MEMORANDUM

TO: Deans
             Department Chairs

FROM: Keith E. Whitfield, Provost

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

DATE: February 27, 2018

As you are aware, the University has automated the Tenure/Tenure Track Hiring Plans. Hiring Plan information must now be entered in electronic format through Academica.

I have requested that all hiring departments designate at least two "Authorized Users" that will be responsible for entering Tenure/Tenure Track Hiring Plan information into the system. Those departments that have employees that need to be trained to use the system need to:

- Select one of the training dates below:
  March 14, 2018   10:00 a.m. to 12:00 p.m.
  March 16, 2018   3:00 p.m. to   5:00 p.m.
- 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 August 2018. 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.