

OFA WORKING DOCUMENT - April 5, 2021

PROCESS TO INITIATE	Appointment type	Approver	Approval method or document type	Next step	Notes	Informational OFA contact	Relevant template or webpage link
<b>SEARCHES</b>							
Search (primary) Please see committee formation process below	Tenure-track	*Dean's Office = Dean + Dean of Academic Affairs	Department chair letter	Seat committee	Approval will require an offer terms form (use 2020 updated OTF).	<a href="#">Megan Marchese</a>	
	Tenured	Dean's Office	Department chair letter	Seat committee	Approval will require an offer terms form (use 2020 updated OTF).	<a href="#">Katie Hayes</a>	
	Lectureship	Dean for Academic Affairs	Department chair letter	Seat committee	Approval will require an offer terms form (use 2020 updated OTF).	<a href="#">Megan Marchese</a>	
	Senior non-ladder = Senior Lecturer, PoP, PIR	Dean's Office	Department chair letter	Seat committee	Approval will require an offer terms form (use 2020 updated OTF).	<a href="#">Katie Hayes</a>	
	Research scientist	Department chair (for permission to search only)	PI request to department chair - letter or email	Post to Aries; eventually, appointment packet will be submitted to Research Scientist Review Committee	Chair approval/consultation required to post a search. Open searches are unusual for RS appointments, but not unprecedented.	<a href="#">Philip Kret</a>	<a href="#">Research Scientist Appointment Procedures</a>
	Postdoctoral fellow or research associate	PI in consultation with department chair	PI request to department chair - letter or email	Admin/DA posts job to Aries/additional sites	Consults with OFA as needed.	<a href="#">Lindsey Bartlett</a>	<a href="#">Research Scientist Appointment Procedures</a>
	Instructor	Department chair			Assumes any necessary program or Office of Education approval/consultation necessary.	<a href="#">Lindsey Bartlett</a>	
<b>OFFERS</b>							
Offer (primary)	Tenure-track	Dean for Academic Affairs	Offer Terms Form + draft offer	OFS	Please use updated (in 2020) templates in OFA/OFS shared drive folders; do not use old OTF documents!	<a href="#">Mollie Maxfield</a>	
	Tenured	Dean for Academic Affairs	Offer Terms Form + draft offer	OFS	Please use updated (in 2020) templates in OFA/OFS shared drive folders; do not use old OTF documents!	<a href="#">Mollie Maxfield</a>	
	Lectureship	Dean for Academic Affairs	Offer Terms Form + draft offer	OFS	Please use updated (in 2020) templates in OFA/OFS shared drive folders; do not use old OTF documents!	<a href="#">Mollie Maxfield</a>	
	Senior non-ladder	Dean for Academic Affairs	Offer Terms Form + draft offer	OFS	Please use updated (in 2020) templates in OFA/OFS shared drive folders; do not use old OTF documents!	<a href="#">Mollie Maxfield</a>	
	Research scientist	OFA	Consultation + draft offer	OFA will provide benchmarking information to ensure equity within similar disciplines and RS appointment types.	Assumes chair approval/consultation; please use OFA templates and make sure OFA is aware of any non-standard language or commitments before extending offer.	<a href="#">Philip Kret</a>	<a href="#">Research Scientist Appointment Procedures</a>
	Postdoctoral fellow or research associate	OFA	<a href="#">Consultation/Appointment Packet/Wasabi</a>	Materials reviewed via wasabi action and OFA drafts official offer.	Make sure if altering template OFA is aware of any non-standard language or commitments before extending offer/ OFA approves and inserts any non-standard language into drafted offer letter.	<a href="#">Lindsey Bartlett</a>	<a href="#">Consultation/Appointment Packet/Wasabi</a>
	Verby fellowship	OFA		In consultation with selection committee and Dean's office, OFA drafts an delivers offers		<a href="#">Mollie Maxfield</a>	
	Instructor	OFA	<a href="#">Consultation/Appointment Packet/Wasabi</a>	Materials are reviewed via wasabi and appointment letter issued after approval of appointment.	Assumes relevant chair/program director approval/consultation; consult OFA if template for offer as needed.	<a href="#">Lindsey Bartlett</a>	<a href="#">Consultation/Appointment Packet/Wasabi</a>
Temporary academic	OFA	<a href="#">Consultation/Appointment Packet or Temporary academic Approval form/Wasabi</a>	Wasabi is approved/pushed back for revision.	Assumes relevant chair/program director approval/consultation; consult OFA if template for offer as needed.	<a href="#">Lindsey Bartlett</a>		
<b>REAPPOINTMENT REVIEWS</b>							
Reappointment (primary)	Tenure-track	Department senior faculty	Department chair letter + committee report	SCARP approval	No longer goes to SCARP.	<a href="#">Megan Marchese</a>	
	<b>Tenure-track (reappt. letter)</b>	Dean for Academic Affairs and Department Chair	Draft reappointment letter		No salary increases are provided in this letter	<a href="#">Mollie Maxfield</a>	
	Lectureship	Department senior faculty	Department chair letter + committee report	SCARP approval		<a href="#">Katie Hayes</a>	
	<b>Lectureship (reappt. letter)</b>	Dean for Academic Affairs and Department Chair	Draft reappointment letter		No salary increases are provided in this letter	<a href="#">Mollie Maxfield</a>	
	Senior lecturer	Department senior faculty	Department chair letter + committee report	SCARP approval; after SCARP approval, OFA request submitted to PARC for approval.		<a href="#">Katie Hayes</a>	
	<b>Senior lecturer (reappt. letter)</b>	Dean for Academic Affairs and Department Chair	Draft reappointment letter		No salary increases are provided in this letter	<a href="#">Mollie Maxfield</a>	
	Professor of the Practice	Department senior faculty	Department chair letter + committee report	SCARP; after SCARP approval, OFA request submitted to PARC for approval		<a href="#">Katie Hayes</a>	
	<b>Professor of the Practice (reappt. letter)</b>	Dean for Academic Affairs and Department Chair	Draft reappointment letter	OFS (if salary increase included)	No OTF needed if no salary increase.	<a href="#">Mollie Maxfield</a>	
	Research scientist	Research scientist review committee	Committee meeting + review	OFA can confirm salary benchmarks as needed or any non-standard increases.	Assumes chair approval/consultation.	<a href="#">Philip Kret</a>	<a href="#">Research Scientist Reappointment Procedures</a>
	Postdoctoral fellow or research associate	OFA	Annual spreadsheets from OFA; Wasabi	Appointment letter issued after reappointment process.		Lindsey Bartlett/BriAnn Smith	
Instructor	OFA	Annual spreadsheets from OFA; Wasabi	Appointment letter issued after reappointment process.		Lindsey Bartlett/BriAnn Smith		
Temporary academic	OFA	Annual spreadsheets from OFA; Wasabi	<b>Appointment letter issued after reappointment process</b>		Lindsey Bartlett/BriAnn Smith		
<b>PROMOTION REVIEWS</b>							
Promotion (primary)	Assistant to associate	OFA + Dean for Academic Affairs	Department chair letter + committee report	SCARP; after SCARP approval, OFA request submitted to PARC for approval		<a href="#">Megan Marchese</a>	<a href="#">Assistant to Associate Promotion Checklist</a>
	<b>Assistant to associate (promotion letter)</b>	Dean for Academic Affairs and Department Chair	Draft promotion offer + consultation on department equity	OFS	No OTF needed	<a href="#">Mollie Maxfield</a>	
	Associate to tenure	Dean for Academic Affairs	Department chair letter	Once review completed, case will go to SCARP; after SCARP approval; Dean's Office and chair meet to confirm and plan hand off to FDD/Senior Associate Provost for Ad Hoc Committee approval	Should include committee member recommendations.	<a href="#">Katie Hayes</a>	
	<b>Tenured (offer letter)</b>	*See Offer (primary)	---	---	---	<a href="#">Mollie Maxfield</a>	
	Research scientist to senior or principal	Research scientist review committee	Department chair letter + promotion packet		Assumes chair approval/consultation; initiation probably needs more oversight due to equity issues in salary on RS track.	<a href="#">Philip Kret</a>	<a href="#">Research Scientist Promotion Procedures</a>
	Lecturer to senior lecturer	Dean for Academic Affairs	Department chair letter + committee report	Once review completed, case will go to SCARP; after SCARP approval, OFA request submitted to PARC for approval	Should include committee member recommendations.	<a href="#">Katie Hayes</a>	
	<b>Lecturer to senior lecturer (promotion letter)</b>	Dean for Academic Affairs and Department Chair	Draft promotion offer + consultation on department equity	OFS	No OTF needed but OFS is consulted and cc'd.	<a href="#">Mollie Maxfield</a>	
	Postdoctoral fellow to research associate*	OFA	<a href="#">Department submits wasabi with chair letter, letter of recommendation, updated CV</a>	OFA drafts offer, wasabi approved/pushed back for revision	*technically not a "promotion"; assumes consultation with approval of department chair.	<a href="#">Lindsey Bartlett</a>	<a href="#">Department submits wasabi with chair letter, letter of recommendation, updated CV</a>
	Research associate to research scientist*	OFA	Department chair letter + promotion packet	Research scientist review committee	*technically not a "promotion"; assumes consultation with approval of chair; initiation may soon require more oversight due to equity in salary on RS track; assumes consultation with department chair.	<a href="#">Philip Kret</a>	<a href="#">Research Scientist Appointment Procedures</a>
	Instructor to lecturer*	Department chair	Department chair letter + committee report	SCARP; after SCARP approval, department can appoint	*technically not a "promotion"	<a href="#">Katie Hayes</a>	
<b>Instructor to lecturer (offer letter)</b>	*See Offer (primary)	---	---	---	<a href="#">Mollie Maxfield</a>		
<b>LEAVES</b>							
	Parental	OFA	OFA form directly from faculty member or via DA	Consult/connect with Benefits/Antonia as needed; OFA puts on FRIDAY for tracking; requests appropriate Wasabis, etc.		<a href="#">BriAnn Smith</a>	<a href="#">Parental leave notification form</a>
	Medical	OFA	OFA form directly from faculty member or via DA	Consult/connect with Benefits/Antonia as needed; requests appropriate Wasabis, etc.		<a href="#">BriAnn Smith</a>	<a href="#">Paid leave form</a>

	Leaves	Sabbatical	OFA	Department chair letter + faculty plan, followed up by request for form from faculty member	OFA puts on FRIDAY for tracking; requests report on sabbatical upon faculty return		<a href="#">BriAnn Smith</a>	<a href="#">Sabbatical leave form</a>
		Unpaid service or industry	OFA	Department chair letter + faculty plan	Dean's Office approval; consult/connect with Benefits/Antonia as needed; OFA puts on FRIDAY for tracking; requests appropriate Wasabis, etc.		<a href="#">BriAnn Smith</a>	<a href="#">Unpaid leave of absence process</a>
		Postdoctoral fellow or research associate	OFA/HR (Antonia G.)	OFA form from associate	Consult/connect with Benefits/Antonia as needed; requests appropriate Wasabis, etc.		<a href="#">BriAnn Smith</a>	<a href="#">Leave of absence for postdocs process</a>
<b>MISCELLANEOUS PROCESSES:</b>								
	Appointment (Secondary/Adjunct)	Ladder (and occasional nonladder)	OFA	OFA form with backup from department	SCARP approval via e-ballot	<a href="#">Adjunct/Secondary appointment info</a>	<a href="#">Katie Hayes</a>	<a href="#">Adjunct/secondary appointment and reappointment form</a>
	Reappointment (Secondary/Adjunct)	Ladder (and occasional nonladder)	OFA	OFA form with backup from department	SCARP approval via e-ballot	<a href="#">Adjunct/Secondary appointment info</a>	<a href="#">Katie Hayes</a>	<a href="#">Adjunct/secondary appointment and reappointment form</a>
	"Promotion" (Secondary/Adjunct)	Mirrored promotion for secondary/adjunct faculty	OFA	OFA form with backup from department	Administrative adjustment through OFA; FRIDAY committee	Mirroring from HMS to SPH is NOT pro forma; only SPH to HMS can be assumed.	<a href="#">Katie Hayes</a>	
	Faculty affiliation in additional department	All primary faculty	Chairs of both departments	Wasabi + chairs agreement email	Administrative adjustment through OFA; FRIDAY committee	PLEASE do not refer to these affiliations as "appointments" or "joint appointments."	<a href="#">Katie Hayes</a>	
	Appointment (Primary)	Endowment/chaired professorship (+ letter)	Dean of Faculty + Provost + Department Chair	Letter of recommendation to Provost + Provost Approval + draft letter	OFS		<a href="#">Mollie Maxfield</a>	
		Endowment/chaired professorship reappointment (+ letter)	Dean of Faculty + Provost + Department Chair	Letter of intention to reappoint to Provost + Provost Approval + draft letter	OFS		<a href="#">Mollie Maxfield</a>	
	Retirement (Primary)	Tenure	OFA and Dean for Academic Affairs	Memorandum of Understanding (MOU)	OGC/FDD/Senior Associate Provost briefing and permission for any nonstandard terms or commitments	See above for retirement with research professor appointment.	<a href="#">Jennifer Ivers</a>	
	Appointment (Primary)	Research professor (+ letter)	OFA and Dean for Academic Affairs	Department chair letter request + retirement MOU	Dean for Academic Affairs	Annually, up to five years; not locked in to set number of years, but can adjust timeline as appropriate; retirement MOU should indicate that flexibility; expected annual reappointments do not need decanal approval, just adjustments to agreed upon schedule.	<a href="#">Mollie Maxfield</a>	
		Research professor reappointment (+ letter)	OFA and Dean for Academic Affairs	Department chair letter request + current CV + activity report for year	Associate Dean for Faculty Affairs		<a href="#">Mollie Maxfield</a>	
	Announcement	Primary faculty (and occasional principal research scientist)	Dean for Academic Affairs and faculty member/appointee	Draft announcement review	Dean for Academic Affairs	Dean's office may occasionally request non-standard announcement	<a href="#">Mollie Maxfield</a>	
	Visiting faculty appointment	Ladder faculty visitor	OFA + Dean for Academic Affairs	Department chair letter		Only requires Dean for Academic Affairs approval, but must receive that approval to extend offer	<a href="#">Katie Hayes</a>	
		Visiting faculty appointment offer/reappointment letter	OFA + Dean for Academic Affairs	Department chair letter			<a href="#">Mollie Maxfield</a>	<a href="#">New position form for wasabi</a>
	Tenure review letter writer list	Associate to tenure	OFA and Dean for Academic Affairs	OFA lists for vetting	Dean for Academic Affairs		OFA committee lead	
	Tenure review ad hoc list	Associate to tenure	OFA + Dean for Academic Affairs + FDD/Senior Associate Provost	OFA generated/managed lists for vetting	Dean for Academic Affairs; once approved by Dean for Academic Affairs; lists of potential committee members must be vetted in consultation with FDD/Senior Associate Provost		OFA committee lead	
<b>COMMITTEE FORMATION</b>								
	Committee formation where committee members require approval	Tenure-track search committee membership	OFA	Department chair letter	Dean for Academic Affairs	Suggested membership should be submitted with initiation documents. Please refer to green book for procedures.	<a href="#">Megan Marchese</a>	
		Tenured appointment search committee membership	Dean for Academic Affairs	Department chair letter	Once approved by Dean for Academic Affairs, FW/request for approval from FDD/Senior Associate Provost	Same as search initiation letter or can be seated subsequent to approval for review.	<a href="#">Katie Hayes</a>	
		Lecturer review for reappointment committee membership	Department			Department chair determines review committee membership for reappointment.	<a href="#">Megan Marchese</a>	
		Senior non-ladder search or first appointment committee membership	OFA	Dean for Academic Affairs + OFA seat committee	Dean for Academic Affairs	In consultation with department chair as appropriate.	<a href="#">Katie Hayes</a>	
		Research scientist open search (rare) - search committee should be at the discretion of the Chair and potential PI upon consultation	OFA	Department chair letter	Post in Aries	Initiation may soon involve more oversight due to equity efforts re: salaries on RS track.	<a href="#">Philip Kret</a>	
		Assistant to associate promotion committee membership	OFA	Department chair letter	Dean for Academic Affairs	Email OFA suggesting committee members along with note of department faculty approval of promotion review.	<a href="#">Megan Marchese</a>	
		Associate to tenure promotion committee membership	Dean for Academic Affairs	Department chair letter			<a href="#">Katie Hayes</a>	
	Lecturer to senior lecturer promotion committee membership	OFA	Department chair letter	Dean for Academic Affairs	Email OFA suggesting committee members along with note of department faculty approval of promotion review.	<a href="#">Megan Marchese</a>		