

Faculty and Academic Staff Appointments (FASA) Review and Approval - Quick Reference Guide

Step 1: Access the form via your email notification

- ✓ Click on the link to the form in your email message

****Transactions can also be accessed via FASA Dashboard page:**

- Log into the FASA dashboard at <https://fasa.stanford.edu>
- Find the transactions listed in the dashboard
- Click on the faculty name with embedded link

- ✓ Link will open to the **Transaction Summary** review page

Step 2: Review the transaction summary information

- ✓ Review the information on the transaction summary page for accuracy
- ✓ To view transaction **Comments** or **Attachments** scroll to the bottom of the page to find those sections
- ✓ To complete your review click the **Approve** or **Deny** button

Click on the **View/Edit Transaction Detail** button for full transaction details or to modify or return the transaction, add approver or comments

Stanford University | FASA

Dashboard > Home

Transaction Summary

Faculty Details: [View/Edit Transaction Details](#) [Print](#) [Approve](#) [Deny](#)

| Faculty Name | Employee ID | SUNET ID | Today's Date |
|---------------|-------------|----------|--------------|
| Marcia Hoffer | 09251187 | - | 04/30/2013 |

Long Title: Professor (Research) of Physics and at the Herman Experimental Physics Laboratory
 Salary: -
 Transaction Reason: Appointment Amendment/Modify or Add additional appointment
 Transaction ID: 2116
 Originator: chofar
 Last Updated By: DACFER
 Last Update: 04/30/2013

Original Hire Date: 06/01/1971
 Termination Date: -
 Faculty Appt Date: 06/01/1997
 Departure Date: -
 Departure Reason: -

Proposed Appointment Details

| Courtesy # | School | Area | Department | Division | Job Code / Rank | Appointment Start Date | Appointment End Date | Appointment Action Reason | Appointment Notes | FTE% | Billable | Position | Faculty Line |
|------------|--------|---------------------|------------|---------------------------------|------------------|------------------------|----------------------|---------------------------|-------------------|------|----------|----------|--------------|
| 1 | HAAA | Dean of Research | HGG2 | Herman Experimental Physics Lab | Profess-Research | 06/01/1998 | 06/31/2012 | | | 0 | | | NT |
| 2 | TFAA | School of Education | | | | 03/05/2012 | 03/05/2014 | | | 0 | | | |

Comments
No Comments

Approval History

| Approver | SunetID | Sequence | School | Approval Role | Org Code | Approved? | Approval Date | Approved For |
|----------------|---------|----------|------------------|---------------|----------|-----------|---------------|--------------|
| chofar, Marcia | chofar | 1 | Dean of Research | Dean Office | HAAA | | | |

Approval Comments
No Comments

FTE Recipients
No FTE Recipients

Attachments
No Attachments

Transaction ID 2116
 Originator chofar
 Change User DACFER
 Change Date 04/30/2013

[Approve](#) [Deny](#)