Endorsement and Approval Process for Tenured and Tenure-eligible Faculty - "Filter-up"

Requests for Fellowship Leave, Family/Medical Leave, LWOP, Change to Tenure Clock, Retirement, Resignation

8. BOV approval (if necessary) → ↓
   ↑
7. Provost → Provost responds to Dept, Dean, and Faculty member
   ↑
6. Dean A&S → Dean's office records updated
   ↑
5. Ewell Dean → Dean's office do Personnel Action Form (PAF) to HR as needed
   ↑
4. Dept Chair (& Prog Dir if applicable) → In cases of Provost-approved Family/Medical leave:
   ↑ Faculty complete FMLA Form with doctor, submit to HR *
3. Faculty Written Request →
   ↑
2. Discuss with Dept Chair (& Prog Dir) →
   ↑
1. Faculty Member consults Faculty Handbook (Provost - Resources for Faculty)

Note: Fellowship requests must include document from agency (i.e., award/funding letter).
Dept and Dean may exchange preliminary emails, but formal written request and sequence is still required.

* Family/Medical requests must also complete FMLA form, signed by doctor, faxed to Human Resources.
* Family Medical Leave Act Form can be found on HR site - http://www.wm.edu/offices/hr/forms-topic/

Faculty Personnel Svcs \ Misc \ Filter up flow chart.xlsx 5/5/2015