



WAYNE STATE
Office of the Provost

TO: Deans
Department Chairs

FROM: Keith E. Whitfield, Provost and Senior Vice President for Academic Affairs

SUBJECT: Automation of the Tenure/Tenure Track Hiring Plan & Selection of Authorized Users

DATE: August 20, 2019

As you are aware, all departments must designate at least two “Authorized Users” who will be responsible for entering Tenure/Tenure Track Hiring Plan information electronically into Academica. Those departments that have employees who need to be trained to use the system must:

- Select one of the training dates below:

| DATE | TIME | LOCATION |
|--------------------|--------------------------|---------------------------|
| September 11, 2019 | 10:00 a.m. to 12:00 p.m. | 3210 UGL (Community Room) |
| September 12, 2019 | 2 pm – 4 pm | 3210 UGL (Community Room) |

- Contact the Office of Equal Opportunity (OEO) to schedule the training date.
- Download and submit the “Request for Authorized User Form” located on the OEO website at <http://oeo.wayne.edu/training.php>. The form must be submitted to OEO on or before the training date selected.
- Attend training on the date selected.

Training sessions will not be offered again until Winter 2020. Current Authorized Users are welcome to attend the training sessions as a refresher. Please contact OEO with any questions at (313) 577-2280. Thank you for your cooperation and attention.