

PROCESSES: FELLOWSHIP/STUDY LEAVE CONTRACT/SURETYSHIP AGREEMENT

- a) Fellow fills out the Fellowship/Study Leave Contract and corresponding Suretyship Agreement.
- b) Submits duly-accomplished forms to HRDO
- c) HRDO checks information and countersigns contract for the HRDO Director's and the Vice Chancellor for Academic Affairs (for faculty and REPS SG 20-24) or the Vice Chancellor for Administration (for REPS SG 12-18 and administrative staff)
- d) Sends back the contract/suretyship agreement to fellow for notarization
- e) Fellow submits notarized contract/agreement to HRDO.
- f) HRDO releases notice of approval of study leave/special detail