Work Flow for Redelegated Actions

Action Analyst reviews the dossier based on
[AP Checklist](#)

AVC
Check [Delegation of Authority](#)
Email AVC's Analyst

FPC
Check [Delegation of Authority](#)
Email FPC Analyst

JPC/ASPC
(Non-professorial titles)
Check [Delegation of Authority](#)
Email JPC/ASPC

FPC reviews and sends to FPC Analyst

JPC/ASPC reviews and sends to Actions Analyst

AVC's Analyst facilitates letter & uploads into MIV. Releases to AVC for approval

AVC Analyst uploads letter into MIV and releases to AVC. Updates APHID and spreadsheet

AVC Analyst releases in MIV to AVC. Updates APHID and spreadsheet

AVC enters decision

AVC Analyst updates APHID, spreadsheet & notifies assigned Action Analyst for the department

Action Analyst announces to department and updates APHID (for appointments creates appointment letter)