

### SPC Role in PT Appointments (domestic)

The Administrative Services Lead (ASL) sends an email message to Chairs, Coordinators, the Course Planning office, and the Dean's Office. This message will include:

- A deadline for paperwork to reach the ASL's desk for review
- A reminder for SPCs and Chairs to meet

The SPC meets with the Chair to review course assignments. The SPC gathers information to complete the paperwork.

| Documents Needed for File        | Initial Appointment | Reappointment |
|----------------------------------|---------------------|---------------|
| Provost's Checklist              | ✓                   | ✓             |
| Initial Appointment Form         | ✓                   | ✓             |
| 3 Letters of Recommendation      | ✓                   |               |
| Current Resume/CV                | ✓                   | ✓             |
| Written confirmation of pay rate | ✓                   |               |

The SPC should contact the faculty member directly for:

- Recommendation letters
- Copy of resume/CV
- Any biographical info not found on the resume/CV

As part of the paperwork process, SPCs are expected to:

- Check the Course Planning (CP) and the University Registrar systems as references and confirmations for appointment information.
- Do basic investigation of discrepancies and missing information. Ex:
  - o Faculty is teaching two classes at the same time on the same day
  - o Course credit information is missing from CP
- Check CP to confirm that information provided by Chairs matches information listed in the system
- Alert the ASL of any discrepancies or missing information that the SPC cannot resolve on their own
- Submit paperwork by the set deadline or inform the ASL of any anticipated delays
- Double-check paperwork for clerical errors

After submitting the paperwork the ASL, the SPC's portion of the paperwork is finished, provided that all information is accurate and complete. The ASL will CC the SPC when submitting the file to the Dean's Office. The PT Faculty Actions Administrator will CC the SPC will issuing the appointment letter.

The SPC will continue to answer general questions from faculty members throughout the appointment process.

For initial PT appointments, the SPC will meet individually with the new faculty member as part of the new faculty onboarding process.