STANDARD OPERATING PROCEDURE- GUIDELINES

**STANDARDIZED COMMUNICATIONS FOR
WELCOME, CONGRATS, DEPARTURES**

SCOPE/APPLICABILITY:

Department-wide.

PURPOSE:

Notification of staffing changes and promotions.

PROCEDURE:

1. For Welcomes: The Faculty Services Representative (FSR) notifies Assistant to the Chair (AAC) of new Faculty two weeks prior to their first day.
2. For Departures: The FSR notifies AAC when the faculty's last day is finalized and approved by Chair.
3. For Congrats: The Chair sends notification to AAC when news is official including requested language, if any.
4. A Standard Announcement is drafted by AAC and sent to the Chair via Word for necessary edits and should be returned in 2 business days. If there is no response, AAC will assume no changes are necessary and will be forwarded to the Department Administrator (DA) for final review.
   a. A Standard Announcement includes:
      i. Brief biography
      ii. Recent institution/accomplishments;
      iii. Professional headshot
      iv. Effective dates
5. The DA reviews Standard Announcement for proofing and returns to AA within the same business day but no later than 3 business days.
6. AA sends the approved communication from the Chair's email account to OB-ALL.

APPROVALS:

SOP Owner:	BRITA ALLEY	Date: 3/3/22
Chair Approval:	*Eve Espey*	Date: 04/07/2022
Effective Date:	April 1, 2022	