Workday deadline
Faculty personnel actions for May 2024 must be submitted in Workday no later than Thursday, May 16th 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
• June appointments - If you have an approved appointment or reappointment effective June 2024, please submit that no later than Monday, May 13th.

THIS MONTH’S TIPS:

Courtesy appointments such as Visiting Scholar or Visiting Scientist must be on campus, pursuing their own work, while collaborating and making use of Brown's resources and facilities. Please note: Having this appointment to list on one’s CV is not admissible for this rank. A sponsored ID is more appropriate if they need Brown access. Senior approval is needed for deviations of this policy.

Please be sure to list on your FAFs:
• Department Box and Phone Number (in first field)
• Current CV
• All applicable costing and worktags

If teaching:
• How many courses a semester/year
• Name/Title if known
• Introductory or Advanced

Appointments requiring a J-1 Visa should have already been submitted for June and July. Please include all required Visa documents in the FAF.

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 May 31, 2024. Thank you so much if you have already submitted your report.

Have questions? Email Faculty-Personnel@brown.edu