Faculty Development Workflow Quick Guide (College w/o Departments)

Pre-Approval - Faculty
- Faculty will have initial conversation with Dean about FDL process prior to the case being created.

Case Creation - College Case Facilitator
- Case facilitator will create the case once the Dean has given initial approval to apply.
- The College Case Facilitator will forward the case to the faculty member.

Faculty Application - Faculty
- The faculty member will attach required documentation and will complete required forms.
- Once the faculty completes their section, they will notify their administrative specialist for approval routing.

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

Dean Review - Dean
- The Dean will review the candidate materials.
- The Dean will complete their recommendation form, including a brief justification statement.
- The Dean will move the case forward to the Budget Director.

TCRS Form Completion - Budget Manager
- 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 - 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. VPFA 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, they have 30 days to submit a report via Interfolio
- The faculty member will forward their report to the Dean for their review.

Closing the Case - VPFA
- Upon receipt of the approved report, VPFA will close the case. The receipt of the report will complete the FDL process.