Moving & Relocation Flow Chart
Guidance for M&R for ACADEMIC Deans' offices
(For teaching faculty and any others who ultimately report to an ACADEMIC Dean)

An academic dean is defined as the Dean of the College of Education, the Dean of the College of Business, or the Dean of the College of Arts and Sciences.

Interviews are conducted and a candidate is decided upon.

The dean's office sends the selected candidate a letter with the verbally-negotiated details in writing, explaining that an official offer cannot be done until after the BOV meets and approves.

The dean's office notifies the provost office of the department's decision.

The provost office puts the candidate on the BOV docket.

AFTER the BOV approves, the provost office sends an official contract letter to selected candidate and notifies the dean's office that the contract has been sent.

This prompts the dean's office to send the M&R Agreement to the selected candidate.

Dean's office completes the Moving and Relocation Agreement and sends it to the new employee.

NOTE: The dean signs/dates AFTER the new hire returns the M&R Agreement to the dean. Any alterations on the form must be initialed by BOTH the dean and the new employee.

IF the dean's office refers the new employee to AP for M&R help, the dean's office will scan/email AP a copy of the completed M&R Agreement.

REASON: To give AP a heads-up in case candidate calls with M&R questions.

New Hire sends signed/dated M&R Agreement back to the dean's office.

The dean signs/dates the M&R Agreement. The dean's office will scan/email the M&R Agreement with ALL signatures/dates (and any initialed items of change) to Accounts Payable (AP) and will also put the original in campus mail to AP.

The dean's office is done with M&R at this point.