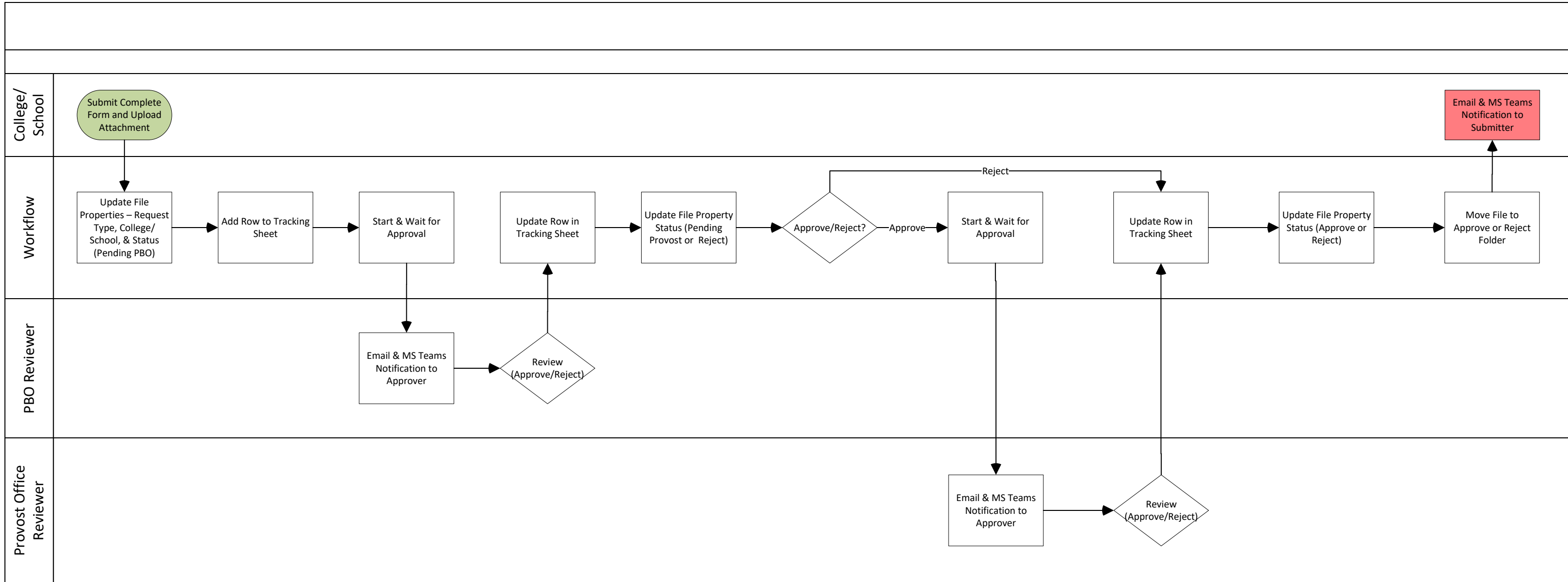


# Faculty Offer Letter & Hiring Proposal Workflow



- This is no-cost solution. We are utilizing Microsoft 365 technology already available to UK faculty and staff.
- Maintaining access is minimized by using MS Forms as opposed to creating SharePoint folders for each college.
- All documents will require two levels of approval outside of the college or school.
- A report will be available with statuses as well as date and time stamps as data is logged for each document throughout the flow.