Step 1: Sign CAL Agreement

Purpose:

The CAL Agreement formalizes your role and responsibilities as a College Assessment Lead (CAL) for the academic year. Signing the agreement ensures institutional accountability, clarifies roles, and aligns with key deliverables within the assessment cycle.

Steps to Complete the Task

1. **Carefully Review the Agreement**

   o Read all sections thoroughly to understand expectations, timelines, and deliverables.

   o If you have questions about your responsibilities or deadlines, contact OAAPR for clarification.

2. **Sign the Agreement by the Stated Due Date**

   o Use the signature field provided in the digital form or complete the PDF version as instructed.

   o Submit the signed copy through AMEE Flow email notification.

3. **If You Are Unavailable During the Semester**

   o Notify OAAPR **before the semester begins** or as soon as your availability changes.

   o Submit a **Contingency Plan** identifying a designated backup CAL who can act on your behalf.

4. **Coordinate with Your Associate Dean**

   o Identify and receive approval for a backup representative.

   o Add the backup as a **guest user** in AMEE Flow to ensure they receive assigned tasks and updates.

5. **Set Up Personal Reminders**

   o Add a calendar to remind yourself of the due date.

   o Use the project management tools (AMEE Flow) to keep track of submission deadlines.

Best Practices

- **Don't delay** reviewing the agreement—early submission ensures early access to project tools and support.

- **Keep your Associate Dean informed** of any absences or changes in your availability.

- **Invite backups early** to give them time to onboard with iROCA and understand the workflow.