

SEAMLESS ENTRY NEW FACULTY ENROLLMENT PROCESS

Letter of Appointment sent to Candidate
from the Office of the Provost and Vice-President, Academic

Office of the Provost and Vice-President, Academic receives signed letter of
Appointment confirming Acceptance by the Candidate

Office of the Provost and Vice-
President, Academic sends an
automated email acknowledging
Acceptance of Offer. Instructions
regarding the enrollment process ,
Office Furniture &
Important Dates are included.

An automated email notification is
received by the Office of the
Provost and Vice-President,
Academic upon submission of
enrollment form

The Faculty Recruitment
Coordinator notifies the
appropriate Campus Departments
to assist in obtaining email, office
set-up and other related
information that will enable the
seamless entry at the University

Notification to Human Resources
Requesting Assignment of
an Employee Number

Notification to Preferred
Relocation Companies to
Provide Information Only &
Reimbursement Procedure
Information, and Real Estate/
Rental Information

Notification to AAU Requesting
Assignment of a Room,/Building,
phone extension, Submission of
Email Address and Access to
Student Information System (SIS)

Parking Information and Request
for Parking Form

Notification to Bookstore
Requesting Assignment of
User ID & Password
for Book Orders

Information regarding
Research Finance and
Sign Up for Grants Procedure

Information regarding
Faculty Association Membership

Information regarding
New Faculty Orientation