FHS DB RENEWAL PROCESS WORKFLOW: FACULTY SIGN-OFF (CENTRAL PROCESS)

TARGET AUDIENCE: ACADEMIC COORDINATORS

Updated December 13, 2024

OVERVIEW

This document outlines how Department Academic Coordinators will use the **FHS DB Renewal Dashboard** to submit to faculty for review and sign-off of their part-time appointment renewal.

If you have faculty at distributed/regional sites, follow this document for the faculty members that you will process (i.e., Hamilton-based), and for the faculty associated with a distributed/regional site, please see ***Renewal Workflow – Faculty Sign-off (Distributed Process)*** (see the Renewal Dashboard section).

ACCESS AND SECURITY

- Department Academic Coordinators will have access to all faculty members in their **department.**

- As the Central Academic Coordinator, you will have edit access to all applications that are assigned to you.

- When you send an application to another reviewer, your access to that record will become read-only and the reviewer's access will become edit. You will regain access when they send it back to you.
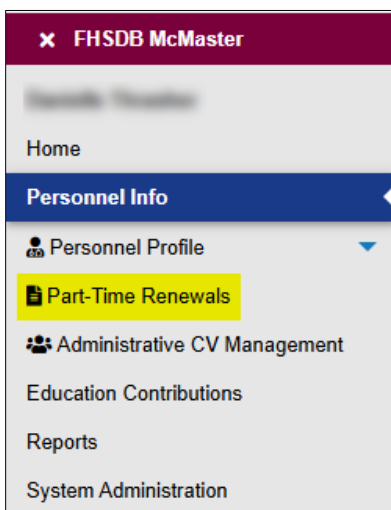
LOGIN TO FHS DB

Login to the system using your MacID/password. If you have any questions about how to login, refer to this user guide on our website: ***How to Login to FHS DB***.
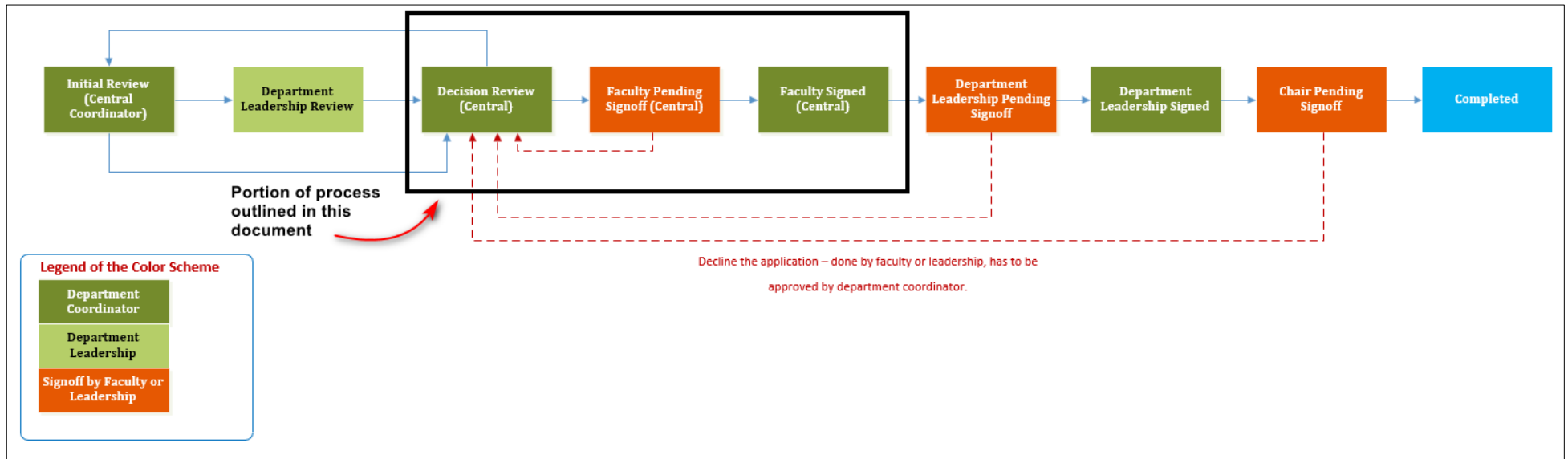
RENEWAL DASHBOARD

NAVIGATING TO THE DASHBOARD

On the left sidebar menu, you will see an item called "Personnel Info". Under Personnel Info, you will see a subheading for Part-Time Renewals:

OVERALL WORKFLOW OF REVIEW AND APPROVAL

The steps outlined in this document are contained within the black box in the flowchart above. For each step, follow the arrows to see the next available steps, and who the application sits with once you have submitted to that step.

The next pages contain details about each step and how to use the Renewal Dashboard to move through these steps.

For information on the steps prior to faculty sign-off, please see this document: ***Renewal Workflow – Prior to Faculty Sign-off (Central Process)***

FILTERING THE DASHBOARD

You can use the search options to filter your dashboard by a number of parameters.

1. When submitting applications to Faculty Sign-off, they must be in Decision Review, so you may want to filter by **Step**.
2. When submitting applications to Faculty Sign-off, the applications must have a decision assigned, so you may want to filter by **Decision**.

ONLY MY ITEMS

Underneath the search parameters, we have added a checkbox labelled, "Only My Items". If you check this box, the dashboard will show you only those applications which are currently assigned to you as Reviewer. Once you submit to a faculty member, they will be the Reviewer.

MOVING THROUGH THE STEPS

FACULTY PENDING SIGNOFF (CENTRAL)

This step is selected to submit to faculty members for sign-off. Any application submitted to this step is now with the Faculty Member to complete review and sign off on their application.

Step	Status	Application sits with	Information	Available Next Steps
Faculty Pending Signoff (Central)	**Pending Signoff**	Faculty Member	The application is now available to the Faculty Member for review and signoff. They may accept or decline the application.	**Faculty Signed (Central)** If the faculty member accepts the appointment, this step will be automatically selected upon submission. **Faculty Pending Signoff (Central)** If the faculty member declines the appointment, this step will be automatically selected upon submission.

FACULTY SIGNED (CENTRAL)

If the faculty member accepts the renewal, the application will be submitted back to you as Reviewer in this step. Once enabled, from here you will send for Department Leadership Sign-off.

Step	Status	Application sits with	Information	Available Next Steps
Faculty Signed (Central)	Pending Department	Department Academic Coordinator	This step lets the Department Academic Coordinator know that the Faculty Member has signed off.	Department Leadership Pending Signoff Send to the Department Leadership for signoff.

FACULTY PENDING SIGNOFF (CENTRAL), STATUS: DECLINED

If the faculty member declines the renewal, it will remain in the Faculty Pending Signoff (Central) step, with the status indicating **Declined**. You will be able to accept or reject the decline, in the event that the faculty member did not intend to decline or simply had questions about the renewal. You may wish to reach out to any faculty member who declines, and monitor your email for correspondence from such faculty.

- If you reject the faculty member's declined application:
    - The application will go back to them to go through the sign-off process again
- If you accept the faculty member's declined application:
    - The application will go through as a lapse

SUBMITTING TO THE NEXT STEPS

To send applications to Faculty Sign-off:

1. Select applications in the renewal dashboard. They must be
   a. at the Decision Review Step, and
   b. with decision set to Renew, Change to Adjunct, or Change to PT.
   c. You can filter applications by Step and Decision.
2. Click Submit.

3. In the screen that comes up, select **Step: Faculty Sign-off**, and for Reviewer, **Faculty** will be the only option. Names are not included here so that you can submit multiple faculty applications for sign-off at the same time.
4. Click Save.

NEED SUPPORT?

Please log a service ticket here. All FHS DB User Guides can be found on the FHS DB website.