How to view and accept your Notice of Appointment

Faculty and academic professionals, including administrators with faculty or academic professional appointments, receive a Notice of Appointment (NOA) every fiscal or academic year. This guide outlines how to accept an NOA through My ASU and PeopleSoft. The Date/Time Stamp and your USERID will serve as your electronic signature of your acceptance.

If you have questions about the NOA process that are not answered here, please review the Frequently Asked Questions on the NOA website (https://academicpersonnel.asu.edu/noa) or contact your supervisor or your unit's NOA Reviewer. (Your unit NOA reviewer is typically the person in your department, school or college who handles HR, payroll or academic personnel processes.)
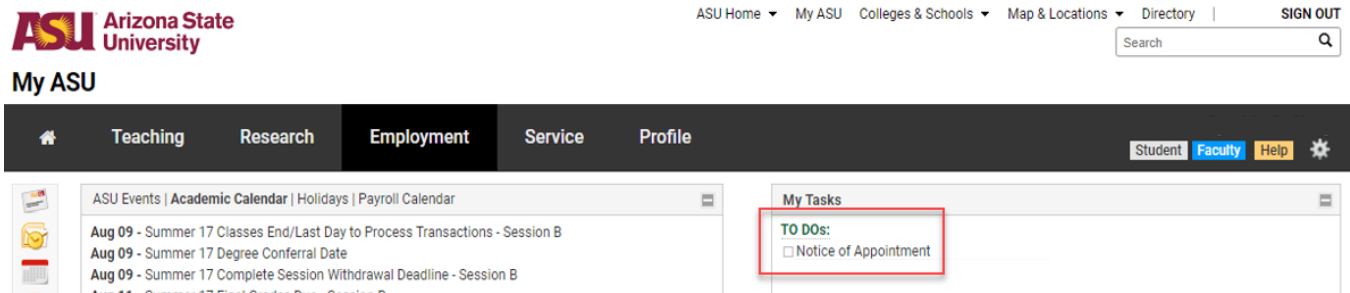
2024-2025 Timeline

Task	Phase I (Fiscal year appointments)	Phase II (Academic year appointments, including A12 pay plan)
Release date: Employees whose NOAs have been released by this date may accept their NOAs. NOA releases continue until the acceptance deadline.	June 17	July 29
Acceptance deadline: All NOAs must be released and accepted by this date.	June 28	August 23

Most NOAs are ready by the release date for the appropriate NOA phase. Some NOAs are not ready right away because data needs to be corrected in PeopleSoft before they are released. You will receive an email from the Provost when your NOA is ready.
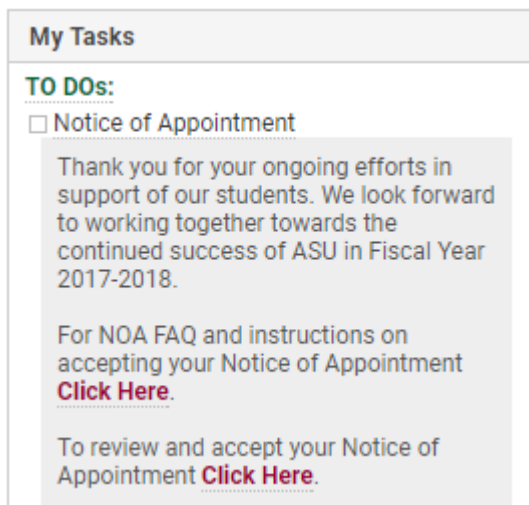
View your NOA

When your NOA is ready, you will see a task in your TO DO list in My ASU.
If you have received an email that your NOA is ready but do not see it in My ASU, contact your supervisor or your unit's NOA reviewer.
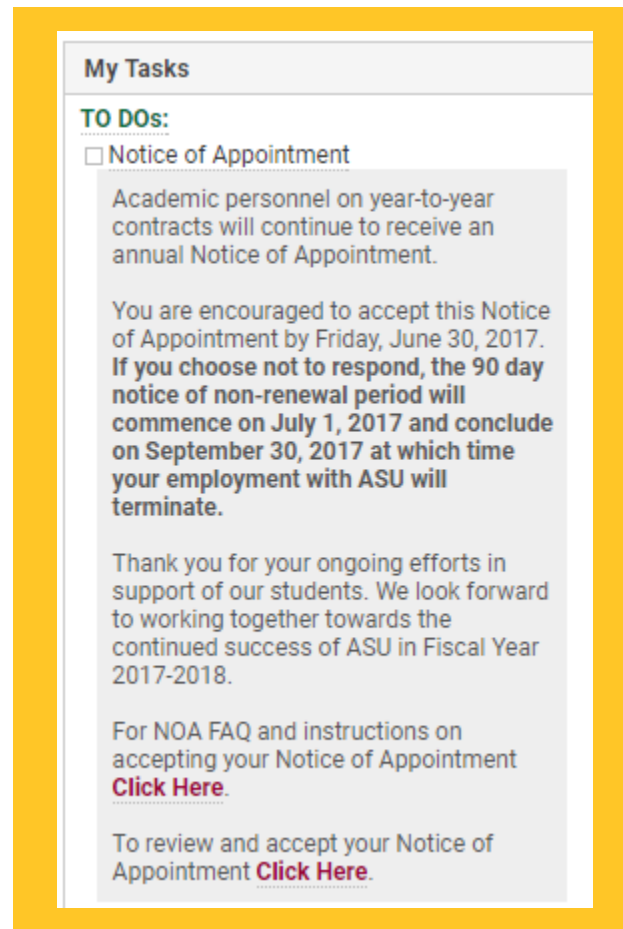

Once you click on the Notice of Appointment link, you will see one of the following messages, depending on your position. The "Click Here" link will take you to a page within PeopleSoft.

My Tasks

TO DOs:
☐ Notice of Appointment

Thank you for your ongoing efforts in support of our students. We look forward to working together towards the continued success of ASU in Fiscal Year 2017-2018.

For NOA FAQ and instructions on accepting your Notice of Appointment **Click Here**.

To review and accept your Notice of Appointment **Click Here**.

My Tasks

TO DOs:
☐ Notice of Appointment

Academic personnel on year-to-year contracts will continue to receive an annual Notice of Appointment.

You are encouraged to accept this Notice of Appointment by Friday, June 30, 2017. **If you choose not to respond, the 90 day notice of non-renewal period will commence on July 1, 2017 and conclude on September 30, 2017 at which time your employment with ASU will terminate.**

Thank you for your ongoing efforts in support of our students. We look forward to working together towards the continued success of ASU in Fiscal Year 2017-2018.

For NOA FAQ and instructions on accepting your Notice of Appointment **Click Here**.

To review and accept your Notice of Appointment **Click Here**.

If you have received previous NOA letters, a link will be displayed for each year. Select View NOA on the 2025 NOA record. (This will show the NOA for the 2024-2025 year.)

If this is your first NOA letter, the 2025 NOA letter will automatically display.

NOA Selection

View NOA	Fiscal Year	Department	Job Title	Completed
View NOA	2019	Sch Elect Comptr & Energy Engr	Assoc Professor	N
View NOA	2018	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2017	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2016	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2015	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2014	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2013	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2012	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2011	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2010	Sch Elect Comptr & Energy Engr	Assoc Professor	Y

Your NOA will display the data for your job and position in PeopleSoft. The letter template is set according to your appointment type. Please review the letter carefully to make sure it is correct.

If you believe your NOA is incorrect, do not accept the Notice of Appointment.
Please work with your supervisor or your unit's NOA Reviewer to correct and clarify any incorrect information.
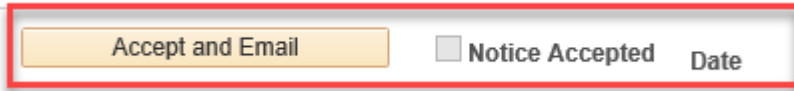
If you are unable to View Your 2025 NOA
If you see "No matching values were found" or if you only see NOA letters from previous years, your 2025 NOA has not been released. Contact your supervisor or unit's NOA Reviewer as soon as possible, and retry the Notice of Appointment link after your 2025 NOA has been released.
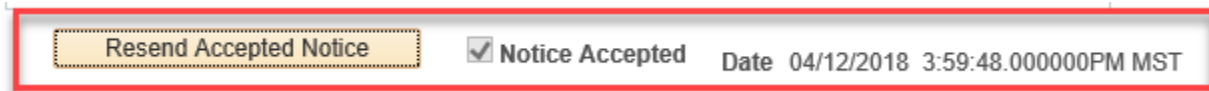
Accept Your NOA

Once you have reviewed your NOA letter and confirmed that it is all correct, accept your NOA by clicking on the Accept and Email button.

After you accept the NOA, the button will change to Resend Accepted Notice and the NOA Accepted Date/Time will be populated. There also will be a check in the Notice Accepted checkbox.

Important notes:

Dual appointments:

To help streamline the process, all Academic Administrators will continue to receive **one NOA** that covers both their Administrative Appointment and their Faculty or Academic Professional Appointment.

Multiple job records:

If you have two or more job records in PeopleSoft, you will receive **one NOA for each job record** that is NOA-eligible. You must accept each NOA individually. Please follow the specific directions as you navigate the online process to ensure that you accept all of your NOAs. You will select one NOA to accept first and then will be directed as to how to accept the other(s).

Incorrect Data:

If you believe you received an incorrect NOA, **do not accept the Notice of Appointment**. Instead, please contact your supervisor or your unit's NOA Reviewer.

Manual NOAs:

In special circumstances, faculty and academic professionals may receive a manual NOA that does not go through PeopleSoft. If your appointment requires a manual NOA, you will be contacted by your supervisor or your unit's NOA Reviewer.

Remember that manual NOAs are only used in special circumstances that prevent PeopleSoft from appropriately displaying the appointment information. Most NOAs will be released and accepted through PeopleSoft.

View Your Accepted 2025 NOA or NOAs from Previous Years

Log into My ASU.
To view your accepted 2024 NOA, or to view NOAs from previous years, click on the Notice of Appointment link under My Employment > Payroll.
The link will take you to a page within PeopleSoft where your NOA letters will be available.