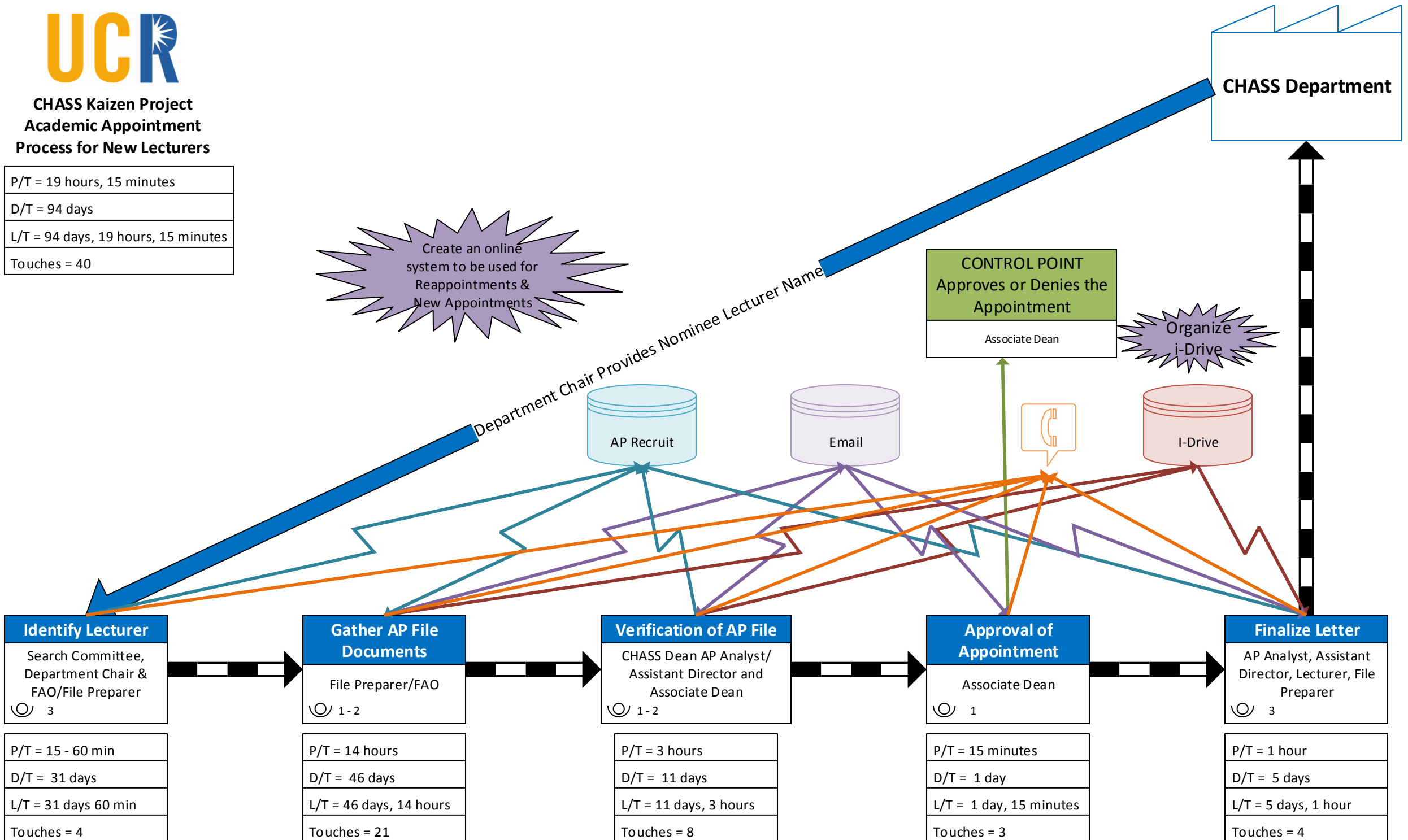




**CHASS Kaizen Project
Academic Appointment
Process for New Lecturers**

P/T = 19 hours, 15 minutes
D/T = 94 days
L/T = 94 days, 19 hours, 15 minutes
Touches = 40

Create an online system to be used for Reappointments & New Appointments



Identify Lecturer
Search Committee, Department Chair & FAO/File Preparer
☉ 3

P/T = 15 - 60 min
D/T = 31 days
L/T = 31 days 60 min
Touches = 4

Gather AP File Documents
File Preparer/FAO
☉ 1 - 2

P/T = 14 hours
D/T = 46 days
L/T = 46 days, 14 hours
Touches = 21

Verification of AP File
CHASS Dean AP Analyst/ Assistant Director and Associate Dean
☉ 1 - 2

P/T = 3 hours
D/T = 11 days
L/T = 11 days, 3 hours
Touches = 8

Approval of Appointment
Associate Dean
☉ 1

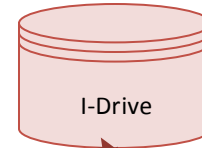
P/T = 15 minutes
D/T = 1 day
L/T = 1 day, 15 minutes
Touches = 3

Finalize Letter
AP Analyst, Assistant Director, Lecturer, File Preparer
☉ 3

P/T = 1 hour
D/T = 5 days
L/T = 5 days, 1 hour
Touches = 4

CONTROL POINT
Approves or Denies the Appointment
Associate Dean

Organize i-Drive

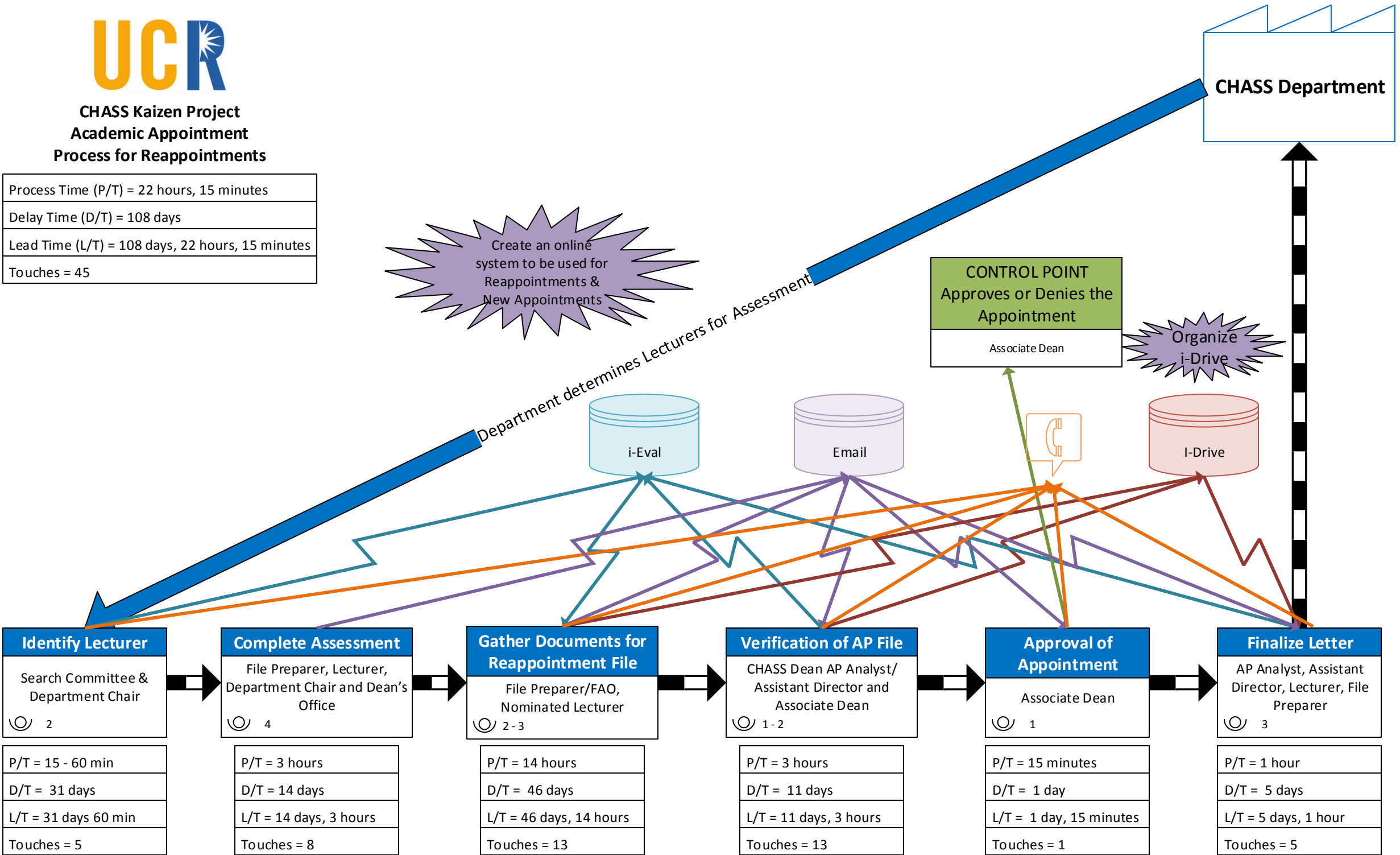




**CHASS Kaizen Project
Academic Appointment
Process for Reappointments**

Process Time (P/T) = 22 hours, 15 minutes
Delay Time (D/T) = 108 days
Lead Time (L/T) = 108 days, 22 hours, 15 minutes
Touches = 45

Create an online system to be used for Reappointments & New Appointments



Identify Lecturer
Search Committee & Department Chair
🕒 2

P/T = 15 - 60 min
D/T = 31 days
L/T = 31 days 60 min
Touches = 5

Complete Assessment
File Preparer, Lecturer, Department Chair and Dean's Office
🕒 4

P/T = 3 hours
D/T = 14 days
L/T = 14 days, 3 hours
Touches = 8

Gather Documents for Reappointment File
File Preparer/FAO, Nominated Lecturer
🕒 2-3

P/T = 14 hours
D/T = 46 days
L/T = 46 days, 14 hours
Touches = 13

Verification of AP File
CHASS Dean AP Analyst/ Assistant Director and Associate Dean
🕒 1-2

P/T = 3 hours
D/T = 11 days
L/T = 11 days, 3 hours
Touches = 13

Approval of Appointment
Associate Dean
🕒 1

P/T = 15 minutes
D/T = 1 day
L/T = 1 day, 15 minutes
Touches = 1

Finalize Letter
AP Analyst, Assistant Director, Lecturer, File Preparer
🕒 3

P/T = 1 hour
D/T = 5 days
L/T = 5 days, 1 hour
Touches = 5