

Office of the Dean of the Faculty Faculty Personnel



July 14, 2025

Workday deadline

The Dean of the Faculty's office requires sufficient time to review and approve all submissions in Workday.

New/Reappointment Deadlines

- Workday deadline for July faculty actions is Friday, July 18th
- August faculty letter request deadline is Thursday, July 17th

Visas

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

If a FAF involves a visa, it is necessary to upload a copy of the candidate's passport.

THIS MONTH'S TIPS:

- When entering faculty summer salary, please remember to change the pay frequency from **Annual to Monthly**.
- Friendly reminder that appointments should start on the **1st or 15th** of the month, and conclude on the **14th or the last day** of the month.
- Please send proof of PhD degree completion to faculty-personnel@brown.edu
- Prior approval from a Dean or OISSS about a FAF? Please export the email thread as a PDF and attach it to the FAF.
- Please see the next page for details about **Secondary Appointments & Reappointments**.

We appreciate your patience this month, as July is a high-volume time for Faculty Personnel.

Secondary Appointments and Reappointments

Secondary Appointments recognize formal links between a faculty member and an academic unit that are in addition to their primary appointment.

We kindly request that department managers keep track of secondary appointment end dates, as noted in the appointment letter. When an end date is approaching, please take the following actions:

Secondary Appointment Ending	Notify Faculty-Personnel@Brown.edu
Secondary Appointment Renewing	The department chair should submit a written request to the respective dean, requesting the appointment or reappointment, including whether the appointment is paid or unpaid, whether the appointee has voting rights, and/or whether the appointee has teaching responsibilities.
New Secondary Appointment	

The Faculty Personnel Team will then generate the appointment letter and email it to the faculty member, copying the chair and the department manager. The Dean of Faculty staff will also update the business title for the secondary appointment in Workday and update the Academics section accordingly.

For more information, please reference secondary appointments in the [Faculty Administration Handbook 4.8.1](#)