Dean Fernandez approves hire-sends approval to Chair and copies Cathy Radzai
Cathy Radzai prepares E&G Commitment form and forwards to Denise Matias
Denise Matias prepares Employment Agreement & forwards to AA
Cathy Radzai sends email Dept. requesting initial hire file within 2 weeks
Dept. sends initial hire file to Sue Ann Mann
Sue Ann reviews contents of hire file
Terry Frederick reviews SACS credentials
Sue Ann (Tracking)
Denise Matias Receives original employment agreement from AA
Sue Ann confirms contents in initial hire file are sufficient
Denise forwards the employment agreement to the hiring Dept. for signature
Department returns sign agreement to Denise and prepares ePAF
Sue Ann forwards completed hire file to EEO/AA (if Diversity hire, file sent to Provost first)
EEO/AA returns file to Denise
Sue Ann/Denise send approved file to CAH Dean's Office file room