

Affiliate Process: How to Approve at the Affiliate Levels

I. Instructions at the Affiliate Unit Level.

Affiliate Unit Creates Form	Affiliate Unit Approves	Affiliate College Approves	Provost Office Approves	Home Unit Approves	Home Coll. Approves	Provost Office Confirms Final Approval
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After an online form has been filled out, this is the crucial screen for the affiliate unit Reviewer:

New Affiliated Academic Professional appointment Health Solutions Affiliation E

Review Group: Affiliate Department Review

Approved:

Next Stop: Affiliate College/School Review

* Route To: (*Not used if you selected Not Approved)

Comments:

If you selected Not Approved, explain why in the comments section.

If you selected Needs Revision, state the revisions you would like to see completed.

1. Assuming the affiliate unit Reviewer wants to approve this form, the Reviewer should use the approval dropdown list to choose "Approved" (see the blue arrow).
2. Note that for the "Route To" dropdown, the system has automatically selected "Affiliate College/School Review" (see the red arrow). Trust the system and don't change this selection. "Affiliate College/School Review" is the correct next step in the process.
3. Click the "Continue" button.

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II. Instructions at the Affiliate College Level.

Affiliate Unit Creates Form	Affiliate Unit Approves	Affiliate College Approves	Provost Office Approves	Home Unit Approves	Home Coll. Approves	Provost Office Confirms Final Approval
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After the form has been approved at the affiliate unit level, it goes to the affiliate college level, and this is the crucial screen for the affiliate college Reviewer:

New Affiliated Academic Professional appointment L....., Health Solutions Affiliation End

Review Group: Affiliate College/School Review

Approved:

Next Stop: Provost Office Review

* Route To: (*Not used if you selected Not Approved)

Comments:

If you selected Not Approved, explain why in the comments section.

If you selected Needs Revision, state the revisions you would like to see completed.

1. Assuming the affiliate college Reviewer wants to approve this form, the Reviewer should use the approval dropdown list to choose "Approved" (see the blue arrow).
2. Note that for the "Route to" dropdown, the system has automatically selected "Provost Office Review" (see the red arrow). Trust the system and don't change this selection. "Provost Office Review" is the correct next step in the process.
3. Click the "Continue" button.