FOR NEW FACULTY APPOINTMENTS

Submit Position Control

The Department has a selected Applicant

Create Position in WD

Complete all steps of BSD Checklist

Draft CLO Letter

Enter Pre-Hire info in WD
  (upload blank BSD Compliance Doc at this point and update later)

Submit Hire Compensation Process in WD

Add Academic Appointment in WD

Submit completed CLO packet to OAA

OAA sends approval back to the Dept.

Submit Academic appointment to OAA

OAA to provides Academic Case approval to the Dept.

Submit paper AAMC Roster to OAA

Complete Onboarding in WD
  (Upload completed BSD Compliance, I-9, W2/4)