

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

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TARGET AUDIENCE: ACADEMIC COORDINATORS

Updated December 13, 2024

## OVERVIEW

This document outlines how the Regional Academic Coordinators will use the **FHS DB Renewal Dashboard** to submit to faculty at distributed/regional sites for review and sign-off of part-time appointment renewal.

For details on the process for Hamilton-based faculty, or if your department is not involved in distributed/regional sites, please see [Renewal Workflow – Faculty Sign-off \(Central Process\)](#) (see the Renewal Dashboard section).

## ACCESS AND SECURITY

- Department Academic Coordinators will have access to all faculty members in their **department**.
- Regional (Distributed) Academic Coordinators will have access to faculty members based on **teaching location**.
- 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.

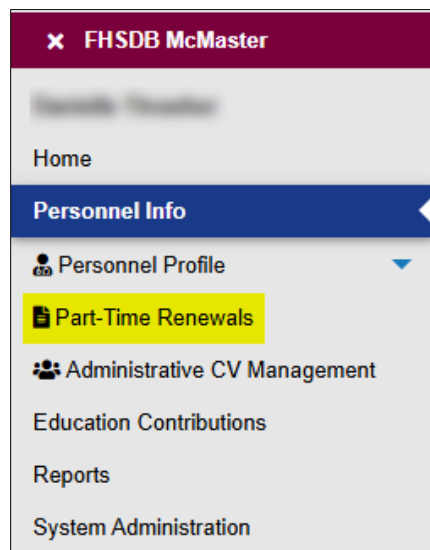
## LOGIN TO FHS DB

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](#).

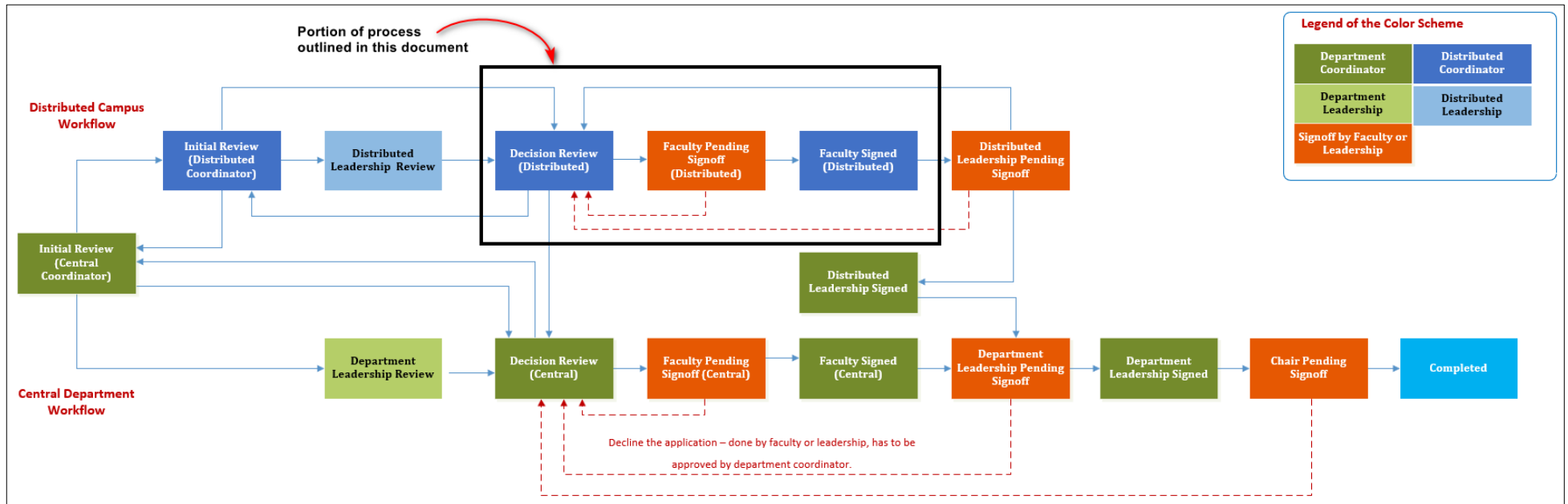
## RENEWAL DASHBOARD

### 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 \(Distributed Process\)](#)

## 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, the applications 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**
3. When submitting multiple applications to Faculty Sign-off, the applications must be in the same department, so you may want to filter by **Department**.

HOME / PART-TIME RENEWALS

Part-Time Renewals

Last Name:

First Name:

Renewal Year: Renewal 2025

Department: Family Medicine x

Division: --Select--

Primary Teaching Location: --Select--

Rank: --Select--

Decision: Change to Adjunct x Change to PT x Renew x

Status: --Select--

Step: Decision Review (Distributed Coordinator) x

License Verified:

College ID Type: --Select--

Only My Items

## ONLY MY ITEMS

Underneath the search parameters, we have added a checkbox labelled, “Only My Items”. If you check this box and then click Search, the dashboard will show you only those applications which are currently assigned to you as Reviewer:

Only My Items Click to filter your list to include only those that are assigned to you

Showing 1 to 25 of 100 entries (filtered from 417 total entries) Filter

<input type="checkbox"/>	Faculty Name	Email	Department	Division	Rank	Primary Location	College ID Type	College ID	License Verified	Contribution Hours (3 years)	Status	Step	Reviewer	Decision	Renewal Term (years)	Faculty Last Login	Last Update
<input type="checkbox"/>	[Redacted]	[Redacted]	Family Medicine	Division of Family Medicine	Assistant Clinical Professor	Hamilton Region	CPSO	[Redacted]	Yes	3027	Pending Department	Decision Review (Central Coordinator)	Thrasher, Danielle	Renew	3	2024-12-11	2024-12-10 10:44am

## MOVING THROUGH THE STEPS




### FACULTY PENDING SIGNOFF (DISTRIBUTED)

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
<p><b>Faculty Pending Signoff (Distributed)</b></p>	<p><b>Pending Signoff</b></p>	<p>Faculty Member</p>	<p>The application is now available to the Faculty Member for review and signoff.</p> <p>They may accept or decline the application.</p>	<p><b>Faculty Signed (Distributed)</b></p> <p>If the faculty member accepts the appointment, this step will be automatically selected upon submission.</p>
				<p><b>Faculty Pending Signoff (Distributed)</b></p> <p>If the faculty member declines the appointment, this step will be automatically selected upon submission.</p>

## FACULTY SIGNED (DISTRIBUTED)

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 Distributed Leadership Sign-off.

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

## FACULTY PENDING SIGNOFF (DISTRIBUTED), STATUS: DECLINED

If the faculty member declines the renewal, it will be sent back to you in the step Faculty Pending Signoff, 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 another step:

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

**Part-Time Renewals**

Last Name       First Name       Renewal Year

Department **1 Filter on one department at a time**       Division

Rank         Decision **1 Filter on one or more applicable steps**

Step       License Verified       College ID Type

Only My Items      **1 Filter to select applications that are at Decision Review**

**2 Click here to submit selected applications to faculty sign-off**

Showing 1 to 4 of 4 entries

**1 Select applications**

<input checked="" type="checkbox"/>	Faculty Name	Email	Department	Division	Rank	Primary Location	College ID Type	College ID	License Verified	Contribution Hours (3 years)	Status	Step	Reviewer	Decision	Renewal Term (years)	Faculty Last Login	Last Updated
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Family Medicine	Division of Family Medicine	Assistant Clinical Professor	Waterloo Region	CPSO	[Redacted]	Yes	1631	Pending Distributed Site	Decision Review (Distributed Coordinator)	Mychayluk, Leah	Renew	3	2024-04-13	2024-12-13 11:11am
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Family Medicine	Division of Family Medicine	Assistant Clinical Professor	Waterloo Region	CPSO	[Redacted]	Yes	2228	Pending Distributed Site	Decision Review (Distributed Coordinator)	Mychayluk, Leah	Renew	3	2019-08-16	2024-12-13 11:13am

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.

**Move to Next Step**

Fields with \* are required.

**3 Select Step and Reviewer**

Step\*

Reviewer\*

## NEED SUPPORT?

Please log a service ticket [here](#). All FHS DB User Guides can be found on the [FHS DB website](#).