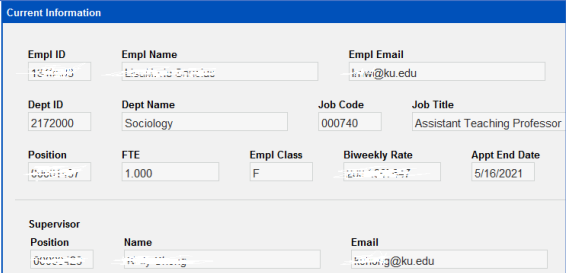
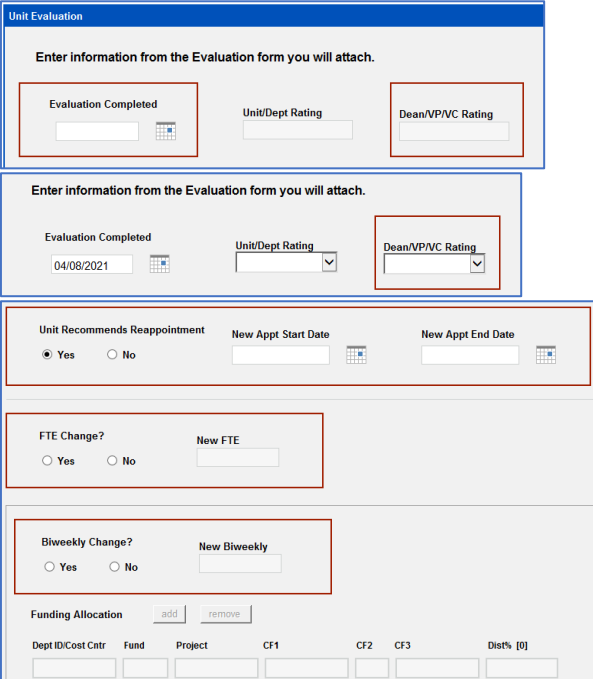


## Non-Tenure Multiple Year Appointment Renewal/Non-Renewal

### 1. Unit Processing

- Unit's will receive an email from HRM providing information regarding the non-tenure track faculty comprehensive evaluation process. Units that have evaluations due for the upcoming period will have pre-populated forms ready for completion in their Perceptive Content workflow queue.
- After the comprehensive evaluation process within the unit has been completed, the Dean's office or established hierarchy should follow the steps below:
  - Log into Perceptive and go to your **PRV-Renewal Forms Review** queue to complete the forms that have been loaded.
  - Have the employee's evaluation form readily available for reference and to attach to the Perceptive form.
  - Units will receive daily email alerts from Perceptive to keep informed of unprocessed forms in their queue.
  -

Current Information	Current Information
Forms will be pre-populated with employee data from HR/Pay.	

Unit Evaluation	Unit Evaluation
<p><b>If the Unit Recommends Reappointment</b></p> <p><i>NOTE: Required fields are outlined in red. The red outline goes away when the corresponding field is entered.</i></p> <ul style="list-style-type: none"> <li>• Enter Evaluation Completed date.</li> <li>• After you enter a date, the rating drop-downs are activated. Enter Unit/Dept and Dean/VP/VC rating from the evaluation form.</li> <li>• Select <b>Yes</b> to recommend reappointment. Additional data entry fields will open.</li> <li>• New Appt Start Date (must be after the current Appt End Date) and New Appt End Date (must be within three years of current Appt Start Date).</li> <li>• FTE Change? <b>Select Yes or No.</b> If Yes, enter New FTE.</li> <li>• Biweekly Change? <b>Select Yes or No.</b> If Yes, enter New Biweekly rate.</li> <li>• Funding Allocation if necessary. Five rows maximum. If additional rows for funding are needed, please work with your SSC HR Representative to complete a PAF.</li> <li>• Add Unit Comments (optional)</li> <li>• Check the box to indicate that you have attached the Comprehensive Evaluation form. Your name and date will default to the form.</li> <li>• To attach the evaluation form:                     <ul style="list-style-type: none"> <li>○ Go to the menu and select View – Thumbnails.</li> <li>○ Drag/drop the evaluation form to the Thumbnails section at the bottom.</li> <li>○ <b>SAVE.</b> Use the arrows at the bottom to return to the form.</li> </ul> </li> <li>• Make sure all fields outlined in <b>red</b> have been completed. <i>NOTE: Because the forms are already in workflow, Perceptive cannot provide an error message if required fields are not completed.</i></li> <li>• <b>Route Forward.</b> Your form will go to the Vice Provost for Faculty Development (<b>PRV – Renewal Forms Provost Rvw</b> queue) for final review.</li> </ul>	

**Unit Evaluation**

**Unit Comments**  
Add

---

**Comprehensive Evaluation**  
Please attach drag/drop the evaluation for this employee.  
Users have the option to attach additional documents.

I have attached the Comprehensive Evaluation for this employee

Name  Date

After completing this form, go to the menu at the top of the form and select Workflow -> Route Forward.  
The form will then be routed to Faculty Development.

- If the Unit Recommends NOT to Renew**  
*NOTE: Required fields are outlined in red. The red outline goes away when the corresponding field is entered.*
- Enter Evaluation Completed date.
  - After you enter a date, the rating drop-downs are activated. Enter Unit/Dept and Dean/VP/VC rating from the evaluation form.
  - Select **No**. No other entry is required.
  - Add Unit Comments (optional).
  - Check the box to indicate that you have attached the Comprehensive Evaluation form. Your name and date will default to the form.
  - To attach the evaluation form:
    - Go to the menu and select View – Thumbnails.
    - Drag/drop the evaluation form to the Thumbnails section at the bottom.
    - **SAVE**. Use the arrows at the bottom to return to the form.
  - Make sure all fields outlined in **red** have been completed. *NOTE: Because the forms are already in workflow, Perceptive cannot provide an error message if required fields are not completed.*
  - **Route Forward**. Your form will go to the Vice Provost for Faculty Development (**PRV – Renewal Forms Provost Rvw** queue) for final review.

**Unit Evaluation**

**Enter information from the Evaluation form you will attach.**

Evaluation Completed  Unit/Dept Rating  Dean/VP/VC Rating

Unit Recommends Reappointment  
 Yes  No

New Appt Start Date  New Appt End Date

Unit Comments  
Add

---

**Comprehensive Evaluation**  
Please attach drag/drop the evaluation for this employee.  
Users have the option to attach additional documents.

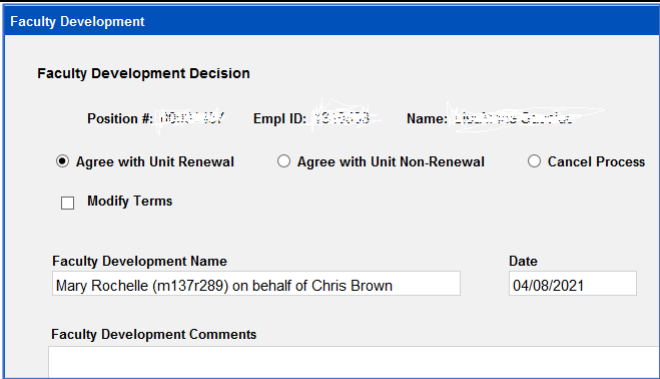
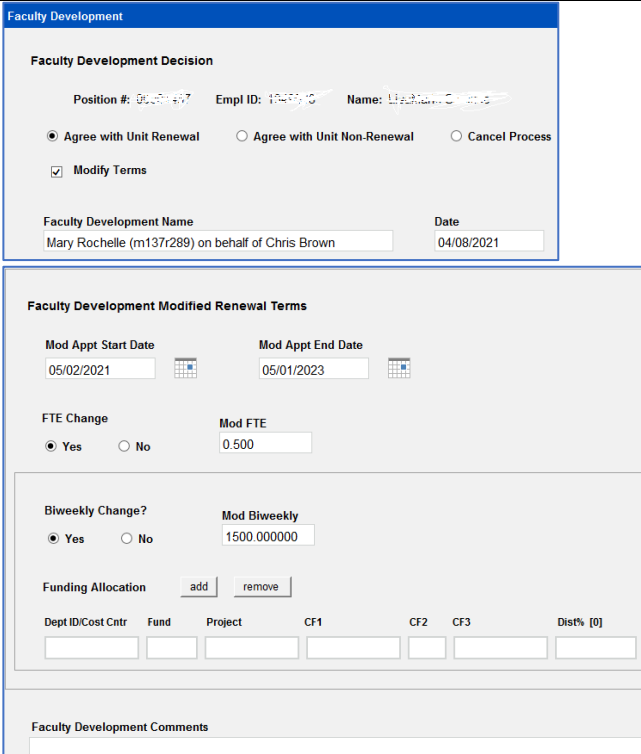
I have attached the Comprehensive Evaluation for this employee

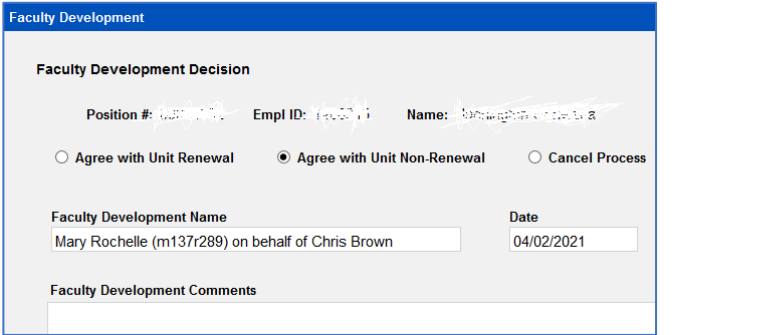
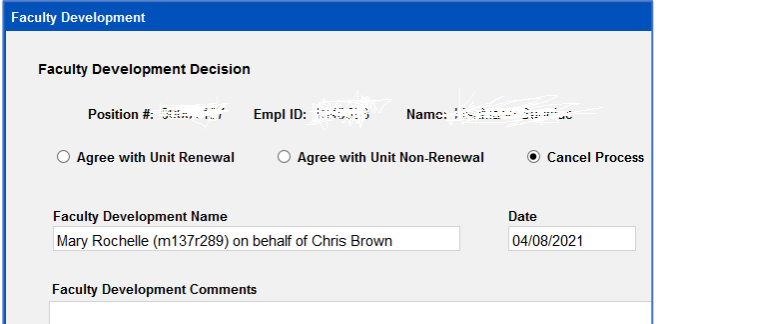
Name  Date

After completing this form, go to the menu at the top of the form and select Workflow -> Route Forward.  
The form will then be routed to Faculty Development.

2. **Faculty Development Processing Steps:**

- When the Units Route Forward, the forms will be received in the **PRV – Renewal Forms Provost Rvw** queue.
- If necessary, the Vice Provost for Faculty Development may route forms back to the Unit. Go to Workflow - Route Up and select the Unit queue.

Faculty Development	
<p><b>If the VP for Faculty Development Agrees with Unit Renewal Decision:</b></p> <ul style="list-style-type: none"> <li>• Select Agree with Unit Renewal</li> <li>• Faculty Development Comments (Optional. Comments will appear on the 14-day notification email.)</li> <li>• Check the Unit Evaluation section to make sure all fields outlined in <b>red</b> have been completed. If needed, you can send the form back to the Unit by going to Workflow – Route Up and select the Unit queue. <i>NOTE: Because the forms are already in workflow, Perceptive cannot provide an error message if required fields are not completed.</i></li> <li>• Route Forward. The <b>Email Notification to the Hiring Unit Process</b> starts.</li> </ul>	 <p>The screenshot shows the 'Faculty Development Decision' form. At the top, it displays 'Faculty Development Decision' and the user's name 'Mary Rochelle'. Below this, there are three radio button options: 'Agree with Unit Renewal' (which is selected), 'Agree with Unit Non-Renewal', and 'Cancel Process'. There is also a checkbox for 'Modify Terms' which is not selected. The form includes fields for 'Faculty Development Name' (Mary Rochelle (m137r289) on behalf of Chris Brown) and 'Date' (04/08/2021). At the bottom, there is a text area for 'Faculty Development Comments'.</p>
<p><b>If the VP for Faculty Development Agrees with Unit Renewal BUT Terms Need Modification:</b>  <i>(Please contact Cheryl Harber or Mary Rochelle the first time you use Modify Terms and they will walk you through the process to ensure the correct terms will be included in the email notifications.)</i></p> <ul style="list-style-type: none"> <li>• Select Agree with Unit Renewal.</li> <li>• Select Modify Terms. <ul style="list-style-type: none"> <li>• The Unit terms will prefill. You may change any of the Terms as necessary. To use the Terms as entered by the Unit, leave them set to the pre-filled data, do not change.</li> </ul> </li> <li>• If necessary, update the Mod Appt Start Date (must be after the current Appt End Date) and/or update the Mod Appt End Date (must be within three years of current Appt Start Date).</li> <li>• FTE Change? <ul style="list-style-type: none"> <li>• If necessary, change the <b>Yes or No</b> selection.</li> <li>• If Yes, enter or update Mod FTE. <i>NOTE: If the Unit selected Yes for FTE Change and you select No, the FTE from the Current Information section will be used in the renewal notification to the employee. Selecting No will clear the Mod FTE field. Re-selecting Yes will NOT reload the Unit FTE prefill.</i></li> </ul> </li> <li>• Biweekly Change? <ul style="list-style-type: none"> <li>• If necessary, change the <b>Yes or No</b> selection.</li> <li>• If Yes, enter or update Mod Biweekly. <i>NOTE: If the Unit selected Yes for Biweekly Change and you select No, the Biweekly Rate from the Current Information section of the form will be used in the renewal notification to the employee. Selecting No will clear the Mod Biweekly field. Re-selecting Yes will NOT reload the Unit Biweekly prefill.</i></li> </ul> </li> <li>• Funding Allocation <ul style="list-style-type: none"> <li>• If necessary, enter or update a maximum of five rows.</li> </ul> </li> <li>• Faculty Development Comments (Optional. Comments will appear on 14-day notification email.)</li> <li>• Route Forward. The <b>Email Notification to the Hiring Unit Process</b> starts.</li> </ul>	 <p>The screenshot shows the 'Faculty Development Decision' form with 'Modify Terms' checked. Below the decision options, there is a section titled 'Faculty Development Modified Renewal Terms'. This section includes: <ul style="list-style-type: none"> <li>Mod Appt Start Date: 05/02/2021</li> <li>Mod Appt End Date: 05/01/2023</li> <li>FTE Change: Yes (selected), No</li> <li>Mod FTE: 0.500</li> <li>Biweekly Change? Yes (selected), No</li> <li>Mod Biweekly: 1500.000000</li> <li>Funding Allocation: A table with columns for Dept ID/Cost Ctr, Fund, Project, CF1, CF2, CF3, and Dist% [0].</li> </ul> </p>

Faculty Development	
<p><b>If the VP for Faculty Development Agrees with Unit Non-Renewal:</b></p> <ul style="list-style-type: none"> <li>• Select Agree with Unit Non-Renewal.</li> <li>• Faculty Development Comments (Optional. Comments will appear on 14-day notification email.)</li> <li>• Route Forward. The <b>Email Notification to the Hiring Unit Process</b> starts.</li> </ul>	
<p><b>If the VP for Faculty Development Wants to Cancel Process:</b></p> <ul style="list-style-type: none"> <li>• Select Cancel Process. The Office of Faculty Development ends the process. Discussion with Unit, etc., is handled separately.</li> <li>• No emails are automatically sent.</li> <li>• Route Forward. Form goes directly to the Employee folder.</li> <li>• Process ends, no further workflow.</li> </ul>	

**3. Email Notification to the Hiring Unit Process – 7-Day (14-Day) Communication Period**

- Perceptive Content will send a notification email to the individuals below once a determination is made by the VP for Faculty Development and the form as been routed forward. This notification provides the Dean’s and/or Supervisor advanced notification of the evaluation renewal outcome so that a verbal conversation can occur with the employee prior to the automatic distribution of the official notification letter.
- *NOTE: For the Spring 2021 term, there will be a 7-day period for verbal communication activities to occur. In future evaluation periods, that time period will be expanded to 14-days.*
  - Unit Person Working the Queue
  - Supervisor
  - Dean
- After 7-days (14-days), Perceptive Content automatically sends the **Final Appointment Renewal or Non-Renewal Notification** to the employee.

**4. Final Appointment Renewal or Non-Renewal Notification E-Mail**

- After 7-days (14-days), Perceptive Content automatically sends the final Renewal or Non-Renewal notification email to the following:
  - Employee
  - Unit Person Working the Queue
  - Supervisor
  - Dean
- The final renewal or non-renewal email is attached to the form and routed to the SSC and HR Appointment queues for processing.

## 5. HR Appointment Processing - Renewal

- Perceptive Content sends daily email alarms when forms are in the **PRV-Faculty Events HR** queue.
- HR Appointment enters renewal changes to HR/Pay.
- Route Forward to send the form, related notification email and evaluation to the Employee folder.
- Process ends.

## 6. SSC and HR Appointment Processing – Non-Renewal

- **SSC Processing:**
  - Perceptive Content sends daily email alerts when forms are in the **PRV-Faculty Events SSC** queue.
  - Prepare ePAF for supervisor changes if needed. Submit to send the ePAF through existing workflow to **HR Appointment**.
  - Route Forward to send the form, related notification email and evaluation to **PRV-Faculty Events HR** queue for termination entry to HR/Pay.
- **HR Appointment Processing:**
  - Enter termination and supervisor changes to HR/Pay
  - Route Forward to send the ePAF, form, related notification email and evaluation to the Employee folder.
  - Process ends.