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: November 2, 2018

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 must:

- Select one of the training dates below:
  January 10, 2019   **10:00 p.m. to 12:00 p.m.**
  January 17, 2019   **3:00 a.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 Spring 2019. 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.

Keith E. Whitfield, Provost and Senior Vice President for Academic Affairs
656 W. Kirby St., 4145 Faculty/Administration Bldg. • Detroit, MI 48202 • (313) 577-2200 • Fax: (313) 577-5666
provost@wayne.edu