

FASA
(Faculty & Academic Staff Appointments)

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Faculty and Academic Staff Appointments (FASA) System Overview

Overview

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
- ✓ Notifications
- ✓ Template Letters
- ✓ Transaction Reports
- ✓ Security

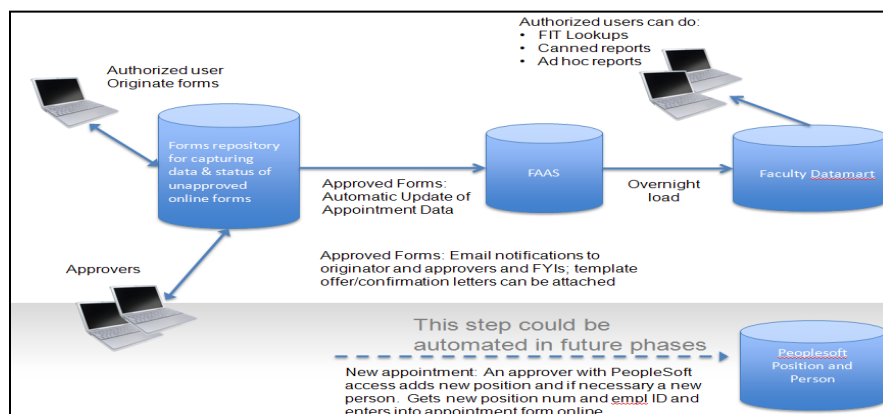
FASA supports the following web browsers:

- Firefox v13 and above (recommended)
- Internet Explorer v8 or v9
- Safari
- Chrome

About Academic Appointments and FASA: The academic appointment process is a serious review undertaken to ensure that the professional qualifications of a candidate meets 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.

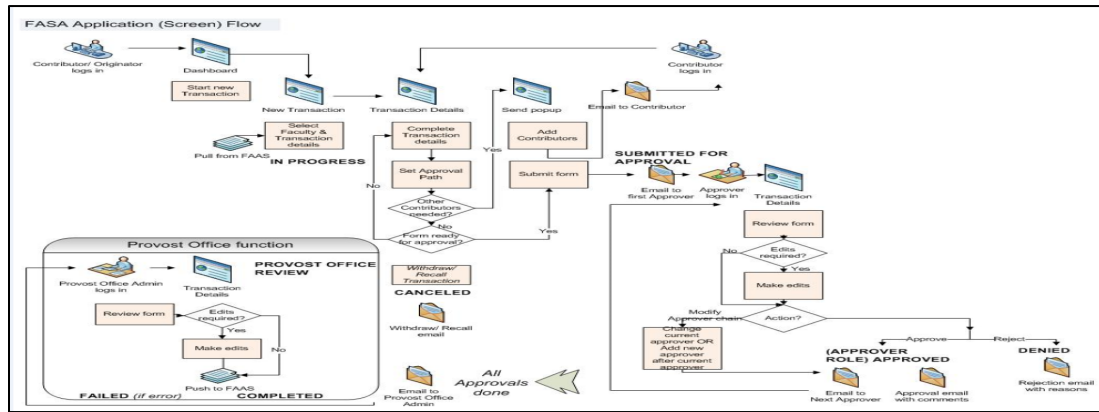
FASA is a university-wide system developed to automate and centralize academic appointment processes for amending existing professoriate appointments, academic staff (research and teaching) and other teaching staff. FASA will:

- 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



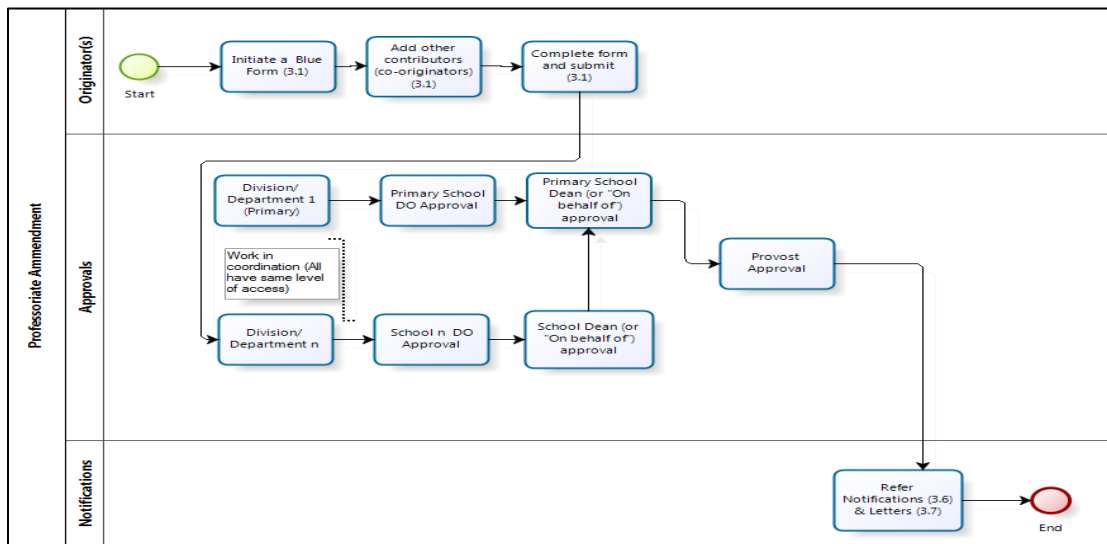
FASA is designed to take the sometimes complicated paper form routing and automate the transaction workflow based on the type of transaction and departments and schools involved and provide electronic approvals. No more paper forms!

What FASA does behind the scenes -



Feature Highlights

Workflow design for FASA transactions -



On line review and approvals for transactions:

- Forms can be shared between Contributors to complete required information before sent for final approvals.
- Departmental- and School-level approvals required for each unique transaction are pre-determined and assigning the transaction to a specific individual for each required level is done by choosing from a drop-down list of individuals who have been given authority through Authority Manager.
- Subsequent approval routing for a transaction is pre-programmed.
- Approvers at any level have the ability to insert additional approvers and FYI notifications.

FASA will provide an online transaction form replacing these existing paper forms -

(*Note, Green Forms and AS-R Forms will be replaced with future releases)

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, Consulting, Clinician Educators, Adjunct Clinical Faculty, Visiting Faculty	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

FASA Dashboard

The screenshot shows the FASA Dashboard interface. At the top, it says 'Stanford University | FASA' and 'Welcome: DHOFER Profile HelpSU Logout'. Below this is a navigation bar with 'Dashboard | Reports' and 'Home'. There are sections for 'Actions' (New Transaction, Search, Contributor Requests) and 'Dashboard Filters' (Assigned to Me, Assigned to Others, Closed, All). A search bar and a filter for 'Assigned To Me = 'Y'' are visible. The main content is a table of transactions:

Faculty	Empl ID	Primary Org	Type	Sub Type	Transaction ID	Origination Date	Status	Days Since Assigned	Assignee	Close Date
Artabane, Adam	00464891	Graduate School of Business	Appointment Amendment	Appointment Extension	2324	02/07/2013 01:45PM	Denied	70	Hofer, Denise	02/19/2013 03:51PM
Caplan, Felcia	09684280	Chemistry	Appointment Amendment	Modify or Add additional appointment	3049	03/04/2013 10:42AM	In Progress	57	Hofer, Denise	-
Karahan, Hanna	09967167	Hansen Experimental Physic Lab	Appointment Amendment	Appointment Extension	2830	02/25/2013 12:55PM	Withdrawn	64	Hofer, Denise	02/25/2013 03:45PM

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 & System Structure

Some of the navigation features are –

The screenshot shows the Stanford University FASA dashboard. At the top, it says 'Stanford University | FASA' and 'Welcome: DHOFFER Profile HelpSU Logout'. Below this is a navigation bar with 'Dashboard | Reports' and 'Home'. The 'Actions' section includes 'New Transaction', 'Search', and 'Contributor Requests (0)'. The 'Dashboard Filters' section includes 'Assigned to Me', 'Assigned to Others', 'Closed', and 'All'. A search box is present with a 'Go' button and an 'Assigned To Me = 'Y'' filter. Below the filters is a table with the following data:

Faculty	Empl.ID	Primary Org	Type	Sub Type	Transaction ID	Origination Date	Status	Days Since Assigned	Assignee	Close Date
Artabane, Adam	00464891	Graduate School of Business	Appointment Amendment	Appointment Extension	2324	02/07/2013 01:45PM	Denied	70	Hofer, Denise	02/19/2013 03:51PM
Caplan, Felcia	09684280	Chemistry	Appointment Amendment	Modify or Add additional appointment	3049	03/04/2013 10:42AM	In Progress	57	Hofer, Denise	-
Karahan, Hanna	09967167	Hansen Experimental Physic Lab	Appointment Amendment	Appointment Extension	2830	02/25/2013 12:55PM	Withdrawn	64	Hofer, Denise	02/25/2013 03:45PM

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.

Closed – list all closed transactions within prior 60 days

All – list all open and closed transactions

This screenshot is similar to the one above but highlights the filter functionality. Blue arrows point from the 'Assigned to Me' filter in the 'Dashboard Filters' section to the 'Assigned To Me = 'Y'' filter in the search area. Another blue arrow points from the 'Assigned to Me' filter to the 'Assigned To Me = 'Y'' filter. A third blue arrow points from the 'Assigned to Me' filter to the 'Assigned To Me = 'Y'' filter. The table below shows the same data as the previous screenshot:

Faculty	Empl.ID	Primary Org	Type	Sub Type	Transaction ID	Origination Date	Status	Days Since Assigned	Assignee	Close Date
Artabane, Adam	00464891	Graduate School of Business	Appointment Amendment	Appointment Extension	2324	02/07/2013 01:45PM	Denied	70	Hofer, Denise	02/19/2013 03:51PM

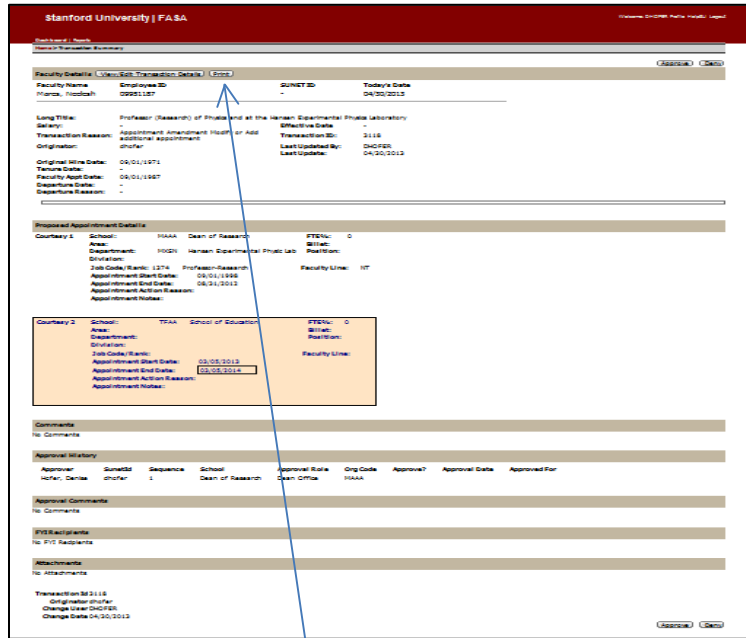
Filters: Filters can be added to information in each column by clicking on the column headings and choosing the information to filter. Remove the filter by clicking on the **red X** by the chosen filter criteria.

Approvals, Attachments, Comments:

- **Manage** button allows documents to be uploaded and attached to a transaction.
- **Comments** (public and private) can be included with the transaction information. Private Comments are seen only by originator and recipient and are deleted when form is approved. Public Comments become part of the permanent transaction record.
- Add **Contributors** to a pending transaction. A Contributor can add or edit the transaction details and manage documents not available to the Originator. The Contributor must return the transaction to the Originator who submits it for approval.
- Add **FYI Users** to receive the notification that a transaction has been approved. The FYI must have a role in FASA (see the section on Security, page 7).
- Use **Cancel** to go back from the appointment details page to the 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 the approval routing has begun. (Best practice when a minor error is identified: Originator – ask the current assignee to make the needed change. Approver – if you are not the current assignee enabled to make the needed change, ask the current assignee to make the change or to return the transaction to you.)
- **View Summary** provides a summary of the transaction with changed information highlighted and ability to approve or deny the transaction.
- **View Milestones** provides summary of the transaction form activities.

Approve or Deny Action

Transactions can be approved on the **Edit Transaction** page or the **Transaction Summary** page. Individuals assigned an approver role receive an email notification that includes a link to the **Transaction Summary** page.



Transaction Records

Transaction Summary page includes **Print** function to allow printing or saving the summary page as a PDF version, for file keeping.

Notifications

FASA sends three types of email notifications, all of which include a direct link to the transaction summary.

1. Transaction reassignment or a request for approval. Informs the recipient that a transaction has been assigned to him or her for attention.
2. Private comments about the transaction from one user to another user. The recipient will be able to view the transaction. If the recipient is designated as a Contributor or an Approver for the transaction, he or she can edit it.
3. Transaction milestones, including:
 - School Dean Office approved / submittal to the Provost's Office
 - School Dean Office denied
 - Provost Approver approved / final approval of the transaction
 - Provost Approver denied

The transaction milestone notification contains few details; the recipient must click on the link in the message to access the transaction summary to obtain them.

Template letters

The following amendments will continue to receive approval letters exclusively from the Provost's Office:

- Change in start and/or end date of appointment
- Reappointments due to approved new parent extensions
- Reappointments due to approved leave without salary
- Terminal Reappointments
- Removal of "Subject to Ph.D." notation from title

Schools may issue a letter for courtesy appointments. Customizable template letters for courtesy appointments will be available for use by school deans' offices on FASA.

Reports

Reports of FASA transaction information are available and can be downloaded to Excel, HTML, or email.

Security

Access to the system is authorized by a school dean's office by assigning a role to an individual through Authority Manager. A user gains access to FASA by supplying his/her SUNetID and password through Stanford Authentication.

Note: The Originator, Contributor (if any), and Approvers may add an **FYI Recipient** to a transaction. The **FYI Recipient** can be anyone with an assigned role in FASA. Once added to the transaction, the **FYI Recipient** will receive via email the final milestone notification ("Provost Approver approved".) **The FYI Recipient must hold the FASA Viewer role (singly or dual with another role) to view transaction information.**

FASA roles to which a user may be assigned are:

Role	Authority
FASA Viewer (may search for and view transactions, may be dual with another role)	<ul style="list-style-type: none"> ▪ View transaction ▪ Search for actions in assigned organization ▪ Report on actions in assigned organization
FASA User (Originator)	<ul style="list-style-type: none"> ▪ Start transaction, add data, attachments and comments, and submit transaction for approval ▪ Withdraw a transaction after it has been submitted ▪ Search for and report transactions for which originator ▪ An authorized user granted access as “Contributor” may perform same capabilities on open transaction as the “Originator” ▪ This role has no approver capabilities
FASA Department Approver FASA Division Approver FASA School Approver	<ul style="list-style-type: none"> ▪ Start transaction, add data, attachments and comments, and submit transaction for approval (and, in this case, cancel and start a transaction over before it has been submitted) ▪ Withdraw transaction after it has been submitted) and/or ▪ Approve/deny transaction ▪ Return an action to approver lower on approval hierarchy ▪ Reassign an action to another approver ▪ Add another approver ▪ Edit transaction data, add/delete attachments, add comments ▪ Search for and report transactions in which assigned as an approver
Institutional Approver	<ul style="list-style-type: none"> ▪ Provides final level of review required for the transaction (e.g., Provost’s Office) ▪ Set automatically by the system

FASA DASHBOARD

The FASA Dashboard is your launching point in the FASA system. It is where you can view a summary of all transactions (pending and closed) in which you have been assigned a role. From this page, you are able to initiate a search, start a transaction, see the status of a transaction and quickly sort pending transactions to view items waiting for your approval or items waiting for others to approve.

Navigation: Open a web browser and go to <https://fasa.stanford.edu> and enter your login information. The page will open to your Dashboard.

Faculty	Empl ID	Primary Org	Type	Sub Type	Transaction ID	Origination Date	Status	Days Since Assigned	Assignee	Close Date
Arbane, Adam	00464891	Graduate School of Business	Appointment Amendment	Appointment Extension	2324	02/07/2013 01:45PM	Denied	70	Hofer, Denise	02/19/2013 03:51PM
Caplan, Felcia	09684280	Chemistry	Appointment Amendment	Modify or Add additional appointment	3049	03/04/2013 10:42AM	In Progress	57	Hofer, Denise	-
Karahan, Hanna	09967167	Hansen Experimental Physic Lab	Appointment Amendment	Appointment Extension	2830	02/25/2013 12:55PM	Withdrawn	64	Hofer, Denise	02/25/2013 03:45PM

- You will see information for specific transactions, such as, faculty name, type of transactions, current status of a transaction, and to which approver it is currently assigned. You can select columns that you want to be displayed on your dashboard or add filters to the columns of information.
- Click on the faculty name to open details of that transaction.
- Click on the heading of a column to add a filter for information in that column. Click the **red X** by that filter item listed above the columns to remove it.

A look at the dashboard –

Stanford University | FASA Welcome: DHOFER Profile HelpSU Logout

Dashboard | Reports

Home

Actions

- New Transaction
- Search
- Contributor Requests (0)

Dashboard Filters

- Assigned to Me
- Assigned to Others
- Closed
- All

Assigned To Me = 'Y'

Faculty	Empl ID	Primary Org	Type	Sub Type	Transaction ID	Origination Date	Status	Days Since Assigned	Assignee	Close Date
Artabane, Adam	00464891	Graduate School of Business	Appointment Amendment	Appointment Extension	2324	02/07/2013 01:45PM	Denied	70	Hofer, Denise	02/19/2013 03:51PM
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Karahan, Hanna	09967167	Hansen Experimental Physic Lab	Appointment Amendment	Appointment Extension	2830	02/25/2013 12:55PM	Withdrawn	64	Hofer, Denise	02/25/2013 03:45PM

Actions:

Click the **New Transactions** link to initiate a new transaction form.

Click **Search** to begin a search of transaction(s) by one or more criteria – this method will search through all current and processed transactions. Information can be exported to Excel. Or use the **Search box** to begin a search for transaction(s) occurring during the last 60 days within a category under a selected column type – results can be exported to Excel.

Search Transactions 1 - 15 Next

Reset Go

Display 15

Employee Id _____

Sunset Id _____

School _____

Type All

Status ANY

Faculty Name _____

Contributor Id _____

Originator ANY

Origination Date

Start _____ End _____

Salary Effective Date

Start _____ End _____

Appointment Effective Date

Start _____ End _____

Title Effective Date

Start _____ End _____

Employee Id	School
00858670	Civil & Environm Engineering
03344017	Medicine
03673258	Civil & Environm Engineering
02050185	Mathematics
03185246	Health Research and Policy
04696167	Hansen Experimental Physic Lab
09724972	Peds/Neonatology
09784919	Aeronautics & Astronautics
01200161	Communication
00783258	Offices of the President and Provost
01326750	Psychiatry and Behavioral Sci
05220993	Med/Endocrinok
01104504	Communication
04309480	Med/Oncology
02408367	Dummy

Download 1 - 15 Next

Contributor Requests allow you to see if someone else has requested authority as a contributor to a pending transaction. You can approve or deny from this screen.

Stanford University | FASA

Dashboard | Reports

Home

Actions

- New Transaction
- Search
- Contributor Requests (0)

Dashboard Filters

- Assigned to Me
- Assigned to Others
- Closed
- All

Assigned To Me = 'Y'

Faculty	Empl ID	Primary Org	Type	Sub Type
Artabane, Adam	00464891	Graduate School of Business	Appointment Amendment	Appointment Extension
Caplan, Felica	09684280	Chemistry	Appointment Amendment	Modify or Add additional appointments

Dashboard Filters:

Assigned to Me – lists all open transactions that are assigned to you, waiting for your action. Click on the faculty name link to open that specific transaction.

Assigned to Others – lists all open transactions that are currently assigned to someone and that include an assigned role for you as an Originator, a Contributor, or as an Approver.

Closed – list all closed transactions within prior 60 days

All – list all open and closed transactions

APPROVER RESPONSIBILITIES - FASA

All transactions must be approved, however the number of approvers depends on whether the school is hierarchical or not, and for faculty in hierarchical schools, the level at which the transaction originates. The different types of possible approvers (in ascending level of authority) are: division, department, school dean's office, school dean, provost's office and provost. The default routing order of a transaction will be set based on the sequence of approvers generated by the routing algorithm and the approval chain created by the originator.

An approver can approve an action, deny an action, return an action, edit the proposed appointment details, modify the list of approvers, add an FYI recipient, add an attachment, add and view comments (all public comments and any private comments addressed to the approver).

Navigation Path

An approver has two ways to access a transaction:

1. Email notification is sent when a FASA transaction has been assigned to an approver. The email contains a link which opens directly to the Transaction Summary page. From this page the transaction can be approved or denied or approver can return to the transaction detail page to make modifications to the transaction or approver list.
- OR**
2. Log in to the FASA dashboard page at <https://fasa.stanford.edu>. Find the transaction in the list and click on the faculty member's name to access the transaction.

Approver Procedure

1	Transaction Summary supplies the essential details about a faculty member, the transaction, proposed appointment details with proposed changes indicated, comments (if any), approval history and document attachments.
2	To approve the transaction from this page, click on Approve at the top or bottom of the page. To deny the transaction, click on Deny and provide an explanation. Your explanation will be included in a notification email to previous approvers.
3	To view all information or to modify the action in some manner (e.g., the proposed appointment details, the list of approvers, add an FYI recipient, add an attachment, add a comment or return an action) click View/Edit Transaction Details at the top of the page.
4	If you wish to approve or deny the transaction following the more detailed review, click on Approve or Deny in the Approver Workflow box. Deny requires an explanation.
5	If you are editing proposed Faculty Details or proposed Appointment Details , please refer to the Table of Contents of this document for other instructions.
6	To return the transaction , click on Return to Approvers in the Approver Workflow box. Choose the individual to whom transaction will be returned. Note: Form will return to approver chosen and all subsequent approvals and routing will be reset and must be reentered.
7	To add another approver in the approval chain, click on Add/Modify Approvers in the Approver Workflow box. Individual will be inserted in the approval chain at this point and transaction will then continue with remaining approval workflow.
7	To add an FYI recipient, click on Add FYI User located on the Approvers row. Start typing the FYI recipient's first name. The list will narrow. Select the name of the recipient and click on Submit . <i>This step must be done before you approve the transaction.</i>
8	Attachments: To add supporting documents click Manage . Browse for and upload the documentation. <i>This step must be done before you approve the transaction.</i>
9	Comments , 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. <i>This step must be done before you approve the transaction.</i>

ADD A JOINT OR SECONDARY (WITH FTE) APPOINTMENT

The ***ADD A JOINT OR SECONDARY (WITH FTE) APPOINTMENT*** action is used to add a new appointment type recognizing a faculty member's contributions to a department other than his/her primary department. The primary and secondary designations may be changed with the unanimous consent of the faculty member, the relevant department Chairs and school Deans.

Both appointment types require that the percent time of the primary appointment is less than 100% FTE. The percent time of appointment of a joint appointment is 50% FTE, so the primary must be reduced to 50% FTE. The percent time of a billeted secondary appointment may vary but must be less than 50% FTE. A new joint or secondary (with FTE) appointment must be coterminous with the primary appointment.

These appointments are made at the same rank as the faculty member's primary appointment with the exception that appointments made in one of the designated policy institutes are at the senior fellow or center fellow rank.

The department requesting the new affiliation initiates the action which must be approved by the faculty member's home department and the dean(s) office. The recommendation form must designate the FTE for both the primary and the secondary appointment and confirm that the new department has voted on the recommendation.

***Policy:** [Faculty Handbook: section 2.6B\(1\)](#)

Navigation Path:

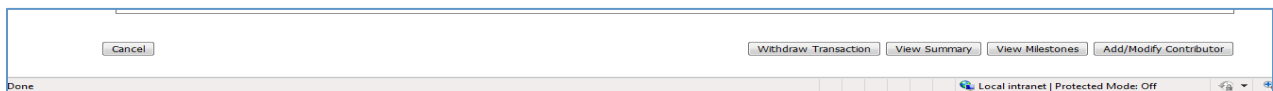
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

Originator Procedure:

1	Click on New Transaction .
2	Click on Appointment Amendment .
3	Click on Modify or Add additional appointment .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions. 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 to which data changes are to be made. If no lines of existing appointment information match your intended transaction proceed to the next step.

8	If needed, click on Add Additional Appointment . In the box labeled “ Add New Appointment ”, choose an “Appointment Type” and click on “ Add ”. Repeat as necessary to add all of the new appointment types. Only complete this step when a matching line does not already exist in the appointment information.
9	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
10	Below the Appointment Details bar and in the Proposed School section select the school, area (if applicable), department, and division (if applicable) for each new appointment type added.
11	Click Save button at top right corner of Appointment Details section. This will update / refresh menu choices in remaining fields.
12	Scroll down to Proposed Start/End Dates (enter in MM/DD/YYYY format or use the calendar icon) section and enter the start date (and end date, if applicable) for each new appointment type added. Note: when adding a joint appointment, the primary appointment’s start date must be changed to the effective date of the additional appointment; this is because a new line in FAAS will be added with the new % FTE split.
13	If current appointment is ending in conjunction with action, enter (or change) end date as needed.
14	Scroll down to Proposed FTE & Billet/Position : Find each appointment to be changed and enter the new FTE information in the corresponding field(s).
15	Scroll down to Proposed Rank and select the appropriate rank from the Job Code menu.
16	Click Save in the Appointment Details section.
17	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
18	Attachments: To add supporting documents click Manage . Browse for and add any documentation, as appropriate.
19	To review your entries, click the View Summary button at the bottom of the form
20	Click Submit for Approval to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 17 and add Approvers.)</i> Message at the top of the screen will say: Approver list configured successfully.

Additional notes:



Use **Cancel** 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.

Comments, 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.

ADD A COURTESY, SECONDARY 0% FTE, ADMINISTRATIVE APPOINTMENT

The ***ADD A COURTESY OR SECONDARY 0% FTE APPOINTMENT*** action is used to add a new appointment type recognizing a faculty member's contributions to a department other than his/her primary department that are less formal than that of a joint appointment.

A courtesy or secondary appointment may be for the duration of the current professorial appointment or for a shorter period of time. Departments and schools are encouraged to make courtesy appointments for the longest reasonable period. For tenured faculty, a minimum of three years is a reasonable guideline. For faculty members holding a term appointment, the typical length of time would be for the duration of the individual's current appointment but should not extend beyond the end date of the faculty member's primary appointment. Academic Staff and Other Teaching Staff are not eligible for courtesy appointments.

These appointments are made at the same rank as the faculty member's primary appointment with the exception that appointments made in one of the designated policy institutes are at the senior fellow or center fellow rank. The title of a faculty member who has been appointed to a courtesy appointment should read *[Primary rank] of [Subject] and, by courtesy, of [Subject]*.

When an individual who holds a courtesy appointment is promoted to higher rank or granted tenure, the courtesy appointment must be renewed by means of a recommendation originating from the courtesy department by submitting a recommendation in **FASA**.

The department requesting the new affiliation initiates the action which must be approved by the faculty member's home department and the dean(s) office; the primary department or school may not initiate a courtesy appointment in another department or school. Recommendations should include background that justifies the courtesy or secondary appointment.

***Policy:** [Faculty Handbook: Section 2.6.E](#)

***Required Attachments:** Copy of transmittal memo from School

An ***ADD ADMINISTRATIVE APPOINTMENT*** action is used to recommend and obtain the Provost's approval of certain senior administrative appointments in the school: Vice Dean, Senior Associate Dean, Department Chair, and Independent Lab Director. Administrative appointments are normally initiated by the dean's office.

Chairs hold their administrative positions at the will of the President. Deans hold their administrative positions at the will of the Provost and the President. [Faculty Handbook: Section 1.2.D](#). A complete listing of the University's administrative and academic executive officers appears in the annual Stanford Directory; additional information is available at <http://www.stanford.edu/about/administration/index.html>

The Provost will initiate and process all administrative appointments of deans and vice provosts. The Provost also approves the following appointments: Vice Dean, Senior Associate Dean, Department Chair and Independent Lab Directors. Schools initiate and process administrative appointments of chairs. The Dean of Research initiates appointments of directors of Independent Lab, Center and Institutes.

Approval should be obtained from the Provost prior to offering the position to the faculty member. Deans may request approval for the appointment from the Provost by email, with a copy of the email to the Faculty Affairs Officer in the school. The Provost will respond by email. After the Provost as indicated his or her approval, an action should be initiated in FASA to ensure the appointment is recorded properly. Minor corrections to administrative titles may be reported to Faculty Affairs at facultyaffairs@stanford.edu.

***Policy:** [Faculty Handbook: Section 1.2.D](#)

***Required Attachments:** Copy of transmittal memo from School

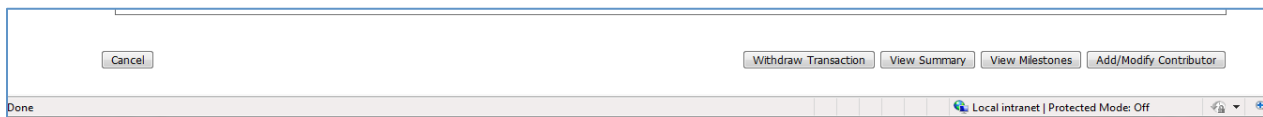
Navigation Path:

Open a web browser and go <https://fasa.stanford.edu>. Supply your SunetID and password to begin. The login will take you to the FASA Dashboard.

Add Additional Appointment: Originator Procedure

1	Click on New Transaction .
2	Click on Appointment Amendment .
3	Click on Modify or Add additional appointment .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions. 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 to which data changes are to be made. If no lines of existing appointment information match your intended transaction proceed to the next step.
8	If needed, click on Add Additional Appointment . In the box labeled "Add New Appointment", choose an "Appointment Type" and click on "Add". Repeat as necessary to add all of the new appointment types. Only complete this step when a matching line does not exist in the appointment information.
9	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
10	Below the Appointment Details bar and in the Proposed School section select the school, area (if applicable), department, and division (if applicable) for each new appointment type added.
11	Click Save button at top right corner of Appointment Details section. This will update / refresh menu choices in remaining fields.
12	Scroll down to Proposed Start/End Dates (enter in MM/DD/YYYY format or use the calendar icon) section and enter the start date (and end date, if applicable) for each new appointment type added.
13	Scroll down to Proposed Rank and select the appropriate rank from the Job Code menu.
14	Click Save in the Appointment Details section.

15	Click Add/Modify Approvers , and for each level, select approvers from the drop-down menu. If an approver is listed more than once, select the approver only once. Click on Save in the Add/Modify Approvers section . FASA will list the pre-determined approval titles for this action, but you will need to select the approver for each approval title from the drop-down menus and Save your selections. Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
16	Attachments: To add supporting documents click Manage . Browse for and add any documentation, as appropriate.
17	To review your entries, click the View Summary button at the bottom of the form
18	Click Submit for Approval to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 15 and add Approvers.)</i> Message at top of screen will say: Approver list configured successfully.

Additional notes:

Use **Cancel** to go back from the appointment details page to the 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 the approval routing has begun. (Best practice when a minor error is identified: Originator – ask the current assignee to make the needed change. Approver – if you are not the current assignee enabled to make the needed change, ask the current assignee to make the change or to return the transaction to you.)

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.

Comments, 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.

CHANGE IN FTE FOR AN APPOINTMENT

The ***CHANGE IN FTE FOR AN APPOINTMENT*** action is used to change the faculty member's FTE percentage on an existing appointment. This action will normally be initiated by the home department and/or school.

University policy allows appointment of faculty members at any rank on a part-time basis, although such appointments are in general discouraged because a large number of part-time appointments within any one department could weaken its academic program. The University does look favorably, however, upon family-related needs as a possible justification for granting **temporary reductions** from full-time to part-time status, such as when the part-time status is expected to exceed the limit of permitted leave. **Note that changes in FTE may have an impact on tenure clock calculations, sabbatical accrual, and benefits, including TGP and FRIP.**

An appointment of **fifty percent time or more** is usually necessary if the faculty member is to contribute to the academic program. Recommendations for appointment at less than fifty percent time are to indicate the circumstances requiring an exception to this guideline, the expected duration of such an exception, and whether the faculty member has been informed of the impact on benefits eligibility, the tenure clock, and sabbatical accrual.

The security of an appointment or tenure for part-time service applies only to the specific fraction stated in the most recently approved appointment action. If the appointment is for less than full-time, increasing the fraction of time to which the security of appointment applies requires the submission of a recommendation for reappointment at the newly proposed level of service. It is possible, of course, to increase the percentage of time actually served for short periods of time above the level specified on the appointment form, in which case supplementary pay would support the additional level of service (just as full-time appointees receive supplementary pay for fourth-quarter service).

***Policy:** [Faculty Handbook 2.6.D.](#)

Navigation Path:

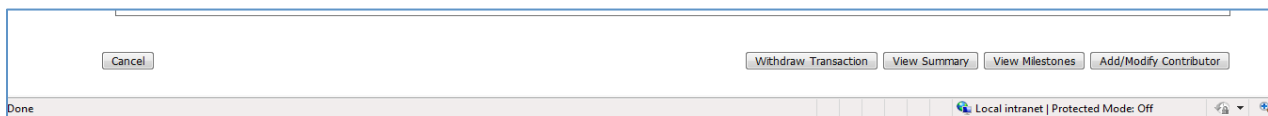
Open a web browser and go to <https://fasa.stanford.edu>. Supply your SunetID and password to begin. The login will take you to the FASA Dashboard.

Change in FTE for an Appointment: Originator Procedure

1	Click on New Transaction .
2	Click on Appointment Amendment .
3	Click on Modify/Add Additional Appointment .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.

7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	If this action impacts the faculty member’s tenure deadline date (verify with your dean’s office) follow instructions 10-12, otherwise skip to instruction 13. Under the Faculty Details section: Enter the revised tenure deadline date in Revised Tenure Deadline field , as approved by your Dean's Office. If you don't have the approved new date, contact the faculty affairs staff in your school's dean's office. [Note, forms can be sent between individuals to gather and complete required information by using Add/Modify Contributor feature described in Notes below.]
10	Under the Revised Reason field, select PT Employment (pro-rated) from the drop-down menu.
11	Click Save in the Faculty Details section. Note: If you need to make a change to a saved date, go back to Faculty Details , click on the red Delete link (marked with an x); this will delete the data and allow you to start over.
12	Below the Appointment Details bar and in the Proposed School section select the school, area (if applicable), and division (if applicable).
13	Click Save button at top right corner of Appointment Details section. This will update / refresh menu choices in remaining fields.
14	Scroll down to Proposed Start/End Dates (enter in MM/DD/YYYY format or use the calendar icon) box under the Appointment Details section: Find the correct appointment to be changed and enter the new start date and end date (if applicable) information in the corresponding field(s).
15	Scroll down to Proposed FTE & Billet/Position : Find the correct appointment to be changed and enter the new FTE information in the corresponding field(s).
16	Click Save in the Appointment Details section
17	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
18	Attachments: To add required/relevant attachments click Manage . Browse for and add any documentation, as appropriate
19	To review your entries, click the View Summary button on the bottom of the form.
20	Click Submit for Approval button to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 17 and add Approvers.)</i> Message at the top of the screen will say: Approver list configured successfully.

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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 the approval routing has begun. (Best practice when a minor error is identified: Originator – ask the current assignee to make the needed change.

Approver – if you are not the current assignee enabled to make the needed change, ask the current assignee to make the change or to return the transaction to you.)

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.

Comments, 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

CHANGE IN PRIMARY/JOINT/SECONDARY DEPARTMENT

The ***CHANGE IN PRIMARY/JOINT/SECONDARY DEPARTMENT*** action is used to change the faculty member's departmental affiliation. This action will normally be initiated by the new and/or additional department and/or school.

In all joint appointments, even those that are divided evenly between two units, one unit is designated as "primary" and the other as "secondary." The primary and secondary designations are made at the time the joint appointment is initiated and may be changed with the unanimous consent of the faculty member, the relevant department Chairs, institute directors, and school Deans.

Faculty holding joint appointments are expected to carry a normal load of teaching, administrative, and leadership responsibilities. The precise nature of those responsibilities will depend on the roles the faculty are expected to play in the departments, schools, or policy institutes to which they are appointed. The Chairs (or Deans or directors, as applicable) of the relevant academic units should consult on these matters.)

***Policy:** [Faculty Handbook 2.6.B](#)

Navigation Path:

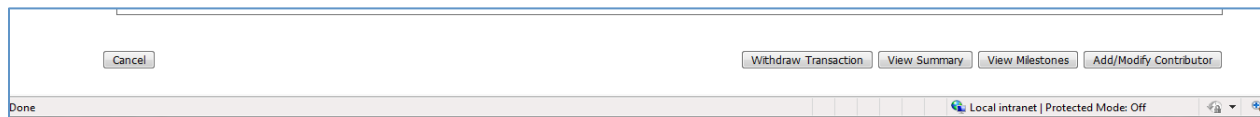
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

Change in Primary/Joint/Secondary Department: Originator Procedure

1	Click on New Transaction .
2	Click on Appointment Amendment .
3	Click on Modify or Add additional appointment .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	Scroll down to Appointment Details : Find the appointment type(s), e.g., primary, joint, secondary, and to the field(s) to the right, make the necessary changes by selecting from the menu choices.

10	Scroll down to Proposed Start/End Dates : (enter in MM/DD/YYYY format or use the calendar icon) For a term appointment, change start and end dates; for a tenured or continuing term appointment, change only the start date.
11	Scroll down to Proposed FTE & Billet/Position , and enter the new billet and/or position number, if available from your Dean's Office.
12	Click Save in the Appointment Details section.
13	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
14	Attachments: To add supporting documents click Manage . Browse for and add any documentation, as appropriate.
15	To review your entries, click the View Summary button at the bottom of the form
16	Click Submit for Approval button to route transaction for approval. (<i>If the Submit for Approval button is missing, go back to Step 13 and add Approvers.</i>) Message at top of the screen will say: Approver list configured successfully

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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 the approval routing has begun. (Best practice when a minor error is identified: Originator – ask the current assignee to make the needed change. Approver – if you are not the current assignee enabled to make the needed change, ask the current assignee to make the change or to return the transaction to you.)

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

Comments, 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.

CHANGE APPOINTMENT DATE(S)

The ***CHANGE APPOINTMENT DATE(S)*** action is used to change the date on which a faculty member's appointment is to begin (and end, for a fixed term appointment) when, for example, a faculty member is delayed in coming to Stanford. This action will normally be initiated by the faculty member's home department and must be approved by the dean(s) office.

*This is a procedural change; there is no corresponding policy reference.

Navigation Path:

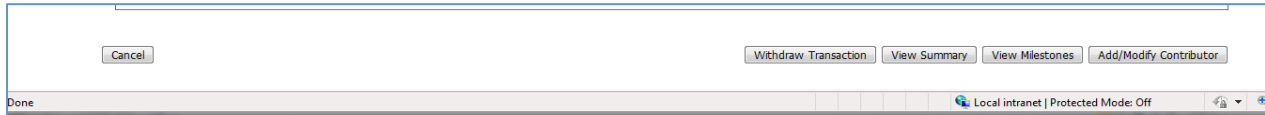
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard

Change appointment date(s): Originator Procedure

1	Click on New Transaction .
2	Click on Appointment Amendment .
3	Click on Modify or Add additional appointment .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	Scroll down to Proposed Start/End Dates section: (enter in MM/DD/YYYY format or use the calendar icon) For each appointment shown, enter the new start date and end date (if applicable) information in the corresponding field(s).
10	Click Save in the Appointment Details section.
11	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
12	Attachments: To add required/relevant attachments click Manage . Browse for and add any documentation, as appropriate.

13	To review your entries, click the View Summary button at the bottom of the form
14	Click Submit for Approval button to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 11 and add Approvers.)</i> Message at the top of the screen will say: Approver list configured successfully.

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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 the approval routing has begun. (Best practice when a minor error is identified: Originator – ask the current assignee to make the needed change. Approver – if you are not the current assignee enabled to make the needed change, ask the current assignee to make the change or to return the transaction to you.)

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

Comments, 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.

REMOVE SUBJECT TO Ph.D. DESIGNATION

The **REMOVE SUBJECT TO Ph.D. DESIGNATION** action is used to remove the Subject to Ph.D. contingency upon receipt of official confirmation from the dean or registrar at the individual's university stating that all requirements for the Ph.D. have been completed and the degree has been granted. The faculty member's home department initiates the action, attaching evidence of Ph.D. conferral and date. The action must be approved by the deans(s) office and by the Provost, after which the Assistant Professor's appointment begins.

***Policy:** [Faculty Handbook: Section 2.6.A](#)

***Required Attachments:** Proof of PhD conferral

Navigation Path:

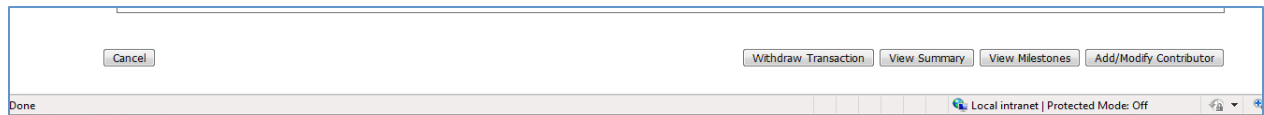
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

Remove Subject to Ph.D. Designation: Originator Procedure

1	Click on New Transaction .
2	Click on Appointment Amendment .
3	Click on Modify or Add additional appointment .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	Click the check box Removal of "Subject to PhD" . Do not fill in any of the other fields in the Faculty Details section, e.g. the tenure deadline date. The Provost's office will address this.
10	Scroll down to Proposed Start/End Dates box (enter in MM/DD/YYYY format or use the calendar icon) under the Appointment Details section and enter the new start date and end dates in the corresponding field(s).
11	Scroll down to Proposed Rank and select the rank from the Job Code menu.
12	Click Save in the Appointment Details section.

13	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
14	Attachments: To add supporting documents click Manage . Browse for and add the required documentation.
15	To review your entries, click the View Summary button at the bottom of the form
16	Click Submit for Approval to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 13 and add Approvers.)</i> Message at the top of the screen will say: Approver list configured successfully.

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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 the approval routing has begun. (Best practice when a minor error is identified: Originator – ask the current assignee to make the needed change. Approver – if you are not the current assignee enabled to make the needed change, ask the current assignee to make the change or to return the transaction to you.)

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

Comments, 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.

EMERITUS RECALL (FRIP)

****Use these instructions to start both the FRIP retirement and FRIP recall actions****

The ***EMERITUS RECALL*** action is used to create a new or renew a recall appointment once a faculty member has become an official university retiree, so they may continue to perform teaching or research. Recall appointment recommendations should be initiated by the faculty member's primary department and should be based on departmental needs that cannot otherwise be met by regular faculty, and consideration must be given to an individual's ability to carry out the proposed duties and the availability of existing space and other resources within the department or school. A faculty member may be recalled to serve in a unit other than his or her primary department; however, the primary department must approve the recall appointment. This transaction is to recommend and approve the entire FRIP recall period.

A ***FRIP*** action is only used to initiate a new 1 to 2-year recall that is mandatory as part of the Faculty Retirement Incentive Program. **Initiating this action will also create a prior Termination (Retirement) row with an effective date of 1 day prior.**

Faculty members retiring under the Faculty Retirement Incentive Plan may be recalled under the specific terms set forth in that plan. <https://facultyaffairs.stanford.edu/frip>

<p>*Policy: Faculty Handbook: Section 2.6.G (Recall of Emeriti Faculty to Active Duty)</p> <p>*Policy regarding FRIP: https://facultyaffairs.stanford.edu/retirement</p> <p>*Required attachments: No required attachments, Notice of Intent to Retire and FRIP Agreement and Release should already be on file in the Provost's Office</p>

Navigation Path:

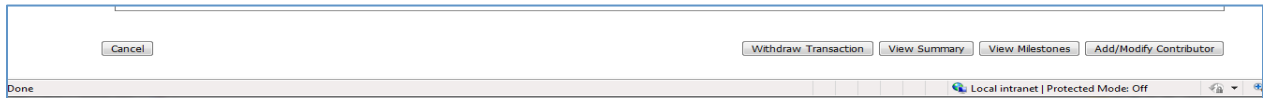
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard

Emeritus Recall FRIP: Originator Procedure

1	Click on New Transaction .
2	Click on Emeritus Recall .
3	Click on FRIP .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.

7	<p>Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions.</p> <p>Review for any additional active appointment lines. All active appointment lines should be chosen by checking the boxes - you must end any courtesy or secondary appointments, also.</p>
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	Under Faculty Details : Enter the Annual Salary in the Salary field , as well as the Salary Effective Date . (enter in MM/DD/YYYY format or use the calendar icon).
10	Click Save in the Faculty Details section.
11	Under Appointment Details : Enter the Start Date and End Date in the Proposed Start/End Dates field , (enter in MM/DD/YYYY format or use the calendar icon) FTE in the Proposed FTE & Billet/Position field and Job Code 1142 in the Proposed Rank field . If there is a Billet Number in the Proposed FTE & Billet/Position section, delete it, and Position Number is optional.
12	Click Save in the Appointment Details section.
13	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
14	Attachments : To add supporting documents click Manage . Browse for and add any documentation, as appropriate. Note: No documentation is required as the Notice of Intent to Retire and FRIP Agreement and Release are already on file in Provost’s Office – Faculty Affairs.
15	To review your entries, click the View Summary button at the bottom of the form.
16	Click Submit for Approval button to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 13 and add Approvers.)</i> Message at top of the screen will say: Approver list configured successfully

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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.

Comments, 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.

EMERITUS RECALL (Non-FRIP)

The ***EMERITUS RECALL*** action is used to create a new, or renew, a recall appointment once a faculty member has become an official university retiree, so they may continue to perform teaching or research. Recall appointment recommendations should be initiated by the faculty member's primary department and should be based on departmental needs that cannot otherwise be met by regular faculty, and consideration must be given to an individual's ability to carry out the proposed duties and the availability of existing space and other resources within the department or school. A faculty member may be recalled to serve in a unit other than his or her primary department; however, the primary department must approve the recall appointment. Before initiating an emeritus recall (non-FRIP), the faculty must have previously been terminated for retirement (this does not apply to a FRIP recall).

A ***Non-FRIP*** action has a maximum duration of 12 months. If an emeritus retiree has previously participated in the transition FRIP or current FRIP Program (03/15/2010 or later), they are not eligible to be further recalled to active duty. If you have a question regarding which FRIP program an emeritus retiree participated in, please contact Cristen Shinbashi in the Provost's Office – Faculty Affairs.

The anticipated role and funding source for the period of the recall should be described in the transaction comments or included in an attachment to the FASA form, which is then reviewed and approved by the Dean and submitted to the Provost. If the faculty member is being recalled for a specific project, the project must not exceed the duration of the recall period.

***Policy:** [Faculty Handbook: Section 2.6.G](#) (Recall of Emeriti Faculty to Active Duty)

***Policy regarding FRIP:** <https://facultyaffairs.stanford.edu/retirement>

***Required Attachments:** Copy of signed recall offer letter or department form confirming recall details

Navigation Path:

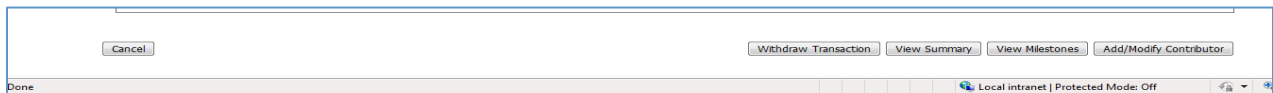
Open a web browser and go <https://fasa.stanford.edu>. Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

Emeritus Recall Non-FRIP: Originator Procedure

1	Click on New Transaction .
2	Click on Emeritus Recall .
3	Click on Non-FRIP .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.

7	<p>Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions.</p> <p>Review for any active appointment lines. All active appointment lines should be chosen by checking the boxes - you must end any courtesy or secondary appointments, also.</p>
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	Under Faculty Details : If applicable, enter the Salary in the Salary field , Enter the total actual amount to be paid. Do not annualize or pro-rate. Enter Salary Effective Date MM/DD/YYYY format or use the calendar icon). If the recall is unpaid, update the salary amount to be 0.00.
10	Click Save in the Faculty Details section.
11	Under Appointment Details : Enter the Start Date and End Date in the Proposed Start/End Dates field , (enter in MM/DD/YYYY format or use the calendar icon) FTE in the Proposed FTE & Billet/Position field and Job Code in the Proposed Rank field . Use Job Code 1143 for 50% FTE or greater and Job Code 1144 for 49% FTE or less. Position Number is optional.
12	Click Save in the Appointment Details section.
13	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
14	Attachments/Comments : An attachment or comment is required. To add attachments click Manage or Add Comment . Suggestions: 1. Attachment of a signed copy of the recall offer letter to the emeriti faculty member, including start/end dates and salary (if any). 2. Attachment of a department form confirming the details of the recall. 3. In the comments section, affirmation that the terms of the recall have been confirmed with the retiree.
15	To review your entries, click the View Summary button at the bottom of the form.
16	Click Submit for Approval button to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 13 and add Approvers.)</i>

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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.

Comments, 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.

APPOINTMENT EXTENSION: New Parent Extension

The ***APPOINTMENT EXTENSION*** action is used to create a new appointment to reflect an Approved Parent Extension, a period of Leave without Salary, or another reason, such as an extension to allow a department to complete a full reappointment. All appointment extensions are initiated by the faculty member’s home department following approval of the appropriate dean’s office.

A faculty member who becomes a parent, by birth or adoption, while holding a tenure-accruing appointment is entitled to a one-year extension of the date (under the seven year tenure clock) on which tenure would be conferred due to length of service for each birth or adoption event. This extension will normally have the effect of postponing for a year the initiation of the tenure review process. The New Parent Tenure Clock Extension, though it extends the seven year tenure clock deadline, does not extend the ten year appointment clock deadline.

This extension of the seven year tenure clock deadline is not tied to the number of weeks the faculty member is on pregnancy disability leave, whether he or she requested a reduced teaching or clinical load (see Section 3.5.B), or whether he or she subsequently takes a leave without salary for childcare purposes. The extension applies even if a faculty member becomes a parent during an off-duty quarter (such as summer quarter) and returns immediately to his or her regular work load.

To initiate the extension process, the faculty member must submit the form found at <http://www.stanford.edu/dept/provost/faculty/policies/handbook/f.html> to his or her Department Chair or to the School Dean’s Office for schools without departments. Requests must be submitted prior to the commencement of the faculty member’s tenure review. The tenure review commences when the department chair or dean informs the candidate in writing that the review process has commenced. The School will then advise the Provost’s Office through the submission of a request form in FASA and provide revised tenure clock and appointment clock calculations for the faculty member as an attachment.

***Policy:** [Faculty Handbook 2.1.D](#) and [Faculty Handbook 2.5.C](#)

***Required Attachments:** New Parent Extension form filled out and signed by the faculty member plus Tenure Clock Deadline calculation provided by the appropriate dean's office are required.

Navigation Path:

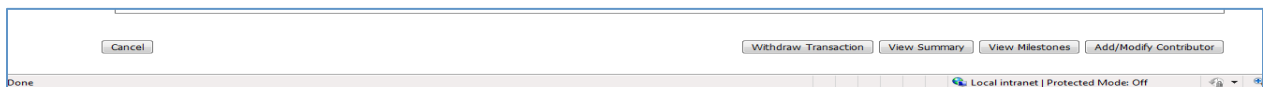
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

New Parent Extension: Originator Procedure

1	Click on New Transaction .
2	Click on Appointment Amendment .
3	Click on Appointment Extension .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.

6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	Under the Faculty Details section: Enter the revised tenure deadline date in Revised Tenure Deadline field , (enter in MM/DD/YYYY format or use the calendar icon) as approved by your Dean's Office. If you don't have the approved new date, contact the faculty affairs staff in your school's dean's office. [Note, forms can be sent between individuals to gather and complete required information by using Add/Modify Contributor feature described in Notes below.]
10	Under the Revised Reason field, select New Parent Extension from the drop-down menu
11	Click Save in the Faculty Details section. Note: If you need to make a change to a saved date, go back to Faculty Details , click on the red Delete link (marked with an x); this will delete the data and allow you to start over
12	Go to the Proposed Start/End Date box under the Appointment Details section and change the primary appointment end date first followed by the start date. (enter in MM/DD/YYYY format or use the calendar icon) Click Save in the Appointment Details section.
13	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
14	Attachments: To add required attachments click Manage . Add the required documentation.
15	To review your entries, click the View Summary button at the bottom of the form
16	Click Submit for Approval button to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 13 and add Approvers.)</i> Message at top of the screen will say: Approver list configured successfully

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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.

Comments, 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.

APPOINTMENT EXTENSION: Extension due to Leave without Salary

The **APPOINTMENT EXTENSION** action is used to create a new appointment to reflect an Approved Parent Extension, a period of Leave without Salary, or another reason, such as an extension to allow a department to complete a full reappointment. All appointment extensions are initiated by the faculty member’s home department following approval of the appropriate dean’s office.

A leave without salary extends a term appointment held by a member of the Professoriate, irrespective of faculty line, by a period equal to the duration of the leave, unless there is advanced written agreement to the contrary. This extension is not automatic; it must be accomplished through normal processes, usually with the submission of a request form in FASA by the department or school, **when the faculty member has concluded his or her leave without salary**. A leave without salary taken by an untenured Tenure Line faculty member also extends his or her seven year tenure clock. It does not extend the ten year appointment clock deadline. Periods of partial leave without salary have the same effect as described above, but on a proportional basis.

***Policy:** [Faculty Handbook 2.1.D](#) and [Faculty Handbook 2.5.C](#)

***Required attachments:** No required attachments, the Provost’s Office database should already contain a record of the leave without salary

Navigation Path:

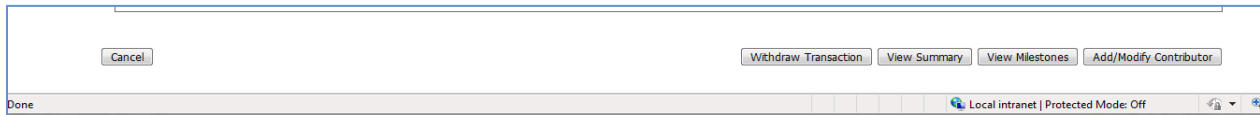
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

Extension due to Leave without Salary: Originator Procedure

1	Click on New Transaction .
2	Click on Appointment Amendment .
3	Click on Appointment Extension .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.

9	If applicable, under the Faculty Details : Enter the revised tenure deadline date in Revised Tenure Deadline field , as approved by your Dean's Office (enter in MM/DD/YYYY format or use the calendar icon). If you don't have the approved new date, contact the faculty affairs staff in your school's dean's office. Under the Revised Reason field, select Leave Without Salary from the drop-down menu. [Note: this step may not be required if there is no revision to tenure deadline]
10	Click Save in the Faculty Details section. Note: If you need to make a change to a saved date, go back to Faculty Details , click on the red Delete link (marked with an x); this will delete the data and allow you to start over
11	Go to the Proposed Start/End Date box under the Appointment Details section and change the primary appointment end date first followed by the start date. (enter in MM/DD/YYYY format or use the calendar icon) Click Save in the Appointment Details section.
12	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
13	Attachments : To add required attachments click Manage . Browse for and add any documentation, as appropriate.
14	To review your entries, click the View Summary button at the bottom of the form.
15	Click Submit for Approval button to route transaction for approval. (If the Submit for Approval button is missing, go back to Step 12 and add Approvers.) Message at top of the screen will say: Approver list configured successfully

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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.

Comments, 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.

APPOINTMENT EXTENSION: Extension due to Other Reason

The ***APPOINTMENT EXTENSION*** action is used to create a new appointment to reflect an Approved Parent Extension, a period of Leave without Salary, or another reason, such as an extension to allow a department to complete a full reappointment. All appointment extensions are initiated by the faculty member’s home department following approval of the appropriate dean’s office

***Policy:** [Faculty Handbook 2.1.D](#) and [Faculty Handbook 2.5.C](#)

***Required Attachments:** Transactions that are exceptions require a copy of school transmittal memo or other justification documentation

Navigation Path:

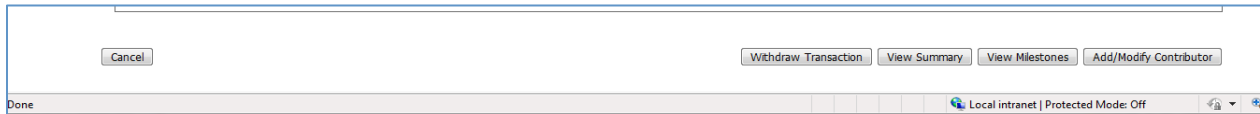
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

Extension due to Other Reason: Originator Procedure

1	Click on New Transaction .
2	Click on Appointment Amendment .
3	Click on Appointment Extension .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	If applicable, under the Faculty Details : Enter the revised tenure deadline date in Revised Tenure Deadline field , as approved by your Dean's Office. (enter in MM/DD/YYYY format or use the calendar icon) If you don't have the approved new date, contact the faculty affairs staff in your school's dean's office. Under the Revised Reason field, select Other Reason from the drop-down menu. [Note: this step may not be required if there is no revision to tenure deadline]
10	Click Save in the Faculty Details section. Note: If you need to make a change to a saved date, go back to Faculty Details , click on the red Delete link (marked with an x); this will delete the data and allow you to start over.

11	Go to the Proposed Start/End Date box under the Appointment Details section and change the primary appointment end date first followed by the start date. (enter in MM/DD/YYYY format or use the calendar icon) Click Save in the Appointment Details section.
12	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
13	Attachments: To add required attachments click Manage . Browse for and add any documentation, as appropriate.
14	To review your entries, click the View Summary button at the bottom of the form.
15	Click Submit for Approval button to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 12 and add Approvers.)</i> Message at top of the screen will say: Approver list configured successfully

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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 the approval routing has begun. (Best practice when a minor error is identified: Originator – ask the current assignee to make the needed change. Approver – if you are not the current assignee enabled to make the needed change, ask the current assignee to make the change or to return the transaction to you.)

View Summary provides a summary of the transaction with changed information highlighted. **View Milestones** provides summary of transaction form activities with date information.

Comments, 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.

***ADD AN ADDITIONAL APPOINTMENT FOR A TERMINAL YEAR
(Terminal Reappointment)***

The ***ADD AN ADDITIONAL APPOINTMENT FOR A TERMINAL YEAR*** action is used to give a faculty member a terminal year appointment after a negative tenure or promotion decision occurs and to reappoint a faculty member when a failure to perform the notice of termination or non-renewal procedures occurs as described above. The faculty member's home department initiates the action, attaching a copy of the written notification sent to the faculty member, and the action must be approved by the dean(s) office.

A member of the Tenure Line, Non-Tenure Line, or Medical Center Line faculty whose appointment has no coterminous condition and who holds a renewable appointment for one year shall be notified by March 15 if the appointment is not to be renewed. (For faculty whose appointments have a coterminous condition, see paragraph below.) Failure to give timely notice of non-renewal will entitle the individual to a special reappointment for an additional terminal year. This additional appointment for a terminal year, if granted, does not count toward acquisition of tenure by length of service.

When a faculty member holding a renewable appointment for more than one year is not given notice of termination or of non-renewal before July 1 of the penultimate year of the contract, the appointee is entitled to a special reappointment for an additional terminal year. This additional appointment for a terminal year, if granted, does not count toward acquisition of tenure by length of service.

After a formal decision to terminate a continuing appointment, or not to renew a term appointment, or not to promote a non-tenured member of the Professoriate, at whatever level, the candidate shall be promptly informed in writing.

***Policy:** Faculty Handbook [Section 2.1.D\(2\)](#)

***Policy** regarding Negative Reappointment or Promotion Decisions: [Faculty Handbook 2.8.C\(1\) and 2.8.C\(2\)](#)

Navigation Path:

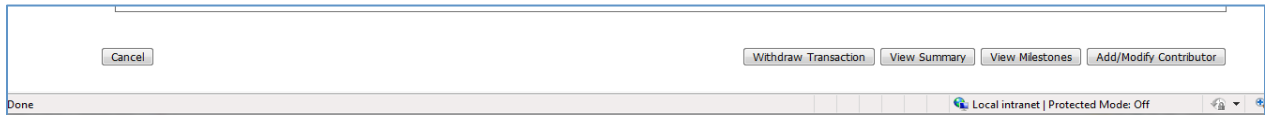
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

Add an Additional Appointment for a Terminal Year: Originator Procedure

1	Click on New Transaction .
2	Click on Appointment Amendment .
3	Click on Terminal Reappointment .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.

6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	Scroll down to Proposed Start/End Dates box (enter in MM/DD/YYYY format or use the calendar icon) under the Appointment Details section and enter the new end and start dates (in that order) in the corresponding field(s).
10	Scroll down to Proposed Rank and select the rank from the Job Code menu, if necessary.
11	Click Save in the Appointment Details section.
12	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
12	Attachments: To add supporting documents click Manage . Browse for and add any documentation, as appropriate.
13	To review your entries, click the View Summary button at the bottom of the form
14	Click Submit for Approval to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 12 and add Approvers.)</i> Message at the top of the screen will say: Approver list configured successfully.

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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).

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Comments, 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.

TERMINATION: Resignation

The **TERMINATION** action is used to terminate active appointments and end the Faculty Affiliation in the FAAS (Faculty Affairs Academic Secretary) System. This action will normally be initiated by the home department and/or school.

A **RESIGNATION** action is processed due to a voluntary termination by the faculty member.

***Required Attachments:** Resignation documentation should already be on file with Provost's Office.

Navigation Path:

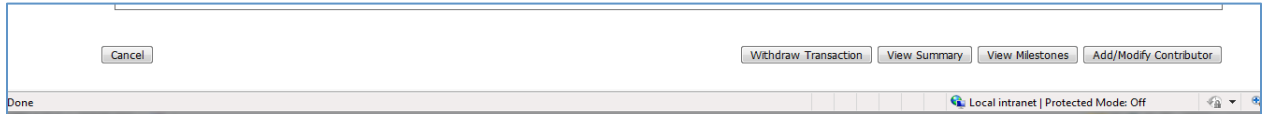
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

Termination/Resignation: Originator Procedure

1	Click on New Transaction .
2	Click on Termination .
3	Click on Resignation .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions. Click to choose all additional active appointment lines to change data for all appointments.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	In the Departure Section add the Departure Date, Departure Reason and Destination if known. Under the Appointment Details section: Enter the End Date (enter in MM/DD/YYYY format or use the calendar icon) for all appointments changing future End Dates and blanks to the last day worked then click on Save in the Departure section.
10	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
11	Attachments: To add supporting documents click Manage . Browse for and add any documentation, as appropriate. Note: No documentation is required as it is already on file in the Provost's Office – Faculty Affairs.

12	To review your entries, click the View Summary button at the bottom of the form.
13	Click Submit for Approval button to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 10 and add Approvers.)</i> Message at top of the screen will say: Approver list configured successfully

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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 the approval routing has begun. (Best practice when a minor error is identified: Originator – ask the current assignee to make the needed change. Approver – if you are not the current assignee enabled to make the needed change, ask the current assignee to make the change or to return the transaction to you.)

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.

Comments, 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.

TERMINATION: Retirement (non-FRIP only)

The **TERMINATION** action is used to terminate active appointments and end the Faculty Affiliation in the FAAS (Faculty Affairs Academic Secretary) System. This action will normally be initiated by the home department and/or school.

A **RETIREMENT** action is only necessary on a Non-FRIP retirement. **For a FRIP retirement and recall, start both actions at once following the instructions in the job aid entitled “Emeritus Recall (FRIP)”. The retirement action will be system generated as part of the Emeritus Recall-FRIP action.**

The school or department should obtain a letter signed by the faculty member specifying the effective date of the resignation. The letter should be retained in the personnel file in the school.

<p>*Policy: Faculty Handbook: Section 5.2.F (Retirement) Faculty Handbook: Section 5.2.G (Emeritus Status)</p> <p>*Policy: http://benefits.stanford.edu/cgi-bin/overview/getting_started/retirees/ (Retirement eligibility)</p> <p>*Required Attachments: Notice of Intent to Retire should already be on file with Provost’s Office</p>

Navigation Path:

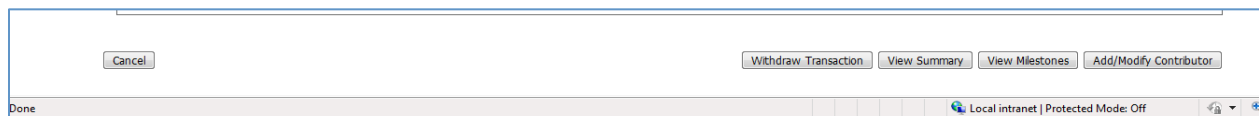
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

Termination – Retirement (non-FRIP only): Originator Procedure

1	Click on New Transaction .
2	Click on Termination .
3	Click on Retirement .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions. Click to choose all additional active appointment lines to change data for all appointments.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.

9	In the Departure Section add the Departure Date, Departure Reason and Destination if known. Under the Appointment Details section: Enter the End Date (enter in MM/DD/YYYY format or use the calendar icon) for all appointments changing future End Dates and blanks to the last day worked then click on Save in the Departure section.
10	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
11	Attachments: To add supporting documents click Manage . Browse for and add any documentation, as appropriate. Note: No documentation is required as the Notice of Intent to Retire is already on file in the Provost's Office – Faculty Affairs.
12	To review your entries, click the View Summary button at the bottom of the form.
13	Click Submit for Approval button to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 10 and add Approvers.)</i> Message at top of the screen will say: Approver list configured successfully

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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 the approval routing has begun. (Best practice when a minor error is identified: Originator – ask the current assignee to make the needed change. Approver – if you are not the current assignee enabled to make the needed change, ask the current assignee to make the change or to return the transaction to you.)

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.

Comments, 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.

TERMINATION: Death

The ***TERMINATION*** action is used to terminate active appointments and end the Faculty Affiliation in the FAAS (Faculty Affairs Academic Secretary) System. This action will normally be initiated by the home department and/or school.

A ***DEATH*** action is only necessary if the faculty member had an active appointment at the time of death.

***Required Attachments:** Copy of death notification email and/or obituary.

Navigation Path:

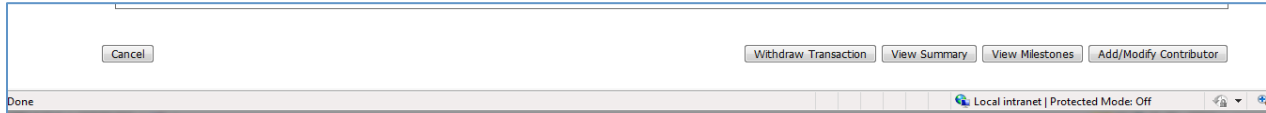
Open a web browser and go <https://fasa.stanford.edu> . Supply your SUNetID and password to begin. The login will take you to the FASA Dashboard.

Termination - Death: Originator Procedure

1	Click on New Transaction .
2	Click on Termination .
3	Click on Death .
4	Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show under public comments and will assist approvers in identifying the action (i.e., <i>Adding courtesy appointment for Prof. X of Y Department in the Z Department from date to date</i>).
5	Below the bar entitled "Search for Faculty Member," select "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. To search by "Name," the best result will be obtained by entering Last Name, First Name.
6	From the list, select the person to modify: Click the Select button at the bottom. *Note: if a transaction is already pending for this individual, your only choice is to View the action. Contact the Originator or the School Faculty Affairs Officer to be added as a Contributor.
7	Display shows information by department and appointment type currently in FAAS database (active and expired appointments). Active primary and all other active appointments with FTE have been pre-selected for every transaction. In most cases, all departments holding an active appointment with FTE should be included for approval of transactions. Click to choose all additional active appointment lines to change data for all appointments.
8	Click Next in upper right hand corner of form. *If, after clicking on Next , you need to add another appointment or return to previous page, click on Cancel at the bottom of the page.
9	In the Departure Section add the Deceased Date. Under the Appointment Details section: Enter the End Date (enter in MM/DD/YYYY format or use the calendar icon) for all appointments changing future End Dates and blanks to the last day worked then click on Save in the Departure section.
10	Click Add/Modify Approvers . FASA will list the pre-determined 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. Click on Save in the Add/Modify Approvers section . Note: In the Approvals section, you can add FYI notifications for any approved user of FASA.
11	Attachments: To add required attachments click Manage . The death notification email that the Department or Dean's Office received and/or obituary is required.
12	To review your entries, click the View Summary button at the bottom of the form.

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|----|---|
| 13 | Click Submit for Approval button to route transaction for approval. <i>(If the Submit for Approval button is missing, go back to Step 10 and add Approvers.)</i> Message at top of the screen will say: Approver list configured successfully |
|----|---|

Additional notes:



Use **Cancel** to go back from the appointment details page to the 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 the approval routing has begun. (Best practice when a minor error is identified: Originator – ask the current assignee to make the needed change. Approver – if you are not the current assignee enabled to make the needed change, ask the current assignee to make the change or to return the transaction to you.)

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.

Comments, 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.

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
Marcus, Michael	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	1274	06/01/1997	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, Michael	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](#)