State of California  
Memorandum  

To:     Department Heads/Chairs and Deans  
Date:   August 20, 2012  

From:   Albert A. Liddicoat  
Associate Vice Provost, Academic Personnel  

Copies: Kathleen Enz Finken  
College Analysts  
AP Staff  

Subject: Implementation of the new eAP101 process  

I am pleased to announce that Academic Personnel, in partnership with Information Services, is implementing a new electronic process for temporary appointments of academic year Lecturers and Teaching Associates. This project is a result of a collaborative effort that began in May 2011 with a “Kaizen” event to evaluate the existing appointment process for temporary faculty. The primary objective of the electronic process is to develop a more efficient process that employs a single point of data entry to populate details of lecturers and TA appointments into a workflow tool that will generate an electronic equivalent of the AP101 form, HR Form E and appointment letter.

With the new eAP101 workflow, the reviews/approvals at each step of the process may be completed at any time from any location. We anticipate that the electronic workflow will greatly expedite the appointment process from start to finish. Once approved at all levels, an electronic appointment letter will be transmitted directly to the recipient awaiting their acceptance via their Cal Poly portal. For new hires that do not have active portal accounts, we have developed a step in the process to send the hard copy letter via postal mail. Once accepted, the college will immediately be notified by the workflow. The eForms workflow technology should be familiar to you since it is the same tool that is used for the online ICMA process.

Department and College staff involved in faculty appointments received training last week on the eAP101 initiation process and the use of eForms workflow to track the progress of the appointment throughout the various approval levels. Academic Personnel will be hosting open labs for departments to drop in and receive direct assistance with creating their 2012-13 eAP101s after the project is put into production on August 21. The lab will be open from 9-11:30 and 1-4 on Tuesday, August 21st and Wednesday August 22nd in 01-133. Additional assistance is available as needed by calling Academic Personnel staff members Jen Myers (6-6569) and Carol Sammons (6-5228).

Department Coordinators and College Personnel Analysts were also provided information to assist the Department Chairs/Heads and Deans with the eAP101 approval process. For details, please see the “Approving an eAP101 Business Process Guide” and other materials posted on the Academic Personnel website at http://www.academic-personnel.calpoly.edu/content/businessprocesses. We hope you will be as enthusiastic about the new process as we are, and find that it greatly decreases the amount of time involved in generating appointments for your academic year lecturers and TAs. If you would like a demonstration or need additional information, please contact Jen Myers or Carol Sammons at the numbers listed above.