

Paperwork Flow for New Faculty Appointment - Volunteer

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| Department initiates and sends to School | Request for Volunteer Appointment (SoM-KC only) Faculty Appointment Form (blue form) Copy of Affiliate Information Form that was submitted on-line Current Curriculum Vitae (CV) |
| School approves, secures signatures and sends to Faculty Affairs | Blue form with Dean's signature Copy of Request for Volunteer Appointment (SoM-KC only) Copy of CV Adds Appointment Letter with Dean's signature |
| Faculty Affairs reviews for consistency and compliance with Faculty Handbook | Request for Volunteer Appointment letter (SoM-KC only) Blue form Affiliate Information Form received via e-mail when submitted by department Appointment Letter |
| Faculty Affairs sends to Payroll to Department and School to Medical Staff Office to faculty member | Forwards via e-mail the Affiliate Information Form with assigned position number Copy of blue form with Vice Chancellor's signature Copy of blue form with Vice Chancellor's signature Appointment Letter with Vice Chancellor's signature, Resources for Volunteer Faculty brochure and a self addressed, postage paid return envelope |
| Payroll actions | Assign employee ID number and notifies Faculty Affairs via e-mail Enter demographic data from Affiliate Information Form into PeopleSoft |
| Faculty Affairs actions | Enter faculty appointment information from blue form (title, department, FTE, tenure status, etc) into PeopleSoft Notify Department Chair if signed appointment letter is not returned within 3 weeks and inactivate faculty appointment until receipt of signed letter |
| School and Departments | Faculty data available for view in PeopleSoft |
| Change in Address, Name or Preferred Name | Complete Address/Name Change Form. Payroll enters changes into PeopleSoft |
| Change in Other Demographic Data | Contact payroll with changes. Payroll enters changes into PeopleSoft |