

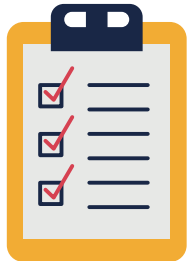
The DAB (Deans Academic Board) Form from Start to Approved



THE NEW HIRE OR GUEST IS APPROVED

This will look different depending on the nature of the hire. Maybe it's a new physician and you got the approval through the Dashboard. Maybe it's a visiting scientist or a new Post-Doc and the offer letter was approved by our office. Either way, the appointment request needs to be approved.

THE DAB FORM



After the person is approved, we need to create a DAB form. The information on this form gets hand-entered into our HR system, so we cannot create the file and continue the appointment process without all information requested. How you request the form can depend on how the person was approved - via the dashboard or you can request one by emailing our office.

Pro-tip! Check the bottom of the DAB form on SharePoint for a list of documents needed for the appointment action.



FORM APPROVALS

The DAB form, once filled out, has to be approved by the Chair(s) of the Department(s) and the Dean of Faculty Affairs. It's important to provide all information requested on the form to make sure this goes smoothly.



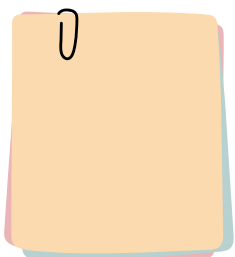
DATA ENTRY

Now the boring part! Once the form is approved by the Dean of Faculty Affairs, the Finance Center enters the assignment in the HR system. After the assignment has been created and is activated, our office enters the appointment information into the HR system.



THE DAB MEETING

Now that the Dean of Faculty Affairs has approved the DAB, the Finance Center enters the information into the HR system. After that happens, the appointment information is created in the HR system. The Dean's Academic Board (a monthly meeting) approves all of the actions, and then we're almost done.



PROVOST REVIEW

All appointment actions are next sent to the Provost. This includes appointments, promotions, appointment terminations, etc. After the Provost reviews the DAB agenda and approves the APT Actions, the actions are fully approved!



APPOINTMENT LETTERS GO OUT

Now that all of the approvals have been obtained and the correct people have looked at the appointment, our office creates the appointment letter and sends them out.

P.S. All appointment actions, not just new appointments, go from a DAB form all the way through a new appointment letter.