

Office of the Dean of the Faculty

Faculty Personnel



June 6, 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 June faculty actions is Tuesday, June 17th
- July faculty letter request deadline is Tuesday, June 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:

- 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 review your In-Progress Payroll Actuals report each month before the monthly Payroll Office deadline to confirm your faculty payroll is accurate, so any necessary changes can be made. If you missed running the report before the payroll was processed, you can run it afterwards to check for errors and submit a Payroll Accounting Adjustment (PAA) if needed.
- The Foreign National Tax Office has asked us to encourage departments to remind folks that Sprintax Calculus is available. Please search your inbox for more details, and reach out to their office directly with questions.
- 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