

Stanford University | FASA

Faculty and Academic Staff Appointments Teaching & Other Teaching Staff (AST-OTS)

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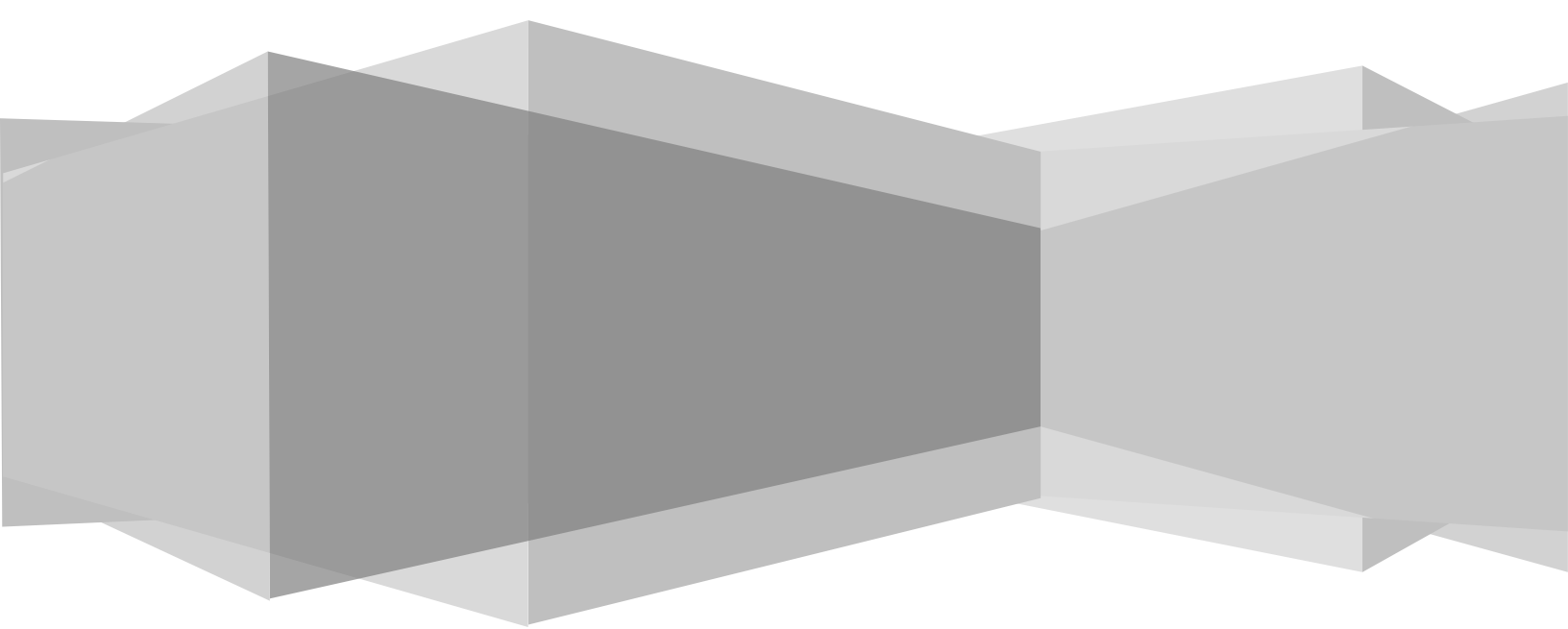


Table of Contents

Overview.....3

1. Dashboard5

 Navigation5

 Screenshot5

 Actions:5

 Dashboard Filters5

2. New Transaction6

 Select Transaction type6

 Search for Candidate7

 Initiate New Transaction8

 Enter Transaction Details8

 Approvals and Attachments12

Additional notes13

3. Reappointment14

4. Modification.....14

5. Promotion15

6. Line Change 15

7. Rehire 15

8. Termination.....16

Overview

Purpose

This guide describes the following aspects of the Faculty and Academic Staff Appointments (FASA) system:

- ✓ About Academic Appointments and FASA
- ✓ Feature Highlights
- ✓ FASA Dashboard
- ✓ Navigation & System Structure
- ✓ Transaction Record

There is a separate admin guide for users who will have administrative responsibilities in FAAS.

FASA supports the following web browsers:

- Firefox (recommended)
- Chrome
- Safari

About Academic Appointments and FASA: The academic appointment process is a serious review undertaken to ensure that the professional qualifications of a candidate meet the requisite skill and subject knowledge for employment or affiliation to fulfill identified programmatic needs in research, teaching, and/or clinical care to further the missions of Stanford University.

FASA is a university-wide system developed to automate and centralize academic appointment processes for amending existing professoriate appointments, academic staff (research and teaching) and other teaching staff. FASA will:

- automate the appointment forms and approval process using online transactions and approvals
- provide a single, central data repository for all types of academic appointment information
- provide status-tracking for online actions and reports of transaction history

FASA AST/OTS system can act a liaison between the school dean's office and HR groups. Contact your dean's office for your school specific information. This does not replace keying into PeopleSoft Job data or Non-Employee Affiliate data.

FASA provides an online transaction form replacing these existing paper forms -
 (Note, Green Forms will be replaced with this release)

Nickname	Full Name	Population	Institutional Approver
Blue Form	Recommendation for Amendment of Professorial Appointment (Appendix C)	Professoriate and Emeritus	Provost Office - Faculty Affairs
Green Form	Recommendation for Appointment: Lecturers, Other Teaching Staff and Appointments (by courtesy) (Appendix D)	Academic Staff - Teaching and Other Teaching: Lecturers, Acting, Adjunct Faculty, Clinician Educators, Clinician Educators (Affiliated), Adjunct Clinical Faculty, Visiting Faculty, Visiting Scholars, Instructors	School Dean's Offices, Dean of Research, Vice Provost Undergraduate Education (VPUE)
AS-R	Recommendation for Appointment or Promotion of Academic Staff-Research	Academic Staff - Research	Dean of Research

1. Dashboard

The **Dashboard** in FASA allows you to see transactions (pending and closed) in which you have been assigned a role. The interactive report on the dashboard allows you to customize viewing aspects of the dashboard. There are links to quickly sort and filter the transactions information and to initiate searches and new transactions.

Navigation

- Log on to fasa.stanford.edu
- Web-authenticate yourself
- You should see your dashboard!

Screenshot

The screenshot displays the Stanford University FASA Dashboard. At the top, it says "Stanford University | FASA" and "Welcome: DHOFFER Profile HelpSU". Below the header, there are navigation links for "Dashboard", "Reports", and "Administration". The main content area is titled "Home" and contains several sections:

- Actions:** Includes links for "New Transaction", "Search", "Contributor Requests (0)", and "Letters".
- Dashboard Filters:** Includes "Assigned to Me", "Assigned to Others", "Admin", "Closed", "All", and "FYI".
- Search and Filter Controls:** A search box with a "Go" button and an "Actions" dropdown menu. Below it, two filter buttons are visible: "Assigned To Me = 'Y'" and "Open = 'Y'".
- Transaction Table:** A table with columns: Name, Empl ID, Primary Org, Group, Type, Sub Type, Transaction ID, Origination Date, Status, Days Since Assigned, and Close Date. The table contains five rows of transaction data.

Name	Empl ID	Primary Org	Group	Type	Sub Type	Transaction ID	Origination Date	Status	Days Since Assigned	Close Date
Mazhar, Naeem	05932448	Precourt Institute for Energy Central	AS-T/OTS	Appointment	New	4561	01/25/2016 11:13AM	In Progress	0	-
Perkins, Christopher	50000435	International and Area Studies Group	Visiting Scholar	Appointment	New	4566	01/25/2016 11:42AM	In Progress	0	-
Reiner, James	04302402	Contingent	Visiting Scholar	Appointment	New	4552	01/25/2016 10:54AM	In Progress	0	-
Reiner, Miriam	09725326	T. H. Geballe Laboratory for Advanced Materials	Visiting Scholar	Appointment	New	4556	01/25/2016 11:01AM	In Progress	0	-
Serpe, Mike	06006602	Freeman Spogli Institute for International Studies Central	AS-T/OTS	Appointment	New	4519	01/20/2016 02:25PM	In Progress	5	-

1 - 5 of 5

Actions:

New transaction – click to initiate a new transaction

Search – allows you to begin a search of transaction(s) by one or more criteria or use the **Search box** to begin a search for transaction(s) within a selected column type. Searches can be done by name, SUNet ID, Employee ID, by various components of the transactions detail, or by information within each column. Results can be exported to Excel.

Dashboard Filters

Assigned to Me – lists all open transactions that are assigned to you, waiting for your action.

Assigned to Others – lists all open transactions that include an assigned role for you and are currently assigned to someone else.

Admin – (for **Dean’s office only**) list transactions that are ready to be uploaded to FAAS

Closed – list all closed transactions within prior 60 days

All – list all open and closed transactions

FYI – list all transactions that you are added as an FYI

2. New Transaction

To create a new transaction, click on the New Transaction link on the left-hand side of the Dashboard. The system shall redirect to a new page with options to select a Transaction type.

Select Transaction type

1. Select the transaction type for which you want to create a transaction. For the purposes of this testing, select either one of the choices below:
 - a. Academic Staff - Teaching / Other Teaching Staff
 - b. Visiting Scholar
 - c. Clinician Educator / Adjunct Clinical Faculty / Instructor

Stanford University | FASA

Dashboard | Reports | Administration

Home > New Transaction

Select transaction type

Form

Professoriate Amendment

Academic Staff-Research

Academic Staff - Teaching / Other Teaching Staff

Visiting Scholar

Clinician Educator / Adjunct Clinical Faculty / Instructor

Appointment

Modify Appointment

Termination

New

Reappointment

2. Select Appointment -> **New**
3. **Describe Intended Action** is a required field. Enter a brief description of the action you are initiating. This will show throughout the transaction and will assist approvers in identifying the action (i.e., *New appointment for X in the Z Department from date to date*).

*** Describe Intended Action**

For Example "Renew courtesy appointment in Precourt for 3 year term"

Search for Candidate

Search for Candidate by "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. **Recommended search is by Empl ID.** A name search requires both last and first name fields and may result in many rows of information.

Search for a Candidate - For the most accurate search results, select "Employee ID" (if available) as the search criteria. The next best option would be entering "SUNet ID".

Name (last, first) Employee ID SUNet ID Exact match is required.

We recommend you always search for the person first, even for a new appointment. Enter name and hit search.

Paid: If no results are found and the person will be paid you may proceed with finishing up the transaction and submitting for approvals without the EmplID. You do not need to submit a HelpSU ticket as your HR will create the EmplID when they process the candidate to be hired.

Unpaid: If no results are found and the person will be unpaid click on the HelpSU ticket link to initiate a ticket with University Human Resources. **Click on Secure Portal link.** This link can be used to enter candidate's information needed to create a new record in PeopleSoft. The link can be sent directly to the candidate for completion. In addition, a HelpSU ticket must be created to notify HRTS regarding the person record to be created for the candidate.

You may proceed with finishing up the transaction and submitting for approvals in the meantime. Once the HelpSU is resolved by the HR transaction group (usually within 2-3 business days), they will provide the EmplID for the individual (in the ticket).

If the transaction hasn't already started yet, you may use the new EmplID to search for the person.

If the transaction is started and is in the approval process, you can enter the EmplID at any time into the transaction and validate it. See Validate Employee section below for details.

If the individual has a prior Stanford affiliation: From the list, select the person for transaction. If the candidate's name appears in multiple rows, select any one of the rows that identify that individual. Click **Select Person**.

[**Note:** if a transaction is already pending for this individual, your only choice is to **View** the action. Click View to see details of the pending item.]

Initiate New Transaction

Initiate New Transaction screen lists all the current and historical appointment information. Review for an existing appointment line that may fit your transaction. Click the box before any appointment line which matches the department and exact appointment type of transaction and click **Next**. Based on the role in Authority manager, the system will run the check if the person is selecting an appointment within the orgs he has access to. If not, the originator will not be allowed to proceed.

If no appointments are displayed in the Current Appointments and/ or Future Appointments section, and if you wish to add a new appointment, check the appointment you wish to add from the **Add New Appointment** section. Click on **Add** to add the appointment. Click on **Next** to proceed.

Stanford University | FASA Welcome: JESSMEN Profile HelpSU

Dashboard | Reports | Administration

Home > New Transaction > Select Appointments

Initiate New Transaction: ()

< Back Next >

Current Appointments

has no Academic Staff - Teaching / Other Teaching Staff position with Stanford. Please Select one from Add New Appointment Section.

Add New Appointment

AST/OTS Appointment 1
 AST/OTS Other (Any appointments other than a regular appointment. e.g. admin appointment)

School of Medicine Only

AST/OTS Primary
 AST/OTS Joint
 AST/OTS Secondary 1
 AST/OTS Courtesy 1
 AST/OTS Sec Zero FTE 1

Add Cancel

< Back Next >

Enter Transaction Details

1. **Biographical/ Demographical Data** - Enter transaction details for the candidate. Enter details in Biographical/ Demographical section including candidate's Name, Work Address, Ethnicity, Gender etc.

This information will reside in FASA only and will not transfer to PeopleSoft records.

If the person already exists at Stanford, and the Bio/Demo information of that person exists in PeopleSoft, system will pre-populate the information for the user.

Validate Employee – For an unpaid person, use the validate employee button once you have the Employee ID for the candidate in action. Once you click on Validate Employee ID button, the system will auto-populate the name, address, citizenship and ethnicity from PeopleSoft tables. The information will be read-only once validated.

Click “save” after completing each section. Check for any error messages at top of the page.

Biographical/Demographic Data			
Last Name	<input type="text"/>	First Name	<input type="text"/>
		Middle Name	<input type="text"/>
		Validate Employee ID (if available)	
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>	Country	<input type="text"/>
Citizenship	<input type="text"/>		
Ethnic Group	<input type="text"/>		
Gender	<input type="text"/>		
Email ID	<input type="text"/>		
Visa Type	Expiration Date	Click here to add Visa related documents	
Description of the current VISA status	<input type="text"/>		

2. **Education and Employment** - Enter degree information and current employer information

Education and Employment			
Highest Degree Awarded			
<i>Proof of receipt of PhD is required if degree awarded within the last year</i>			
✘ Degree Type	<input type="text"/>	School	<input type="text"/>
		Date Awarded	<input type="text"/>
Click here to add degree related documents			
Current Employer	<input type="text"/>	What type of organization is this?	<input type="text"/>
		What type of employment position is this?	<input type="text"/>
Does this person currently work as Stanford staff? No			

3. **Licenses and Location** – Confirm if person has a license and, if applicable, enter off-site location (i.e., VAPAHCS, SCVMC, Kaiser- Santa Clara, John Muir, CPMC, South Bay, Valley Care, etc.)

Licenses and Location (Applicable to SoM)	
Has California Professional License?	<input type="text"/>
Off-site Location	<input type="text"/>

4. Appointment Details:

Appointment Org – Select the lowest org that the candidate would be appointed to. This field will be used by the system to define access to the transaction. Users are allowed to create transactions for the orgs they have access to.

If originator creates an appointment in an org he doesn't have access to, he will not be able to edit that transaction once he saves it as the appointment belongs to a different org.

Hiring Org – Hiring Org is the Org in which the candidate is going to be hired for.

Appointment Details		
Proposed School		
Appointment Type AST/OTS Primary	Appointment Org/Department Pediatrics(XFZS) <input type="text"/>	Hiring Org/Division (Optional) Peds/General Pediatrics(XIIA) <input type="text"/>

Enter **Appointment Start** and **End dates**. System will calculate the duration.

Proposed Start/End Dates				
Appointment Type AST/OTS Primary	Org Code	Start Date <input type="text"/>	End Date <input type="text"/>	Duration 0

Enter FTE and Position details.

Proposed FTE & Position																					
Appointment Type AST/OTS Primary	Org Code	FTE (%) <input type="text"/>	Position Number (Optional) <input type="text"/> <input type="button" value="Validate"/>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th colspan="3">Teaching load</th> </tr> <tr> <th></th> <th># of Courses</th> <th># of Units</th> </tr> </thead> <tbody> <tr> <td>Autumn</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Winter</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Spring</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Summer</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><i>If courses have ranges, enter a highest possible value</i></p>				Teaching load				# of Courses	# of Units	Autumn	<input type="text"/>	<input type="text"/>	Winter	<input type="text"/>	<input type="text"/>	Spring	<input type="text"/>	<input type="text"/>	Summer	<input type="text"/>	<input type="text"/>
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Winter	<input type="text"/>	<input type="text"/>																			
Spring	<input type="text"/>	<input type="text"/>																			
Summer	<input type="text"/>	<input type="text"/>																			

6. **Intended Role – A Faculty Sponsor** is required if the candidate is involved in a research activity; else it is optional.

If entered, the Faculty Sponsor, by default, will be the first approver of the transaction. The Faculty Sponsor will always be the first approver for a Visiting Scholar form and any transaction including research activity.

Intended Role

Does Appointment include Clinical duties for School of Medicine? No Yes

Faculty Sponsor: *Note: Faculty Sponsor is mandatory only if research activity will be conducted, otherwise optional*

Candidate will have a teaching role. List courses the candidate is expected to teach:

Candidates will have other roles and responsibilities in addition to or instead of teaching, specify:

Candidate will be involved in research activity,specify activity:

Describe available evidence of candidate's teaching ability (if applicable)
Link to upload attachment if the text is greater than 1024 characters

Reason for this Appointment

Candidate will substitute for faculty member on leave

This is an interim appointment while search is going on

Candidate possesses expertise not otherwise available in the dept / school, specify

Other, specify

Approvals and Attachments

1. Click **Save All** to save appointment information to complete transaction or to return to the form later. Check for any error messages at the top of the page.

Dashboard | Reports | Administration

Home > Edit Transaction

Name: , Action: Appointment from 09/01/2016 - 08/31/2017

2. Click **Add/Modify Approvers**. FASA will list the required approval levels for this action, but you will need to select the approver for each approval level from the drop-down menus. If an approver is listed more than once, select the approver only once. **You may add or insert additional approvers at any approval level** (e.g. a lab manager and/or department manager added as another department approver; a second school approver at the dean’s office level). **Note:** Faculty Sponsor will automatically be added as the first approver for transactions that have the Faculty Sponsor added.

Click on **Save** in the **Add/Modify Approvers** section. FYI notifications can be added in the Approvals section for any user with a FASA Viewer role. **For all paid individuals, please add Faculty Compensation and the appropriate Human Resource Administrator for your department as an FYI.**

3. **Attachments:** To add supporting documents click **Manage**. Browse for and upload any documentation, as appropriate.

Attach appointment file in a single PDF.

In addition to the normal appointment documents required, if the person is paid, please attach the draft offer letter in a Word document and the Personnel Action Form. Again, these two documents should be uploaded separately from the appointment file.

Public or **Private** comments can be added to transaction. Click on the “**Add Comment**” button to add comments. Comments designated **Private** are seen only by the originator and designated recipient and are deleted when the form is approved. **Public** comments become part of the transaction record.

4. To review your entries, click the **View Summary** button in banner at top of the form.
5. Click **Submit for Approval** to route transaction for approval. (*If the **Submit for Approval** button is missing, go back to Step 9 and add Approvers.*) Message at the top of the screen will say: Approver list configured successfully.

Additional notes



Use **Back** to go back from appointment details page to page on which to reselect appointment types to modify or to add an appointment before the transaction is submitted for approval.

Use **Withdraw Transaction** to stop a transaction after approval routing has begun. (Best practice: minor errors can be corrected by a transaction approver).

View Summary provides a summary of the transaction with changed information highlighted.

View Milestones provides summary of transaction form activities with date information.

Use **Add/Modify Contributor** to give access to the transaction to other contributors for completing required information – before the form is routed for approvals.

Approval Email will be sent to the originator, school approver and admin. At this time, FYI's do not receive the approval email notification. It is the originator's responsibility to forward it to the appropriate human resource administrator(s).

Final Offer Letter (with OAA and Faculty Compensation edits) will be included as an attachment and available for the originator to download after approval email is sent out. Post-approval renegotiations causing changes to salary, duties and offer letter terms should be sent via email to OAA and Faculty Compensation approvers via email and not through FASA.

Final Letter of Invitation (with edits) will be included as an attachment and available for the originator to download after approval email is sent out.

Final Personnel Action Form (with edits) will be included as an attachment and available for the originator to download after approval email is sent out.

Salary Only Changes are not handled in FASA and the process is to continue to send PAF directly to Faculty Compensation.

3. Reappointment

The reappointment action is used to request a reappointment for an individual currently holding an appointment at any AST/OTS rank.

FASA will pre-populate the current information for the individual from FAAS. User can edit necessary fields on the form and submit it for approval.

The navigation and approval process for reappointment remains the same.

4. Modification

The modification action is used to change or update details for an existing appointment. Examples of actions are changes to appointment FTE, department affiliation and appointment

dates (in some cases). Some modifications may be substantial and may require a reappointment transaction.

FASA will pre-populate the current information for the individual from FAAS. User can edit necessary fields on the form and submit it for approval.

The navigation and approval process for modification remains the same.

5. Promotion

The promotion action is used to request a new appointment as a result of a promotion within the AST/OTS ranks, e.g. from a regular level to senior level.

Promotion action is only available to Clinician Educators and Adjunct Clinical Faculty. FASA will pre-populate the current information for the individual from FAAS. User can edit necessary fields on the form and submit it for approval.

The navigation and approval process for promotion remains the same.

6. Line Change

For a line change, please use the modification action. Examples of actions are Instructor to Clinician Educator, Clinician Educator to Adjunct Clinical Faculty, Adjunct Clinical Faculty to Clinician Educator (Affiliated), Visiting Faculty to Clinician Educator, etc.

FASA will pre-populate the current information for the individual from FAAS. User can edit necessary fields on the form and submit it for approval.

The navigation and approval process for line change actions remain the same.

7. Rehire

If the individual once held an appointment at Stanford, was terminated, and is now being rehired please use the reappointment action.

FASA will pre-populate the current information for the individual from FAAS. User can edit necessary fields on the form and submit it for approval.

The navigation and approval process for rehire actions remain the same.

8. Termination

The termination action is used to terminate active appointments and end the Affiliation in the FAAS System. This action will normally be initiated by the home department and/or school.

The navigation and approval process for termination remains the same.