Faculty and Academic Staff Appointments (FASA)
System

The Faculty and Academic Staff Appointment (FASA) is Stanford’s webform system for academic appointments. FASA automates the form approval process, tracks the status of a form as it moves through the approval process and updates FAAS, the faculty record database maintained by the Provost’s Office. Questions regarding the implementation in H&S should be directed to Sue Martin (sumartin@stanford.edu) or Tina Kass (tkass@stanford.edu).

I. PROFESSORIATE
The first phase became available in April 2013 and replaced the paper-based “Blue Form” process. It provides system support for the creation and approval of the following actions related to appointments of members of the professoriate and for emeritus faculty:

- Add a department, school, or policy center/institute affiliation (joint, secondary, courtesy);
- Extend an existing appointment or create a reappointment;
- Create an administrative appointment;
- Change the percent time of appointment;
- Remove “Subject to PhD” designation;
- Begin a FRIP or Non-FRIP emeritus recall appointment;
- Terminate an appointment because of:
  - Resignation;
  - Non-FRIP regular retirement;
  - End-of-term for Szego Assistant Professor;
  - Death.

FASA forms are NOT required for:
- The end of a FRIP or non-FRIP recall unless the recall ends earlier than the planned end date;
- The end of a terminal reappointment.

NOTE: If faculty is on FRIP, please contact Cristen Shinbashi to coordinate and confirm required forms.

Brief Instructions for H&S
? Courtesy Appointment Letter Template #1 / Courtesy Appointment Letter Template #2
? FASA Reference Guide (complete instructions)
? Description of FASA roles

HSDO Contact: Sue Martin (3-7010)

II. ACADEMIC STAFF--RESEARCH (ASR)
The second phase of FASA supports appointments of Academic Staff-Research. These are managed by the H&S Human Resources group. Instructions are on the H&S HR website.

III. ACADEMIC STAFF--TEACHING/OTHER TEACHING STAFF
The third phase of FASA supports appointments of Academic Staff--Teaching (Lecturers) and Other Teaching Staff (Acting, Adjunct, Visiting, Professor of the Practice), as well as Visiting Scholars. There will be a pilot implementation for a small number of H&S departments/programs beginning in mid-May 2017, with full implementation to be effective after 9/1/2018. Implementation date for Visiting Scholar appointments is to be determined.

Process Instructions
? HSDO Process Description for Appointing AST/OTS in FASA
? New Appointment
? Reappointment
? Modify a Record
? T-Form vs. FASA Form
? FASA Tips (All Actions)
Biographical/Demographic Data Portal Instructions

FASA Form Attachments

- Staff HR Appointment Form (required only for current Stanford benefits-eligible employees)
- Curriculum Vitae (current within last two years)
- Recent Stanford teaching evaluations (if available for Reappointments)

System Instructions

- FASA for AST/OTS: GETTING STARTED
- Reference Guide for AST/OTS (System Overview)

HSO Contact: April Jackson (1-1022)

Source URL: http://facultyaffairs-humsci.stanford.edu/faculty-and-academic-staff-appointments-fasa-system