

## **Business Process for Electronic Submission of Faculty/Librarian/Archivist Advertisements, Offer Letters, and Forms**

As indicated in the cover email, we have developed an electronic submission process to facilitate virtual exchange of documents previously exchanged in paper format. This submission process applies to:

- Advertisements (Full-Time)
- Offer Letters (Full-Time Faculty/Librarian/Archivist Appointments and Faculty/Librarian/Archivist Administrative Appointments)
- JRAFs
- Leaves
- Sabbaticals/Deferrals
- Termination Notices
- Retirement Emeritus/a Notices
- Phased Retirements
- Administrative Appointments
- Alternative Workloads
- Course Authoring and Commissioned Works
- FAN Revisions

*Please note that all Limited Duties Appointments, Standing Teaching Assignments, Graduate Student and PostDoc Teaching Assignments will continue to be processed through Working at Western.*

Each Faculty/Library will be given access to an OWL Worksite: **OFR – Faculty/Library Name**. When entering the site, select the **Drop Box** selection on the left. On the Drop Box page, select your **Named** (considered the **Incoming**) folder. Please click on the appropriate sub-folder: **Advertisements, Offer Letters, or Faculty/Lib/Arch Forms** (for all other forms listed above) and upload your files by selecting the **Actions** drop down on that line, and Upload Files. Under **Copyright Status** please select: *Use is unsubstantial and not protected by copyright*.

Initially, we will be adding the Dean's office administrators to the worksite. If you require additional users, let us know.

Please upload all advertisements and offer letters as Word documents with tracked changes so that comments and suggestions can be added as they circulate throughout our office. Upon final approval, we will create a pdf from the word document and have the Provost sign (offer letters) or upload to our website (advertisements). For all other Faculty/Lib/Arch Forms, please upload them as a pdf.

You can also send messages to our office under the **Messages** icon on the left. Select the *Compose Message* tab at the top of the messages page. Attachments can also be added to this message page (below the message box) if required.

If you require access to our website for forms or information, that will also be available through the worksite under **Web Content**.

We recognize that, like many other units on campus, all of these new business processes are evolving and changing quickly and we are working diligently to try to introduce options that will continue to keep us all safe and healthy while still operationalizing our many faculty transactions. We welcome any suggestions from our campus community on how we can improve our services to you in this new virtual world.

***Note: If you are unfamiliar with OWL and would like to receive more detailed instructions, please let us know by email to Candace Philpitt or Heather Skilling. We would be very pleased to support your office one-to-one by telephone or to hold a zoom meeting to walk you through this process.***