

SEAMLESS ENTRY NEW FACULTY ENROLLMENT PROCESS

Letter of Appointment from Provost and Vice-President, Academic
(prepared by Human Resources)

Appointment Accepted
by the Candidate

Provost and Vice-
President, Academic
receives all signed
documents

Provost and Vice-President,
Academic sends an automated
email acknowledging Offer of
Acceptance

New member receives an automated
email notification regarding the enrollment
process (<http://www.uwindsor.ca/facultyrecruitment>) under the link
"Appointees' Enrollment" (userid: newhire,
password: faculty)

New Faculty/Librarian enroll
and the form is sent to the
Office of Faculty Recruitment
and Retention (OFRR)

OFRR notifies the appropriate
Campus Departments to assist in
obtaining email, employee number,
extension and other related
information that will enable the
seamless entry at the University

Notification to Human Resources
Assignment of an Employee Number

Notification to Preferred Banking
Institution to Provide Information Only

Notification to Preferred Relocation
Companies/Real Estate Agent to Provide
Information Only

Notification to Space Priority & AAU
Assignment of a Room/Building

Notification to Telecommunications & AAU
Assignment of a Phone Extension

Notification to ITS Helpdesk
Assignment of an Email Account

Notification to Parking Services
Assignment of a Parking Lot Information Only

Notification to Purchasing
Preferred PC Vendor Information Only

Notification to the Registrar
Assignment of SIS UID

Bookstore
Assignment of Password for book Orders

Turnitin
Assignment of Password for Plagiarism
Software

Information regarding Research Finance
and Sign Up for Grants Procedure

Information regarding
Athletics and Recreation

Information regarding
Faculty Association Membership

Information regarding Public Affairs and
Communications and Daily News

Information regarding
Distribution Services

Information regarding
Document Imaging

Information regarding the Centre for
Teaching and Learning

Information regarding the
Office of Research Services

Information regarding Student Ancillary
Services and the University Club