Add academic appointment

This job aid helps users add academic appointments for academic personnel in Workday. Academic appointments are created for paid faculty, academic professionals and non-paid faculty or academic professionals. Most academic appointments are added to a staffing transaction like Hire or Add Additional Job. This job aid covers initiating academic appointments ad hoc for other scenarios like additional administrative appointments.

Note: If the academic appointment is initiated as part of a staffing transaction, the process begins at step 5.

Initiators: Academic HR Analyst, Academic HR Partner, Dean/VP, Cost Center Manager, Provost/EVP.

Approvers: Academic HR Partner, Dean/VP, Provost/EVP.

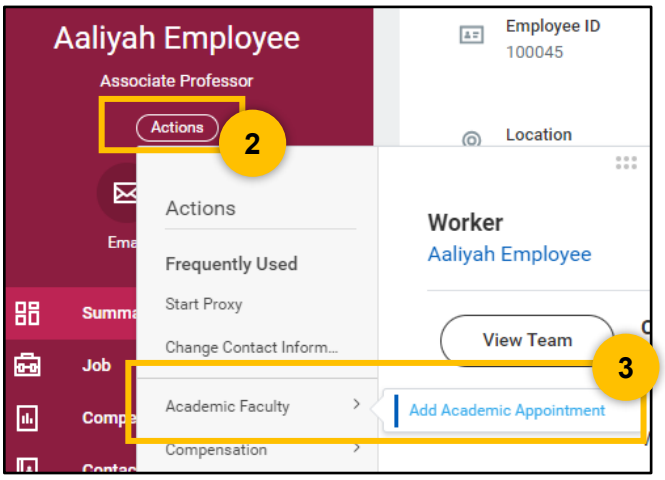
Start

Complete these steps to add an academic appointment ad hoc:

1. In the search bar, search for and select the **worker's name.**

On the worker's profile:

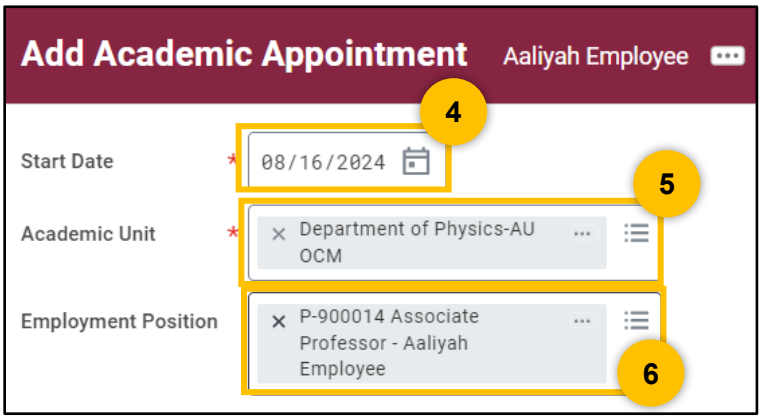
2. Select **Actions**.
3. Hover over **Academic Faculty** and select **Add Academic Appointment.**



4. Enter the **Start Date**.
5. Select the **Academic Unit**.

   Note: If you add an academic appointment as part of a staffing transaction, the academic unit maps from the supervisory organization. If the supervisory organization does not have an associated academic unit, Workday goes up the supervisory organization hierarchy until it finds a related academic unit.
6. If the appointment is directly related to a position, select **Employment Position**.

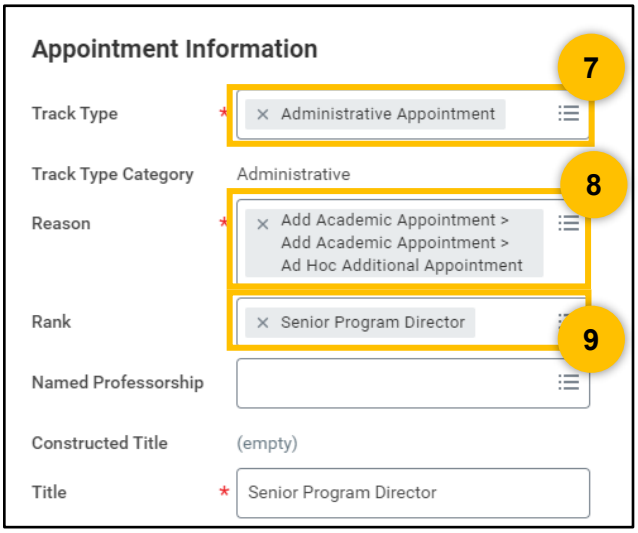
   Note: The position auto-populates if you add an appointment as part of a staffing transaction.



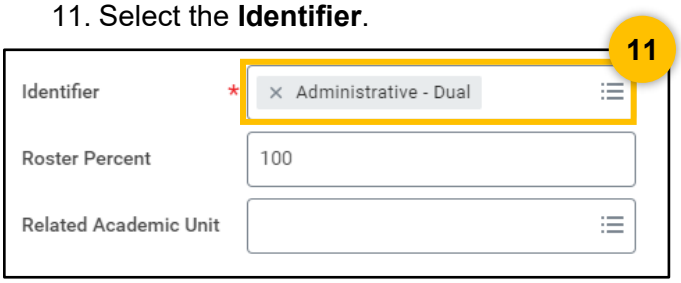
7. Select **Track Type**.

   Note: The **Track Type Category** populates based on your **Track Type** selection.
8. Select the **Reason**.
9. Select the **Rank**.

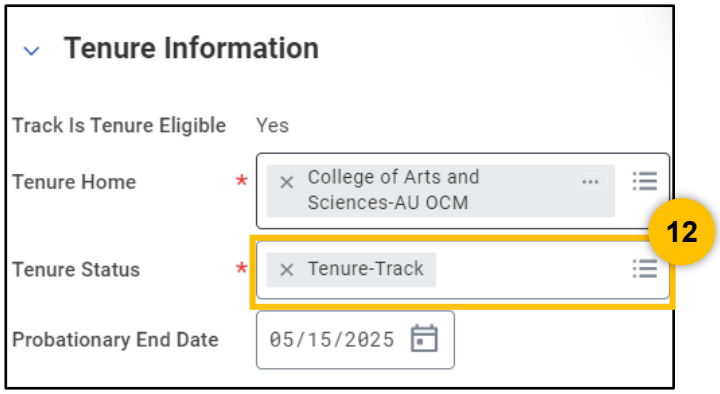
   Note: The title auto-populates from the rank.



10. If applicable, enter the **End Date**.
11. Select the **Identifier**.



12. If applicable, select the **Tenure Status**.



13. If applicable, **select files** to upload required attachments per ASU policy and procedures. Select the Academic Appointments category on the upload page.
14. Select **Submit**.

Next steps

Adding the academic appointment is now complete. You can view the completed steps by selecting **Details and Process.** Select **Remaining Process** to view the remaining steps in the business process.

Typical approvers receive a task to approve, deny or send back the appointment. An approver must provide a reason for sending the appointment back.