

**We ask for your patience over the next few days and weeks as we try to move to a virtual world of faculty/librarian/archivists form and document processing. We are endeavouring to create virtual processes that will be efficient and user-friendly and welcome your feedback.**

Please take note of the following items when uploading to OWL:

- Ensure that documents/forms are placed in the appropriate sub-folder within your named folder (we will consider this the **Incoming** folder). There is a sub-folder for our use to place documents that are to be returned to you (ie. Signed Offer Letters, approved advertisements, documents requiring revisions).
- Until we become proficient at the new process and better define and improve on it over the next couple of weeks, please upload only documents that are time sensitive (ie. not future-dated documents with the exception of new full-time appointments).
- To help expedite the workflow of the forms within our office, please use the following naming conventions when uploading documents so that we can easily determine which OFR/ VP (APP&F) staff members need to review and approve the documentation.
  - AD.Dept\_etc. - Advertisements (Full-Time)
  - LETTER.Name\_etc. - Offer Letter (Full-Time and Administrative Appointments)
  - JRAF.Name\_etc. - Jrafs
  - LEAVE.Name\_etc. - Leaves
  - SABBS.Name\_etc. - Sabbaticals/Deferrals
  - TERMS.Name\_etc. - Termination Notices
  - RETIRE.Name\_etc. - Retirement Emeritus/a Notices
  - PHASED.Name\_etc. - Phased Retirements
  - AAPAN.Name\_etc. - Administrative Appointments AAPANs
  - AWL.Name\_etc. - Alternative Workloads
  - AUTHOR.Name\_etc. - Course Authoring and Commissioned Works
  - FAN\_TF.Name\_etc. - Part-Time Fans
  - FAN\_RF.Name\_etc. - Full-Time Fans
  - REVISEFAN.Name\_etc. - Fan Revisions
- When uploading Offer Letters and Advertisements, please upload two items. The Offer and Advertisement as a Word Document and the package of required documentation that normally accompanies them in a separate pdf document.
  - Letter of Appointment:
    - CV
    - Appointments Committee Recommendation
    - Reference Letters (UWOFA)
    - Promotion and Tenure Committee Recommendation and Dean's Recommendation if tenure involved (UWOFA)
    - Copy of advertisements
    - Immigration Documents as required
    - Search Committee Report/Appointment Committee Report
  - Advertisements:
    - Academic Recruitment form (signed by the Dean)
    - Copy of advertisement
    - Copy of the approved Faculty/Library complement planning table (from the Annual Planning document) with this position highlighted (excludes clinical academic positions in Schulich)
- Please check the announcement portion of the site regularly for any communications from us regarding changes and improvements to these processes.

THANK YOU!