



Education Contributions Process for Requesting Roles

For role requests or inquiries, please contact Chantelle Campbell at campc@mcmaster.ca

Role requests will be reviewed by the MacFACTS Executive Committee at the next scheduled meeting.

Role Request Process

1. Email Chantelle Campbell at campc@mcmaster.ca
2. Chantelle will facilitate next steps depending on the request type (new role, new program, modification to role, etc.)
3. Once the role details have been received, requests will be reviewed at the next MacFACTS Executive Committee meeting.
4. Once roles are approved, Chantelle will provide role details to the CSU team.
5. CSU will create the role in FHS-DB, previously MacFACTS, and confirm with Chantelle.
6. Chantelle will close the loop with the role requestor.
7. Programs can begin entering contributions for the new role into FHS-DB.

Upcoming MacFACTS Executive Committee Meeting Dates (subject to change):

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| <ul style="list-style-type: none">• Wednesday, April 5, 2023• Monday, May 8, 2023• Monday, June 12, 2023• Tuesday, July 4, 2023• Tuesday, August 8, 2023 | <ul style="list-style-type: none">• Monday, September 11, 2023• Tuesday, October 10, 2023• Tuesday, November 14, 2023• Tuesday, December 12, 2023 |
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