

Using dFac's **New Appointment Reason**

When to use the New Appointment reason

New Affiliation/New to Org Unit

How? Faculty with new Secondary, Joint, Administrative, or Membership appointments would have a New Appointment form submitted on their behalf.

Internal Transfer or Department Reorganization

How? After submitting a UEA form to end the affiliation to an old org unit number, submit a New Appointment form to affiliate the person to the new org unit number.

Returning after a hiatus

Why? dFac needs a New Appointment to reconnect the faculty member to the org unit.

Keep in mind

New Appointment is geared for new secondary, joint, administrative appointments, or memberships. If using it for a primary appointment, consider whether this is truly a new connection between the person and the org, or whether the Reappointment or Change reason may be better used. Lapsed appointments should be reported to Faculty Affairs before moving forward.

When **NOT** to use the New Appointment reason

To reappoint an appointment

Why not? A reappointment is a renewal of an existing and ongoing appointment, not a new appointment.

To create an initial Primary appointment

Why not? A faculty member's initial primary appointment is captured on the New Faculty Member form.

Notes

How to submit a form with the New Appointment Reason

Open Appointments form

Locate the Appointments form on the righthand side of the dFac Launchpad.

Select appointment type

Creation of Center or Institute memberships are maintained by those orgs.

Choose Organization

Start the New Appointment the calendar day after the current appointment ends.

Choose Job Code

Contact your dFac school administrator if you unsure which job code to use.

Update appointment title

Put your cursor in one of the three appointment fields and then press Enter to update the Appointment Preview.

Add appointment details

Include these important details, as needed:

- Appointment Length
- Full Service flag
- Subtrack (Schools of Medicine or Nursing only)
- CPDC (Schools of Medicine or Nursing only)

Add attachments

Optional: If your school or unit uses the attachment section of the New Appointment form, add attachment(s).

Attachment files must be in one of the following formats: *.docx, *.pdf, *.xlsx, *.pptx.

Check the form

Use the Check button to double-check for form errors.

Submit the form

Submit the form to send it to the first level dFac approver.