Faculty Development Workflow Quick Guide (College with Departments)

Pre-Approval - Faculty

Faculty will have initial conversation with Dept. Head about FDL process prior to the case being created.

Case Creation -Dept. Case Facilitator Case facilitator will create the case
once the Dept. Head has given
initial approval to apply.

The Dept. Case Facilitator will forward the case to the faculty member.

The Dept. Case Facilitator will forward the case to the Dept. Case Facilitator step.

Faculty Application - Faculty

The faculty member will attach required documentation and will complete required forms.

Once the faculty completes their sections, the faculty will notify their administrative specialist for approval routing.

Faculty Information Form and Review -Dept. Case Facilitator The Dept. Case Facilitator will verify all information in the candidate packet is complete, as well as complete the Faculty Information Form using IRIS data.

The Dept. Case Facilitator will then forward to the Dept. Head.

Department Head Review - Department Head

The DH will review the candidate materials.

They will then complete the recommendation form by adding their recommendation and justification.

The DH will move the case forward to the College Case Facilitator

College Case Facilitator Review - College Case Facilitator

The College Case Facilitator will review the case materials and move the case forward to the Dean.

Dean Review - Dean

The Dean will review the case materials and recommendation of the Dept. Head

The Dean will complete their recommednation form.

The Dean will then move the case forward to the Budget Director.

TCRS Form Completion
- Budget Director

The Budget Director will complete appropriate fields of the TCRS form and upload signed form to Interfolio.

The Budget Director will then forward the case to VPFA.

VPFA Review and Recommendation -VPFA

VPFA will review the case materials and recommendations made.

If approved, VPFA will notify the faculty member via Interfolio and a deadline set for their FDL report to be due. VFPA will forward the case to the faculty member.

If postponed or declined, VPFA will notify the faculty member via Interfolio of the decision and the case will be closed.

Post-FDL Faculty Report - Faculty Once the faculty member returns from FDL, the faculty member will have 30 days to submit a report via Interfolio The faculty member will forward their report to the Dept. Head and Dean via Interfolio for their review.

Closing the Case - VPFA

Upon receipt of the approved report, VPFA will close the case. Receipt of an approved report will complete the FDL process.