Fellow Process Checklist

|  |  |
| --- | --- |
| Position Title |  |

|  |  |
| --- | --- |
|  | **Completed** |
| Nominee for Fellow position is identified and approved by Chief of Staff and President. |  |
| Chief of Staff notifies AVP of Human Resources by email and cc’s the Helpdesk for request of email address for the nominee. |  |
| Human Resources sends the following paperwork to the Chief of Staff to send to the nominee to complete:* Personal Data Form
* Background Check Information
* Appointment Letter to sign
 |  |
| After receiving the nominee’s paperwork check for completed background check from UPD.* If nominee does not pass background check, then the results are reviewed by Legal
* If after review from Legal and there is not a positive review, Academic Affairs and candidate are notified that they are not eligible to work at FGCU
 |  |
| If nominee passes background check then Records reviews information and inputs into Banner with a one year time frame, unless otherwise specified. |  |
| Once Banner updates, Identity Management System creates Active Directory account and ITS process new account.  |  |
| Chief of Staff receives notice of account and email log on information; sends notification to nominee on how to log on. |  |
| **NOTE: You are responsible for notifying both Records and Employment if there are any status changes or if their appointment is anticipated to be longer or shorter.**  |  |