



DoF Faculty Personnel

April 2, 2024

Workday deadline

Faculty personnel actions for **April 2024** must be submitted in Workday no later than **Wednesday, April 17th** by the close of business. While we regret any inconvenience this may cause, the Dean of the Faculty's office requires sufficient time to review and approve all submissions in Workday.

New/Reappointment Deadlines

- **May 2024** appointments - If you have an approved appointment or reappointment effective May 2024, please submit that no later than **Wednesday, April 10th**.
- June and July 2024 appointment requests for term faculty requiring a visa should have been submitted previously.

Please notify Faculty Personnel, if a candidate on a visa is **NOT** coming to Brown as scheduled

THIS MONTH'S TIPS:

Per the Handbook of Academic Administration: Courtesy faculty such as **Visiting Scholars** and **Visiting Scientists** usually come to Brown at their own request, and are received by the relevant department(s) as disciplinary colleagues who are **on campus to pursue their own work while making use of Brown's facilities**. Often these persons are on sabbatical leave from their home institutions. They are not employees of the University. Therefore, they need to be on campus. Please ensure you provide detailed justification and documentation to seek Senior Approval.

If access to university resources and collaboration is needed, a **Sponsored ID** is more appropriate.

When submitting a FAF for a **teaching appointment**, please, include the following:

- Course Name/Number, if known
- Intro or Advanced course
- Number of courses taught
- Semester

Compensation

Please ensure you list a **PRG code** or reflect **No PRG code** when listing worktags for compensation or other allowances.

Deadline coming soon: As you submit your department's Regular Faculty Search Reimbursement expenses, we ask that you please refer to the attached job aid for instructions. It includes worktags to use so that our office can prepare a journal entry and reimburse your department for its expenses once the search is complete. Please submit by the end of **May, 2024**. Thank you so much if you have already submitted your report.

Have questions? Email Faculty-Personnel@brown.edu