

Faculty Equivalent Tested Experience Qualifications Workflow

NMSU Office of Accreditation

Department Head/Administrator/HR Liaison collects the supporting documents for individual they are requesting experience qualifications for.

Begin workflow in Adobe Sign.

Add Dean email (add CC email if desired)

Update name of document

Fill out form and attach required documentation. Select the correct CODE and Course Prefix(es).

Submit form for approval.

Form is routed to Dean for approval

Form routed to Associate Provost for Program Development and Accreditation for approval

Form routed to HRS to input into Banner

HRS is the final step and a final copy with all signatures and a Detailed Audit Report will be sent to each individual on the workflow.

Workflow is complete