


# Guide for Signing Recommendations & Decisions as a Dean

1. After logging in to MIV, you will see a link on your homepage, under the Sign Documents header, called **“Review/Sign Dean’s Final Decision/Recommendation.”** You will see a number in the parentheses to the right of this link, which indicates the number of actions awaiting your recommendation or decision. Academic personnel staff in the dean’s office are responsible for “releasing” actions to you for recommendation and decision.



## Sign Documents

[View My Complete Dossier/Sign My Disclosure Certificate \(0\)](#)  
[Review/Sign Dean's Final Decision/Recommendation \(2\)](#) ←

2. Click on the link, which will take you to a page titled **“School/College Dean Decision/Recommendations.”** You will see all actions awaiting your signature on this page, divided into two sections depending on action type. The first section contains Appointment actions, as these are the highest priority. The second section contains all other action types. You can click on the header of any column to sort the actions by that criteria. By default, actions are sorted by Release Date, with items released most recently on the top of the list.

### School/College Dean Decision/Recommendations

Select the name of a user to add a School/College Dean decision/recommendation to their dossier.  
Select a column header to sort by that column.

#### Appointments

Show  entries Find in all :

MIV User	School/College	Department	Action	Release Date	Review Committee
<a href="#">Harrison, Alice</a>	Information and Educational Technology	Application Development	New Appointment 2017	Nov 22, 2017 1:20:36 PM	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

#### All Other Actions

Show  entries Find in all :

MIV User	School/College	Department	Action	Release Date	Review Committee
<a href="#">Peterson, Peter</a>	Information and Educational Technology	Application Development	Merit 2018	Nov 22, 2017 1:21:03 PM	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- To review and sign a recommendation or decision for a particular action, click on the candidate's name in the list. You will be taken to your signature page for that action. Basic information about the action will appear at the top of the page. To review the candidate's dossier before signing, click on the name of the action, which is just to the right of the instructions to **"View Dossier as One PDF File."**

Home > School/College Dean Decision/Recommendations > Sign Dean's Final Decision

### Sign Dean's Final Decision

**Candidate** Pete Peterson  
**View Dossier as One PDF File** [Merit 2018](#)  
**Primary Department** Information and Educational Technology - Application Development  
**Present Rank and Step** Test Action Step: 5  
**Proposed Rank and Step** Test Action Step: 6  
**Effective** 7/1/2018

**Redelegated Action:**  Approved  
 Denied  
 Other  
(If "Other", School/College Dean's comments must be added in the comments field below or uploaded)  
 Decision contrary to the committee recommendation

† **School/College Dean's Comments:**

† = Field supports line breaks (by pressing the "Enter" key on the keyboard), and the data will appear with line breaks in MIV documents.

By selecting the "Sign Dean's Final Decision" button below, I certify that this is my final decision.

- You will be taken to your browser's default PDF reader to view a PDF file containing the entire contents of the dossier. Once you have completed your review of this document, use the back button on your browser to return to the signature page.
- When you are ready to sign your recommendation or decision, select the appropriate option. If your recommendation or decision is contrary to that of the Faculty Personnel Committee, select the box labeled "Decision contrary to the committee recommendation."


**NOTE:** Your selection should be based on the proposed action on the Action Form. For example, if you are in agreement with the proposed rank/step on the Action Form, select "Approved." If you believe that advancement is warranted, but at a rank/step other than what was proposed on the Action Form, select "Other." If you believe that no advancement is warranted, select "Denied." If you have selected "Other," you must include comments in the text field explaining your recommended rank/step, or you must include these comments in a separate letter that your staff will upload into MIV.

6. Once you have made the appropriate selection, click on the button labeled **“Sign Dean’s Final Decision”** or **“Sign Dean’s Recommendation”** to record your decision or recommendation.

By selecting the "Sign Dean's Final Decision" button below, I certify that this is my final decision.

Sign Dean's Final Decision

Cancel



7. If you would later like to change your recommendation or decision, or believe you signed in error, please contact the academic personnel staff in your dean’s office. They will be able to delete your previous signature and release the action to you again.