

OFA WORKING DOCUMENT - April 27, 2021

PROCESS		Appointment type	Approver	Approval method or document type	Next step	Notes	Informational OFA contact	Relevant template or webpage link
COMMITTEE FORMATION								
	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.	Megan Marchese	
		Tenured appointment search committee membership	Dean for Academic Affairs	Department chair letter	Once approved by Dean for Academic Affairs, FYI/request for approval from FDD/Senior Associate Provost	Same as search initiation letter or can be seated subsequent to approval for review if necessary.	Katie Hayes	
		Lecturer review for reappointment committee membership	Department			Department chair determines review committee membership for reappointment.	Megan Marchese	
		Senior non-ladder search or first appointment committee membership	OFA		Dean for Academic Affairs + OFA seat committee	In consultation with department chair as appropriate; same process for reappointment.	Katie Hayes	
		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.	Philip Kret	
		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.	Megan Marchese	
		Associate to tenure promotion committee membership	Dean for Academic Affairs	Department chair letter			Katie Hayes	
		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.	Megan Marchese	
SEARCH + occasional CHANGE OF RANK								
	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).	Megan Marchese	
		Tenured	Dean's Office	Department chair letter	Seat committee	Approval will require an offer terms form (use 2020 updated OTF).	Katie Hayes	
		Targeted search for women and/or URM tenured faculty	Dean's Office	Department chair letter	Provost's office approval	Dean's office approval does not guarantee provostial approval	Katie Hayes	
		Lectureship	Dean for Academic Affairs	Department chair letter	Seat committee	Approval will require an offer terms form (use 2020 updated OTF).	Megan Marchese	
		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).	Katie Hayes	
		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.	Philip Kret	Research Scientist Appointment Procedures
		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.	Lindsey Bartlett	Research Scientist Appointment Procedures
	Instructor	Department chair			Assumes any necessary program or Office of Education approval/consultation necessary.	Lindsey Bartlett		
OFFER FOR FIRST APPOINTMENT								
		Tenure-track appointment	Department senior faculty	Committee report and faculty meeting (can use email for vote after meeting)	PARC approval	First appointment to assistant professor no longer requires SCARP approval (senior department faculty), but reappointment does go to SCARP.	Megan Marchese	
		Tenure-track (offer letter)	Dean for Academic Affairs	DAA approves department chair terms; Offer Terms Form + draft offer go to OFS for further approval	OFS	Please use updated (in 2020) templates in OFA/OFS shared drive folders; do not use old OTF documents!	Mollie Maxfield	
		Tenure (offer letter)	Dean for Academic Affairs	DAA approves department chair terms; Offer Terms Form + draft offer go to OFS for further approval	OFS	Please use updated (in 2020) templates in OFA/OFS shared drive folders; do not use old OTF documents!	Mollie Maxfield	

	Offer (primary)	Lectureship	Dean for Academic Affairs	DAA approves department chair terms; Offer Terms Form + draft offer go to OFS for further approval	OFS	Please use updated (in 2020) templates in OFA/OFS shared drive folders; do not use old OTF documents!	Mollie Maxfield	
		Senior non-ladder	Dean for Academic Affairs	DAA approves department chair terms; Offer Terms Form + draft offer go to OFS for further approval	OFS	Please use updated (in 2020) templates in OFA/OFS shared drive folders; do not use old OTF documents!	Mollie Maxfield	
		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.	Philip Kret	Research Scientist Appointment Procedures
		Postdoctoral fellow or research associate	OFA	Consultation/Appointment Packet/Wasabi	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.	Lindsey Bartlett	Consultation/Appointment Packet/Wasabi
		Yerby fellowship	OFA	In consultation with selection committee and Dean's office, OFA drafts and delivers offers			Mollie Maxfield	
		Instructor	OFA	Consultation/Appointment Packet/Wasabi	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.	Lindsey Bartlett	Consultation/Appointment Packet/Wasabi
		Temporary academic	OFA	Wasabi + form	Wasabi is approved/pushed back for revision.	Assumes relevant chair/program director approval/consultation; consult OFA if template for offer as needed.	Lindsey Bartlett	
			Research professor	OFA and Dean for Academic Affairs	Department chair letter request + current CV + activity report for year	Associate Dean for Faculty Affairs		Mollie Maxfield
REAPPOINTMENT REVIEWS								
	Reappointment (primary)	Tenure-track review	SCARP	Department chair letter + committee report	OFA shares SCARP outcome	First appointment to assistant professor no longer requires SCARP approval (senior department faculty), but reappointment does go to SCARP.	Megan Marchese	
		Tenure-track (reappt. letter)	Dean for Academic Affairs and Department Chair	Draft reappointment letter		No salary increases are provided in this letter	Mollie Maxfield	
		Lectureship	SCARP	Department chair letter + committee report	OFA shares SCARP outcome		Katie Hayes	
		Lectureship (reappt. letter)	Dean for Academic Affairs and Department Chair	Draft reappointment letter		No salary increases are provided in this letter	Mollie Maxfield	
		Senior lecturer	SCARP	Department chair letter + committee report	After SCARP approval, OFA request submitted to PARC for approval.		Katie Hayes	
		Senior lecturer (reappt. letter)	Dean for Academic Affairs and Department Chair	Draft reappointment letter		No salary increases are provided in this letter	Mollie Maxfield	
		Professor of the Practice	Department senior faculty	Department chair letter + committee report	After SCARP approval, OFA request submitted to PARC for approval.		Katie Hayes	
		Professor of the Practice (reappt. letter)	Dean for Academic Affairs and Department Chair	Draft reappointment letter	OFS (if salary increase included)	No OTF needed if no salary increase.	Mollie Maxfield	
		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.	Philip Kret	Research Scientist Reappointment Procedures
		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	Wasabi + form	Wasabi is approved/pushed back for revision.	Assumes relevant chair/program director approval/consultation; consult OFA if template for offer as needed.	Lindsey Bartlett/BriAnn Smith	
		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.	Mollie Maxfield	
		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		Mollie Maxfield	
PROMOTION REVIEWS								
		Assistant to associate	OFA + Dean for Academic Affairs	Department chair letter + committee report	SCARP; after SCARP approval, OFA request submitted to PARC for approval		Megan Marchese	Assistant to Associate Promotion Checklist

	Promotion (primary)	Assistant to associate (promotion letter)	Dean for Academic Affairs and Department Chair	Draft promotion offer + consultation on department equity	OFS	No OTF needed	Mollie Maxfield	
		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.	Katie Hayes	
		Tenure (promotion letter)	Dean for Academic Affairs	DAA approves department chair terms; Offer Terms Form + draft offer go to OFS for further approval	OFS	Please use updated (in 2020) templates in OFA/OFS shared drive folders; do not use old OTF documents!	Mollie Maxfield	
		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.	Philip Kret	Research Scientist Promotion Procedures
		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.	Katie Hayes	
		Lecturer to senior lecturer (promotion letter)	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.	Mollie Maxfield	
		Postdoctoral fellow to research associate*	OFA	Department submits wasabi with chair Letter, letter of recommendation, updated CV	OFA drafts offer, wasabi approved/pushed back for revision	*technically not a "promotion"; assumes consultation with/approval of department chair.	Lindsey Bartlett	Department submits wasabi with chair Letter, letter of recommendation, updated CV
		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.	Philip Kret	Research Scientist Appointment Procedures
		Instructor to lecturer*	Department chair	Department chair letter + committee report	SCARP; after SCARP approval, department can appoint	*technically not a "promotion"	Katie Hayes	
		Instructor to lecturer (offer letter)	Dean for Academic Affairs	DAA approves department chair terms; Offer Terms Form + draft offer go to OFS for further approval	OFS	Please use updated (in 2020) templates in OFA/OFS shared drive folders; do not use old OTF documents!	Mollie Maxfield	
LEAVES								
	Leaves (primary)	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.		BriAnn Smith	Parental leave notification form
		Medical	OFA	OFA form directly from faculty member or via DA	Consult/connect with Benefits/Antonia as needed; requests appropriate Wasabis, etc.		BriAnn Smith	Paid leave form
		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		BriAnn Smith	Sabbatical leave form
		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.		BriAnn Smith	Unpaid leave of absence process
		Postdoctoral fellow or research associate	OFA	OFA form from associate	Consult/connect with Benefits/Antonia Gonzalez as needed; requests appropriate Wasabis, etc.		BriAnn Smith	Leave of absence for postdocs process
MISCELLANEOUS PROCESSES:								
	Appointment (Secondary/Adjunct)	Ladder (and occasional nonladder)	OFA	OFA form with backup from department	SCARP approval via e-ballot	Adjunct/Secondary appointment info	Katie Hayes	Adjunct/secondary appointment and reappointment form
	Reappointment (Secondary/Adjunct)	Ladder (and occasional nonladder)	OFA	OFA form with backup from department	SCARP approval via e-ballot	Adjunct/Secondary appointment info	Katie Hayes	Adjunct/secondary appointment and reappointment form
	"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.	Katie Hayes	
	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."	Katie Hayes	
	Appointment (Primary)	Endowment/chaired professorship (+ letter)	Dean of Faculty + Provost + Department Chair	Letter of recommendation to Provost + Provost Approval + draft letter	OFS		Mollie Maxfield	
		Endowment/chaired professorship reappointment (+ letter)	Dean of Faculty + Provost + Department Chair	Letter of intention to reappoint to Provost + Provost Approval + draft letter	OFS		Mollie Maxfield	
	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.	Jennifer Ivers	

	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.	Mollie Maxfield	
		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		Mollie Maxfield	
	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	Mollie Maxfield	
	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	Katie Hayes	
		Visiting faculty appointment offer/reappointment letter	OFA + Dean for Academic Affairs	Department chair letter			Mollie Maxfield	New position form for wasabi
	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	