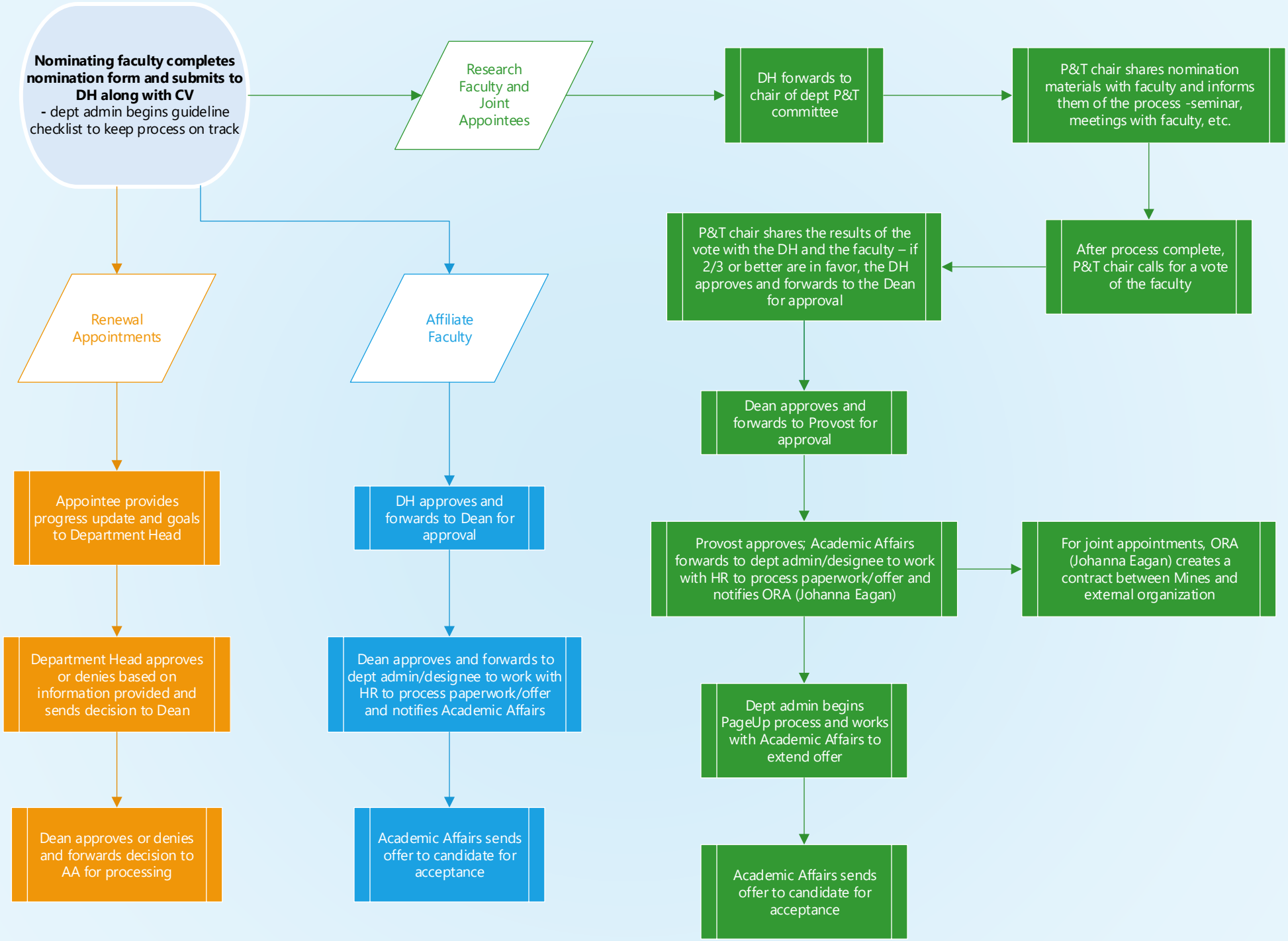
Nominating faculty completes nomination form and submits to DH along with CV
- dept admin begins guideline checklist to keep process on track
Research Faculty and Joint Appointees
DH forwards to chair of dept P&T committee
P&T chair shares nomination materials with faculty and informs them of the process -seminar, meetings with faculty, etc.
After process complete, P&T chair calls for a vote of the faculty
P&T chair shares the results of the vote with the DH and the faculty – if 2/3 or better are in favor, the DH approves and forwards to the Dean for approval
Dean approves and forwards to Provost for approval
Provost approves; Academic Affairs forwards to dept admin/designee to work with HR to process paperwork/offer and notifies ORA (Johanna Eagan)
For joint appointments, ORA (Johanna Eagan) creates a contract between Mines and external organization
Dept admin begins PageUp process and works with Academic Affairs to extend offer
Academic Affairs sends offer to candidate for acceptance
Renewal Appointments
Appointee provides progress update and goals to Department Head
Department Head approves or denies based on information provided and sends decision to Dean
Dean approves or denies and forwards decision to AA for processing
Affiliate Faculty
DH approves and forwards to Dean for approval
Dean approves and forwards to dept admin/designee to work with HR to process paperwork/offer and notifies Academic Affairs
Academic Affairs sends offer to candidate for acceptance