

# Approval Processes

## Faculty Relations, Human Resources, Finance

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**For the following instances, Faculty Relations approval is needed prior to Finance:**

- ❖ New Faculty or clinical scholar appointments
- ❖ Faculty Retirements or Resignations
- ❖ Appointment extensions, category changes
- ❖ Changes to FTE amount/reduced workloads/temporary reduction in hours
- ❖ Research leaves/sabbaticals/unpaid leaves
- ❖ Leave of absence - not related to medical/parental/maternity leave
- ❖ Reduction to salaries – University paid (i.e. not RMA changes)
- ❖ Requests for stipends for Department Chairs and Associate Deans

For all of the above, Finance should not be signing off (and HR should not be implementing) without a President's (or Dean's) letter authorizing the change. President's/Dean's letters originate with Faculty Relations.

For all of the above: Faculty Relations will submit to Finance for approval once reviewed. Finance to submit back to Faculty Relations. Faculty Relations will submit to HR for implementation.

**For the following instances, forms can be submitted directly to Finance but must be sent to Faculty Relations prior to HR:**

- ❖ Increases to annual salaries (outside the CP/M process)
  - All salary changes are to be approved by the Dean prior to changes being implemented
    - *Note: for those on work permits – the amount cannot be changed without informing immigration.*
- ❖ Changes to RMA ceiling amounts (*see above re: immigration*)
- ❖ Stipend changes or new stipends added via green form (any roles other than those listed above)

For all the above, Faculty Relations will submit to HR once received and reviewed.

**For the following instances, approval is not needed by Faculty Relations. Forms can be submitted directly to Finance and HR**

- ❖ Special premium payments
- ❖ One time payments
- ❖ Other non-salary payments
- ❖ Medical leaves, pregnancy/parental leaves (HR will inform us of these actions so that academic records can be updated – but we are not part of the approval chain).