## **SOM Single Exception Process for Faculty Hires** Department Dual/HSF-Only Routed to Reviewed by Clinical Completes Review Committee-Chaired by Dr. Jones **Docusign Form** SOM Dean's Office SOM Dean's Office (click here to Communicates open form- enter Leadership Review Decision Reviewed by Research LaKisha Mack as Research-Intensive Routed to **Review Committee-**Dean) Chaired by Dr. Notify Dept. People Admin Chair and/or EA Requisition Routes through 1st Signed Docusign Form Routed to Workflow Approvals Approvals Faculty Affairs-Janice Ward to Review. Sent to Sent to Faculty Tip: Do not Start PA requisition until Provost President's 2<sup>nd</sup> Faculty Affairs Rep contacts Dept. PG Affairs for Office contacts PG. Office for to start new People Admin Requisition Provost Review/ Denials Review/ and copies SOM Dean's Office on Approval Approval Email sent via People Admin correspondence. Approval Tips: 1) All 01 and 03 single exception requests Denials require a completed hiring proposal. 2) All 02 and 04 single exception requests Complete a People Admin Hiring require a completed requisition, but no hiring Dept. Requestor proposal is required. Proposal For 01 & 03 Faculty SOM Dean's Office 3) Dept. to upload Docusign form with Dean-level approval in People Admin using the option "Hiring Exception Approval Confirmation". If the department does not have Dept. PG to Complete this form, contact Faculty Affairs for a copy. **Oracle Hire Document**

Upload the approved
People Admin email to the
ACT Inbox