Reminders and Updates
- Workday 32 update – March 9
- Leave approvals routing to Summer Comp orgs
- New I-9 email notifications

Review of business processes specific to FAS
- OFAS vs. FAS
- Changes to FAS Chart of Required Documents
- Updates to FAS procedures

Sustainable Academic Training and Support (SATS) Project
Reminders and Updates
Update

Workday 32 – March 9

Change

- The **Inbox** will be removed from the **Applications** box on the **Home** window
- It is always accessible at the top right, and on the **Home** page and to the left of the Applications window
Reminder

**Academic Leaves**

- Enter approved leaves in Workday
- Carefully select leave type to match the one approved in the memo
- All academic leaves *must begin on either July 1 or January 1 and must end on either June 30 or December 31*
- Direct any questions to [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu)
- Late requests are still being accepted
Update

**Academic Leave routing in Workday**

- For faculty with summer compensation jobs in another unit, the leave process has been routing to the Business Partners for all orgs, the primary supervisory org and the summer comp org(s)

- This routing will be corrected this weekend with the WD32 release

- However, business processes launched before this weekend may be still be pending approval

- Do NOT approve if the faculty member is not primary in your supervisory org
Reminder

Verify that all leaves are entered

- Run Workday report, Academic - Ladder Faculty Review – Yale

- This report lists all requests submitted in WD with the status
Update

I-9 Notifications

When: Effective Monday, March 18

Who: Faculty, staff and student workers with missing, expiring or expired I-9 form

What: Notifications will be sent to their Outlook email accounts

For more details, read the Business Update on March 13th.
Review of business processes specific to FAS
Review of business processes

**OFAS vs. FAS**

Office of Faculty Administrative Services (OFAS)

Faculty of Arts and Sciences Dean’s Office (FAS)
Review of business processes

**OFAS vs. FAS**

Provide support for the systems used University-wide for procedures related to the faculty lifecycle
- Workday
- Interfolio
- SharePoint

Insure compliance with University, state, and federal guidelines

**VS.**

All policies and procedures related to the FAS faculty lifecycle
- Faculty search requests and approvals; approvals of ads, interviewees, and Faculty Search Questionnaires (FSQ)/final candidates
- Faculty offer letters (ladder and non-ladder teaching)
- Reappointment and promotion review procedures, materials, and letters
- Tenure and Appointments Committees (TAC) meetings and Joint Boards of Permanent Officers (JBPO) meeting schedule
- Tenure-track faculty leave research proposals

Faculty Activity Reports (FARs)
Review of business processes

Office of Faculty Administrative Services (OFAS)
https://facultyadmin.yale.edu/
Review of business processes

Administrative Processes page (https://facultyadmin.yale.edu/admin-processes)
- Updates to FAS Chart of Required Documents
- Change to format of subject line when submitting materials to OFAS
Review of business processes

Faculty of Arts and Sciences Dean’s Office (FAS)
https://fas.yale.edu/
The Faculty of Arts and Sciences (FAS) comprises the some 50 departments and programs that provide instruction to the students of Yale College and the Graduate School of Arts and Sciences, including their ladder, instructional, and research faculty members. The FAS spans four broad intellectual areas, represented by the divisions of Humanities, Social Science, and Science, and the School of Engineering & Applied Science.
Faculty of Arts and Sciences

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News

Holly Rushmeier appointed the Malone Professor of Computer Science
Faculty of Arts and Sciences

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News

Holly Rushmeier appointed the Malone Professor of Computer Science
March 4, 2019
Rushmeier focuses her research on shape and appearance capture, applications of perception in computer graphics, and modeling material appearance.

Hui Cao named the Malone Professor of Applied Physics and of Physics
March 4, 2019
Cao, newly named as the John C. Malone Professor of Applied Physics and of Physics, focuses her research on mesoscopic physics and nanophotonics.

Yale researchers create a ‘universal entangler’ for new quantum tech
February 27, 2019
A new Yale-led discovery presents a powerful new mechanism with potential uses in quantum computing, cryptography, and quantum communications.
Faculty of Arts and Sciences

FAS Governance  Academic Units  Procedures & Forms  Faculty Resources

Home  >  Ladder Faculty Searches Document Library

Searches Document Library

If the faculty search document you are looking for does not appear in this list, please contact Pam Bosward (pamela.bosward@yale.edu).

Process
- Any -

Division
- Any -

NAME

Appointments, reviews, and promotions in the Faculty of Arts and Sciences (FASTAP 2016)

Criteria - Tenure or AOPT to PROF (FASTAP 2016)

Department Case Summary Form - Tenure or AOPT to PROF (FASTAP 2016)
Faculty of Arts and Sciences

FASTAP 2007 Document Library

If the FASTAP 2007 document you are looking for does not appear in this list, please contact Pam Bosward (pamelabosward@yale.edu).

Process
- Any -

Division
- Any -

Name

Appointments, reviews, and promotions in the Faculty of Arts and Sciences (FASTAP 2007)

Calendar - ACPN or Tenure or ACPT to PROF - January 1 Hires (FASTAP 2007)

Calendar - ACPN or Tenure or ACPT to PROF - July 1 Hires (FASTAP 2007)
Faculty of Arts and Sciences

FASTAP 2016 Document Library

If the FASTAP 2016 document you are looking for does not appear in this list, please contact Pam Bosward (pamela.bosward@yale.edu).

Process
- Any

Division
- Any

NAME

Appointments, reviews, and promotions in the Faculty of Arts and Sciences (FASTAP 2016)

Calendar - AP Reappointment or Tenure or ACoPT to PROF - January 1 Hires (FASTAP 2016)

Calendar - AP Reappointment or Tenure or ACoPT to PROF - July 1 Hires (FASTAP 2016)
Faculty of Arts and Sciences

Instructional (Non-Ladder) Appointments Document Library

We are working on updating the documents in this library. If the instructional faculty appointments document you are looking for does not appear in this list, please contact Pam Bosward (pamela.bosward@yale.edu).

Process
- Any -

APPLY  RESET
Faculty of Arts and Sciences

Quick Contacts

General Contact Information

Mailing Address: PO Box 208365, New Haven, CT 06520-8365
Physical/Courier Address: Warner House, 1 Hillhouse Avenue, New Haven, CT 06511
Phone: 203.432.6087
Fax: 203.432.7107
Email: fas.dean@yale.edu

Academic Unit Budgets

Mary Magri | 203.436.9376 | mary.magri@yale.edu

Academic Unit Reviews

Jason Zenz | 203.432.6207 | jason.zenz@yale.edu

Communications
Faculty of Arts and Sciences

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News

Holly Rushmeier appointed the Malone Professor of Computer Science
Chancery: /ˈtʃæn(t)səɹi/ a court of record; an office of public records; archives; also fig.

Memos

Faculty Activity Report Process - Ladder Faculty (November 20, 2018)
Faculty Activity Report Process - Instructional Faculty (November 20, 2018)
Tenure-Track Faculty Leave Memo (FASTAP 2007) (September 28, 2018)
Tenure-Track Faculty Leave Memo (FASTAP 2016) (September 28, 2018)
Faculty Search Process for 2018-2019 (December 19, 2017)
Cluster Hire Proposals (December 4, 2017)
Faculty Activity Report Process - Ladder Faculty (November 20, 2017)
Faculty Activity Report Process – Instructional Faculty (November 20, 2017)
Response to FASTAP ‘16 Implementation Committee Recommendations (August 21, 2017)
Diversity and Faculty Development – 2017-18 (August 14, 2017)
Funding for pre-tenure feedback on research by FAS assistant professors (February 3, 2017)
Faculty Search Process for 2017-2018 (January 27, 2017)
Faculty Search Process for 2016-2017 (February 9, 2016)
New Divisional Director Roles (September 2014)
Office of the FAS Dean: Responsibilities and Structure (July 2014)

New Faculty

New Instructional and Research Faculty (2018-19)
New Ladder Faculty (2018-19)

Policies

Course Release for Tenured Associate Professors in Teaching-Intensive Departments
Ladder Faculty Travel Grant
Instructional (Non-Ladder) Faculty Travel Grant (2018-19)
Sustainable Academic Training and Support (SATS) Project
Sustainable Academic Training and Support (SATS) Project

- Purpose is to provide a system for ensuring that academic process information and documentation is correct, current, and easy to find and understand.
- Includes establishing protocols for keeping materials up-to-date, and for communicating updates and changes to all affected groups.
- Individuals involved in academic processes will have easy and reliable access to the information and resources needed to do their job.
Sustainable Academic Training and Support (SATS) Project

Creation of Academic Appointee Administration
- Office of Faculty Administrative Services (OFAS)
- Faculty of Arts and Sciences Dean’s Office (FAS)
- Office of Postdoctoral Affairs (OPA)
- Yale School of Medicine Faculty Affairs (YSMFA)
- YSM Finance Office
Sustainable Academic Training and Support (SATS) Project

- Survey will be sent to anyone holding the following roles:
  - Academic HR Support Specialist
  - Section Academic
  - HR Support Specialist
  - Appointment and Promotions Specialist
  - Section Appointment and Promotions Specialist
  - Academic Business Partner

- The purpose of the survey is to gather information on resources and needs