Pre-approval for Essential Travel to a CDC Warning Level 3 Country: Department Chair Review

Due to the sensitive nature of these requests, following submission, the University has 36 hours to review and approve/deny the academic appointee’s request.

When an academic appointee has submitted a request for pre-approval for essential travel to a country that has been designated as a warning level 3 by the Centers for Disease Control and Prevention (CDC) and/or the U.S. State Department, an automated email message from Interfolio will be sent to the Department Chair.

To review a case for pre-approval for essential travel, follow the steps below.

1. Using the automated email message, click on the “review candidate” button located in the message content.
   - Alternatively, you may login to Interfolio at review.ucsd.edu and locate the academic appointee’s name in the “Your Action Items” section of your dashboard.

2. To review the academic appointee’s request form, click on the “Pre-approval for travel to a country that has been designated as a warning level 3” hyperlink within the Request Form section.

3. After reviewing the form, click the “return to case” button located in the upper right-hand corner of the case reader.
4. Scroll down to locate the Internal Sections portion of the screen. You will see a purple alert informing you that must submit required items. Click the “View” hyperlink.

5. Click on the “Fill Out Form” hyperlink.

6. Complete the form by selecting one of the provided options. Click the “Submit Form” button when complete.

7. Once you have submitted the form, you will be taken back to the Case Details overview page. Click the “Send Case” button and click on “Forward to Dean AP Staff Review-Finalize Approval”.

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8. In the subject line of the “Send Case Forward” pop up menu, please enter the Candidate’s Name, Department, and Pre-Approval for essential travel to a designated warning level 3 country.
   - Example: Charles Xavier-Medicine- pre-approval for essential travel to a designated warning level 3 country

9. Click the “Continue” button to send the notification.
After you provide your endorsement on the form and move the case onward, your divisional dean will receive an automated email from Interfolio alerting them that a form for the academic appointee is pending their review and approval. The entire submission, review, and approval process may not exceed 36 hours.