



May 6, 2024

## 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**.

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

## 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.

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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

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

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

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**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.