

SUMMARY OF APPROVED CHANGES FOR STREAMLINING THE ADVANCEMENT PROCESS

Effective July 1, 2010:

- All appointment and advancement packets submitted after July 21, 2010 must be tracked in Advance. The Dean's offices will return packets to the Departments if the packets have not been initiated in Advance. For complete instructions on this process, please see the [Creating and Managing Packets](#) training guide on the Advance website support page.
- Approval authority for normal, on-time merit advancements for faculty will be delegated from the VPAA to the Dean's office. The following on-time merit actions are excluded from this delegated approval authority and must follow the current review process: actions to Professor step 6 or to Professor Above Scale in all series.
- On-time merit actions for Senate members no longer require a departmental vote except as noted below. Although a vote is no longer required for these actions, the Department may choose to conduct departmental votes and/or a vote may be conducted at the request of the candidate. For the following on-time merit actions a department vote is still required (not optional): actions to Professor step 6 or to Professor Above Scale in all series.
- Approval authority for waivers of search for all non-faculty academic appointees will be delegated from the VPAA to the Dean's office. Rules regarding search waivers will not change.
- Approval authority for all actions for Professional Research Series appointees will be delegated from the VPAA to the Dean's office.
- Department Chairs are encouraged (but not required) to use the new [Departmental Chair form](#) in place of a Department Chair letter. This form can be used for any faculty appointment or on-time faculty advancement action in which a Department Chair letter is required. It should be noted that the format of this form will be the basis for the Department Chair approval screen in Advance when the packet is fully electronic.
- Reprints are no longer required for any appointment or advancement packet.
- Except as noted above, the dossier checklist for normal, on-time merits will remain unchanged.