USG Dual Appointment Agreement Execution (Page 1)

1. Start

2. Employee and Requesting Institution Hiring Manager discuss potential dual appointment engagement.

3. Employee completes Section A of Dual Appointment Agreement and gains initial approval from Home Institution direct supervisor. Employee sends updated form to Requesting Institution DAC.

4. Requesting Institution DAC contacts the Home Institution DAC and preliminarily discusses employee eligibility to be a dual appointee and benefits implications.

5. DAC works with Home Institution DAC and other appropriate parties to complete Sections B, C and D of Dual Appointment Agreement.

6. Requesting Institution DAC forwards agreement to Employee for review/signoff.

7. Employee reviews and signs the agreement. Employee forwards agreement to Requesting Institution DAC.

8. Requesting Institution DAC forwards agreement to Requesting Dean/Administrative Department Head for review/signoff.

9. Requesting Institution DAC forwards agreement for review/signoff by President/Designee.

10. Approved? Yes
    - Requesting Institution DAC notifies employee, Requesting Institution Dean/Department Head & Home Institution DAC of approval.
    - Requesting Institution President/Designee approves, signs Section E of the agreement, and forwards agreement to Requesting Institution DAC.

11. Approved? No
    - Requesting Institution DAC notifies employee, Requesting Institution Dean/Department Head & Home Institution DAC of disapproval.

12. Requesting Institution DAC contacts the Home Institution DAC and preliminarily discusses employee eligibility to be a dual appointee and benefits implications.

13. Requesting Institution DAC forwards agreement to Home Institution DAC.

14. Home Institution DAC reviews agreement.

15. Are any updates needed? No
    - Home Institution DAC forwards agreement to Home Institutions Dean/Administrative Dept. Head for review/approval.
    - Home Institution DAC forwards agreement to Requesting Institution DAC.

16. Home Institution DAC works with Requesting Institution DAC to make corrections to agreement.

17. Home Institution DAC forwards agreement to Home Institutions Dean/Administrative Dept. Head for review/approval.

18. Approved? Yes
    - Dual Appointment p2


20. End

06/22/2016
1 Is employee faculty? 
   - No: Dual Appointment p1
   - Yes: Home Institution DAC forwards agreement (and supporting documentation) to Home Institution VP Academic Affairs for review/sign-off in Section E.

2 Home Institution DAC forwards agreement (and supporting documentation) to Home Institution VP Academic Affairs for review/sign-off in Section E.

3 Approved?
   - Yes: Home Institution VP approves, signs in Section E of the agreement and forwards agreement to Home Institution’s President/Designee for review/signoff.
   - No: Home Institution DAC forwards agreement back to Home Institution DAC.

4 Home Institution VP approves, signs in Section E of the agreement and forwards agreement to Home Institution’s President/Designee for review/signoff.

5 Approved?
   - Yes: Home Institution President/Designee forwards agreement to Home Institution DAC.
   - No: Home Institution DAC informs the Home Institution’s Dean/Dept. Head, employee’s direct supervisor and employee of approval.

6 Home Institution DAC sends copy of agreement to Payroll and Accounting Office to inform of payment details.

7 Home Institution President/Designee forwards agreement to Home Institution DAC.

8 Home Institution DAC will notify VP Home Institution Academic Affairs/ Human Resources and Dean/ Department Head with reason for disapproval.

9 Home Institution President/Designee approves, signs Section E of the agreement, and forwards agreement to Home Institution’s DAC.

10 Home Institution DAC reviews agreement (and supporting documentation) and ensures all appropriate information and signatures are complete. If not, coordinates updates.

11 Home Institution DAC forwards completed agreement to Requesting Institution DAC.

12 Requesting Institution DAC reviews agreement (and supporting documentation) and ensures all appropriate information and signatures are complete.

13 Is Dual Appointment Agreement in compliance with policy?
   - No: Requesting Institution DAC forwards agreement back to Home Institution DAC for corrections.
   - Yes: Requesting Institution DAC: 1) Informs the Requesting Institution Dean/Dept. Head of approval 2) Makes a copy of the agreement for the Requesting Institution’s records 3) Forwards a copy of the final agreement to the Home Institution DAC.

14 Requesting Institution DAC forwards agreement back to Home Institution DAC for corrections.

15 Requesting Institution DAC informs the Home Institution’s Dean/Dept. Head, employee’s direct supervisor and employee of approval.

16 Home Institution DAC informs the Home Institution’s Dean/Dept. Head, employee’s direct supervisor and employee of approval.

17 Home Institution DAC sends copy of agreement to Payroll and Accounting Office to inform of payment details.

18 End

06/22/2016
Home Institution DAC reminds Payroll and Accounting Services that service completion date has passed and includes a copy of the executed Dual Appointment Agreement. Verification of Work form required by DAC.

Home Institution Payroll Office processes disbursement to employee who provided services.

Home Institution Accounting Office sends an invoice and copy of agreement to the Requesting Institution DAC.

Requesting Institution DAC forwards invoice to Accounting Office to initiate a memo for the payment to be issued.

Requesting Institution Accounting Office sends a check to Home Institution Business Office for deposit.

End