

MEMORANDUM

TO: University of Louisville Faculty, Staff, & Students

FROM: T. Gerard Bradley
Executive Vice President and University Provost

RE: Use of SAI 360 for Provost Signature Requests

DATE: June 14, 2024

Please note that all documents needing provost review, approval or signature must be submitted to the provost via the SAI 360 program (aka Compliance 360, C360, etc.) if there is not already a pre-existing workflow. The goal is to move away from email being used as a workflow to gain provost review, approval, or signature.

In the past, SAI360 was only utilized when contracts needed to be legally reviewed and signed. Going forward, however, this is the system the provost has selected to serve all his direct reports' needs for his document review, approval and/or signature. For any item that already has a pre-existing workflow for gaining provost review/approval (e.g., using OnBase for expense reimbursements, faculty promotions or salary requests, etc.), the SAI360 system workflow is not meant to replace or duplicate those. Using SAI360 fills the gap for those items that don't already have a designated workflow and would otherwise go to the provosts via email.

For example, SAI360 must be used to submit:

- Documents that need the provost's signature as the 2nd line supervisor (e.g., staff evaluations, documents that need his approval for international dean travel, etc.)
- Proposals that the provost needs to review or support before you/your unit/your committee can move forward (e.g., Committee proposals, new program proposals, etc.)
- Letters of support that need provost signature (e.g., grant support letters, recommendation letter for an honor/award, etc.)
- Contracts, MOUs, or any other form of partnership agreements

Things to note about SAI 360

- If you or your unit does not already have an account in SAI 360 you will need to work with Tina Hembree (Tina.Hembree@Louisville.edu) to get an account set up.
- Again, this system is not meant to replace nor duplicate any workflows/processes that are already in place via other platforms (e.g., OnBase, Workday, etc.)
- Any Council of Academic Officer (CAO) member who reports directly to the provost and is giving a staff evaluation will need to submit those evaluations for the provost's 2nd line supervisor signature through the SAI 360 system.

- Remember: Be mindful to whom you assign that responsibility given the sensitive nature of your evaluations.
- Note: A subfolder within the "Employee/HR Documents" folder in this system has been specifically created for each unit head to submit sensitive employee items like evaluations.
- Use the attached step-by-step tutorials to learn how to: 1) navigate the overall SAI 360 platform and 2) submit your documents based on the type of document they are (i.e., A. Agreements/Contracts, B. Other documents that need provost signature, or C. Documents that only need provost review or approval).
- In the attached steps, you'll see that you must utilize buttons that say things like "Contract" even when you're not submitting a contract.
 - Note: this system was originally designed as a workflow for contracts, but it is now being utilized to fulfill ALL document needs related to the provost (that don't *already* have a pre-existing workflow), so some of that contract terminology is still present in the system. Don't let it throw you off. Just follow the steps in the tutorials.
- A key benefit of using the SAI360 system is that all submissions are time-stamped, tracked, and archived for easy retrieval, routing, and reporting. Additionally, the provost is prompted by the system when something needs his review, approval, or signature.
- Due to the volume of requests, please remember to submit items at least 2 weeks in advance of any deadlines you or your unit is up against.

If you run into any issues, Tina Hembree can work with you or your designated person.

cc: Rebecca Stahl, AVP & Deputy Counsel for Administration & HSC Legal Affairs
Tina Hembree, Director of Contracts