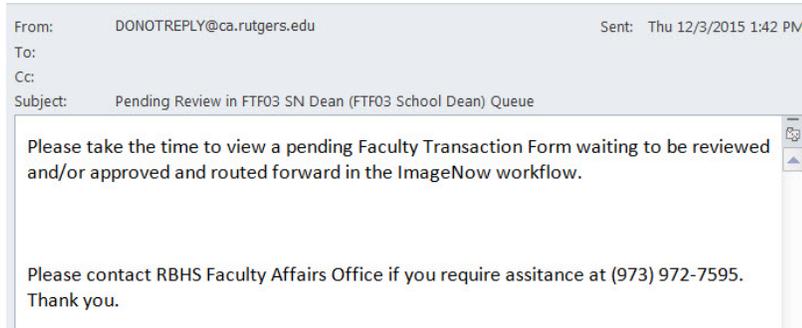


Dean Approval Process

An email will be sent to all users (Deans and their designees) in the Dean group when an FTF is in the queue to be approved.

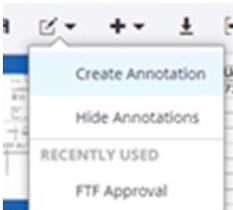


Approval Steps:

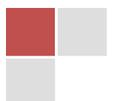
1. Log into Perceptive Content Experience (<https://pex.rutgers.edu/experience>) using your CORE ID and password.
2. Click the **“Workflow”** icon and select *FTF03 School Dean*.
3. Double click on the faculty action that is listed in the workflow.

Time In Queue	Status	School	A#	Last Name	FTF Action	Department
124 days 5 hours 13...	Idle	Rutgers School of Dental Medicine	00100559	Grill-Deutsch	Change from 10 mo. to 12 mo. Contract	Periodontics
125 days 3 hours 18...	On hold	Rutgers School of Dental Medicine	00108108	Markowitz	Administrative Appointment	Oral Biology
127 days 9 hours 31...	On hold	Robert Wood Johnson Medical School	00103673	Poplin	Retirement	Medicine
135 days 4 hours 19...	On hold	New Jersey Medical School	00108463	Wong	Correction of previous FTF dated _/_/_	Medicine
365 days 9 hours 46...	On hold	New Jersey Medical School	00103830	Sirkin	Faculty Practice: Institute	Orthopaedics

4. Select the annotation button on the icon toolbar.

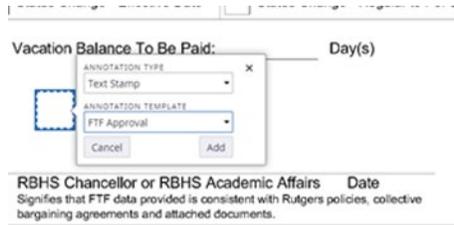


5. Click where the approval stamp needs to be placed, and the annotation box will appear with a dropdown menu of the types of annotations allowed.



Faculty Transactions Form (FTF) Electronic Approval Process

- Select “Text Stamp” in the annotation type dropdown and “FTF Approval” in the annotation template dropdown.



- The approval signature will appear once you click the “add” button.

Lashette Pennington 11/29/2022

RBHS Chancellor or RBHS Academic Affairs Date
Signifies that FTF data provided is consistent with Rutgers policies, collective bargaining agreements and attached documents.

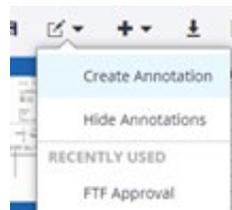
- Go to the menu toolbar and select “Route Forward”. This will send the FTF to the Director of RBHS Faculty Affairs where RBHS Faculty Affairs will process it.



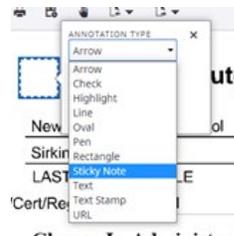
If not approved:

Document the reason for non-approval by creating a text annotation.

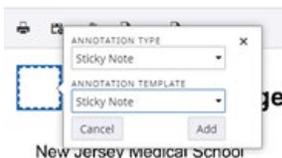
- Select the annotation button on the icon tool bar.



- Click anywhere on the FTF, and an annotation box will appear with a dropdown menu of the types of annotations allowed.



- Select “Sticky Note” in the annotation type dropdown and “Sticky Note” in the annotation template dropdown. Click “add” to create the annotation.



- A full text box will appear for you to enter your comments.



- After comments are completed, select the "add" button to save the comment and the "x" to exit out of the sticky note.
- Go to the menu toolbar and select "Route Back". This will send the FTF back to the Faculty Affairs or Budget office of the School for resolution.

