

Paperwork Flow for New Faculty Appointment - Volunteer

Department initiates and sends to ASA	Faculty Appointment Form (blue form) Affiliate's Information Form Current CV For MD/DO: med school diploma, KS medical license, board certification or residency certificate For PhD/other: diploma, license and certification
ASA approves, secures signatures and sends to Faculty Affairs	Blue form with Dean's signature Affiliate's Information Form Copy of CV, etc. Adds Appointment Letter with Dean's signature
Faculty Affairs reviews for consistency and compliance with Faculty Handbook	Blue form Affiliate's Information Form Appointment Letter
Faculty Affairs sends to Payroll to ASA	Affiliate's Information Form Copy of blue form with Vice Chancellor's signature Appointment Letter with Vice Chancellor's signature
ASA sends to faculty to department	Appointment Letter for signature, Faculty Resources brochure and a self addressed return envelope Copy of blue form with Vice Chancellor's signature Copy of Appointment Letter when signed and returned by appointee
ASA actions	Faculty Affairs allows 3 weeks for return of appointment letter. ASA sends 2nd notice to appointee If not returned, ASA notifies department and request department to contact appointee
Payroll actions	Enter demographic data from Affiliate's Information Form into PeopleSoft
Faculty Affairs actions	Enter faculty appointment information from blue form into PeopleSoft Inactivate faculty appointment until receipt of signed letter (3 weeks)
School and Departments	Faculty data available for view in PeopleSoft