.
 - ii. Dossiers can be re-signed infinitely once released via the Open Action page. *Note that dossiers will only appear available to the Dean to re-sign via his/her MIVMain page if the dossier has been released again.*

Returning Dossier changes = NONE.

Returning a dossier from the Vice Provost's Office or Ready to Archive location to the School/College location.

- Dossiers will remain signed and an action count will not appear next to the "Review/Sign Dean's Final Decision/Recommendation" or "Sign Vice Provost's Final Decision" MIVMain page link unless the primary Redelegated action RAF is edited at the School/College location or the "Hold" button is selected from the Manage Open Actions page.

Returning a dossier from the School/College location to the Department location.

- All Dean's decisions/signatures will be removed.
- All Dean's PDF upload comments will not be removed.