Brief Instructions for Professoriate Amendments in FASA

1. Go to fasa.stanford.edu
2. Under Actions: Select New Transaction
3. Form “Professoriate Amendment”
4. Either Appointment Amendment / Emeritus Recall / or Termination
5. Describe intended action: Provide brief description of the action you are initiating.
6. Search for a faculty member / Select person.
7. Select the appointment you wish to edit OR add an additional appointment.
8. Appointment Details: Complete Appointment Details boxes with information about the new/revised appointment in the gold area. The gray area on the right is the current appointment details. The gold area on the left is where to put the new data.
9. Approvals: Originators add their Department Chair (Department Approver) and Sue Martin (H&S Dean Office Approver.) H&S requires at least one faculty approver, that will be your Department Chair. If the Originator is not the Department Manager, the department may choose how they wish to include the Department Manager; either as an FYI, or as another Department approver, or maybe not at all. This is left up to each department. Sue will add all other “required” approvers, particularly when the transaction involves other Schools.
10. Attachments: Manage/Add supporting documents (examples: letter offering joint appointment; email from faculty member accepting joint appointment; copy of the E form for Emeritus recalls, correspondence regarding courtesy, appointment letter, etc.). H&S would like back up for all types of transactions.
11. SUBMIT FOR APPROVAL – located on the top of the FASA transaction. Once completed, you will see the name of the next approver at the top under “Current Assignee.”
12. When FASA form is fully approved by the Provost, the originator will receive an email notification. View summary to print a copy for your department. H&S keep a blue copy in the faculty file in the HSDO.

For full instructions, refer to the FASA Reference Guide.