Organizational Data for Captured Long Form

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Rank</th>
<th>Appointment</th>
<th>Action Type</th>
<th>Initator</th>
<th>Start date</th>
<th>Due date</th>
<th>Status</th>
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</table>

Administrative Process
- Status
- Evidence Status
- Document

Default Task
- Date assigned
- Owner
- Due date
- Comment

Data Capture task
- Data based on business requirements

Approval Task
- Approver
- Status
- Notification History

Submit Document task
- Submitter
- Document format
- Document size

Notification Task
- Delay
- Recipient

Example Evidence/Task Requirements Definition (not actual requirements)

- **Evidence:** Candidate CV
  - Title: Candidate Curriculum Vita
  - Description: Word documents containing the candidates professional and academic history including publication history.
  - References to help: TODO
  - Evidence omission criteria: None

- **Task:** Notification Request for CV
  - Owner: Department Chair
  - Delay: 5 days
  - Pre-condition: NA
  - Completion Criteria: Notification sent
  - Success criteria: CV uploaded by candidate or FAA
  - Omission criteria: None

- **Task:** CV Submission
  - Owner: Candidate
  - Time: 4 days
  - Pre-condition: None
  - Completion criteria: Valid (word or PDF) document upload containing key information
  - Omission criteria: None

- **Task:** CV Approval
  - Owner: Chair
  - Time: 5 days
  - Pre-condition: CV submitted
  - Completion criteria: Approval or disapproval
  - Reference: TODO
  - Task omission criteria: None

- **Task:** OAA CV Approval
  - Owner: OAA
  - Time: 5 days
  - Pre-condition: Approved by chair
  - Completion criteria: Approval or disapproval
  - Reference: TODO
  - Task omission criteria: None

- **Task:** Notification Request Reminder
  - Owner: FAA
  - Delay: 10 days
  - Pre-condition: No-CV provided within 10 days of request
  - Completion Criteria: Notification sent
  - References to help: TODO
  - Omission criteria: None

NOTE: Some tasks or pieces of evidence create tasks or requirements for other evidence.

**Conceptual Representation of Data and Processes**

Example include: referee grid, training materials, search committee, evaluation committee, OAA copy order.