

DOF **FACULTY PERSONNEL** NEWSLETTER **AUGUST 2025**

THIS MONTH'S TOOLKIT:

Closing Out a Faculty Search:

Once you've successfully hired a candidate, please change their status to "Hired", notify the remaining applicants, and officially close the search.

Costing Updates Before Reappointment:

Our office will use the worktags from the FAF to set up the initial costings details in Workday (WD). If your dept. wants to update the costing details before a reappointment, ADMs are welcome to do so in WD.

Should I go with a Sponsored ID or Visiting Scientist/Scholar?

If an appointment does not involve a visa and is unpaid, we encourage departments to pursue a sponsored ID.

Common Reasons for FAF Delays:

1. No CV/ outdated CV uploaded
2. No passport when there's a visa
3. *Annualized salary* and *salary to be paid* are not proportional. For example, if an appointment is only half a year, the two values cannot be the same.

Visas:

Requests with **J-1 visas** should reach OISSS **90 days or more** before the appointment start date.

DEADLINES:

August Faculty Actions

This gives our team one week to process requests before the payroll deadline. August requests are due by **Monday, August 18**

September Letters

This date helps us pace our work. Any FAFs with a September start date should be submitted by **Monday, August 18**