

# Using dFac's **Reappointment Reason**

## When to use the Reappointment reason

### **Continuing an appointment**

*How?* Change only the selected appointment's start and end dates. The new dates should match what is documented in the signed reappointment letter.

## When **NOT** to use the Reappointment reason

### **To edit an existing appointment**

*Why not?* The Reappointment reason only allows edits to the start and end dates of a future-dated appointment.

### **To reestablish a lapsed appointment**

*Why not?* The Reappointment reason can only work if there is an active appointment to reappoint. If a faculty's appointment has lapsed, notify Faculty Affairs before proceeding.

### **To change an appointment**

*Why not?* The Reappointment reason continues an existing appointment between faculty member and org unit for a specified time period.

## Notes

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# How to submit a form with the Reappointment Reason

## Open Appointments form

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

## Select appointment

Choose the current appointment that is being reappointed.

## Change appointment start and end dates

Start the reappointment the calendar day after the current appointment ends.

## Add attachments

Optional: If your school or unit uses the attachment section of the Reappointment 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.

## Keep in mind

*dFac sets the End Reason on the current appointment to "Reappointed" when you use the Reappointment reason.*

*Once the faculty member's primary appointment is ended in dFac for any reason, including an accidental gap between appointments, the faculty member's profile will no longer display in Scholars and their data will no longer be available to downstream websites. Submitting Reappointments on time keeps the Scholars@Duke data accurate and visible.*