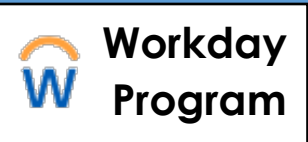
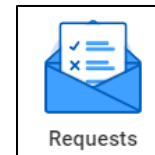


# COMPLETING THE FACULTY ACTION FORM IN WORKDAY (DOF ONLY)

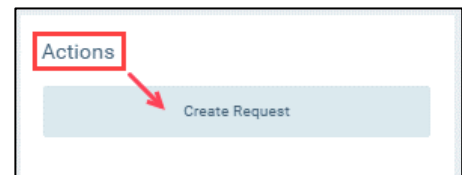


Use the steps below to complete the Faculty Action Form for non-regular faculty reporting through the **Dean of the Faculty** in Workday.

1. Select the **Request** application from your Homepage

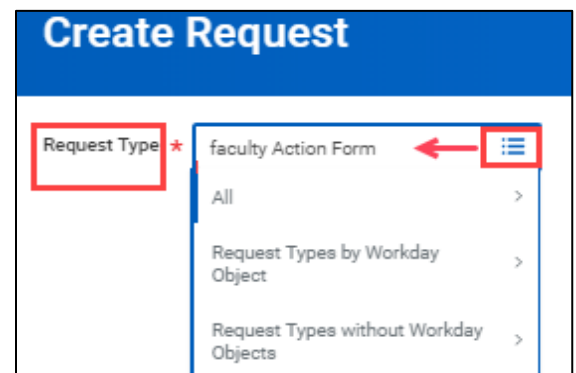


2. Select **Create Request** from the **Actions** column



3. Enter or select **Faculty Action Form** for request type and select **OK**

4. Complete the **Describe the Request** field by including the full name of current faculty member or new appointee and click Submit.



5. Once submitted, open **Complete Questionnaire** task and update the required fields and attach documents as needed (CV, chair memo, emails, etc.) and add document title to **Comments**

6. Select **Submit** to complete process

## Next Steps

- Submitted forms will be reviewed and approved by your Department Chair and then by DOF for review, approval and processing (all incomplete or incorrect forms will be returned)
- Review your Workday inbox regularly to see the status of the form
- The status of your Faculty Action Form request is viewable via **My Faculty Action Requests** report.