

## **Faculty Appointment Form Procedures**

**Full-time Faculty Appointment Form:** Used to initiate **Full-time** contracts/letters of intent for **TTE, NTE/ Term, & Post-docs**.

**Adjunct/Summer Faculty Appointment Form:** Used to initiate **Part-time** contracts for **Fall, Spring, Full Academic Year, or Overload** appointments, and all **Summer Faculty**.

Department/Program Administrators should follow the steps below when processing their desired Faculty Appointment Form (FAF):

1. Before submitting the form, administrators must activate their W&M DocuSign accounts by logging into their accounts at the following link: <https://docusign.wm.edu>.
2. Administrators should have all documents/information relevant to the FAF on hand to easily refer to when filling out the form (i.e. People Admin hiring proposal, adjunct allocation, course schedule, emails, etc.).
3. After clicking on the link for the correct form (Full-time Faculty Appointment Form or the Adjunct/Summer Faculty Appointment Form), administrators are taken to a landing page where they are asked to submit their email address and that of their chair/director.
4. **Please fill out email addresses carefully, as email addresses entered incorrectly may result in a voided form.**
5. Once submitted, the form will load automatically for administrators to fill.
6. Once all relevant information is filled and submitted, Administrators will **first** receive an email request to initial the form. This will enable them to track form routing within their DocuSign account.
7. Once initialed, the form will route to the chair/director for approval, and then to Faculty Personnel Services for final review and approval.

Administrators can check the status of their submitted forms through the DocuSign Portal at the following link: <https://docusign.wm.edu>.

### **Full-time Faculty Appointment Form Special Considerations:**

- FAF must match the approved hiring proposal salary in People Admin.
- Administrators should confirm all negotiated details of your department/program appointment prior to filling the FAF.

### **Adjunct/Summer Faculty Appointment Form Special Considerations:**

- Administrators should refer to the Dean-approved adjunct allocation for their department/program's approved adjunct salary rate per course, depending on credit hours.
- Any modifications to the original approved allocation should be clearly communicated with Jinger Hickman to ensure your appointments fall within your approved budget allocation.
- Administrators should not submit a FAF until the course schedule reflects the department/program's finalized course assignments. See below for additional instructions regarding new hire course assignments:
  - Please leave course instructor information blank on a new hire's course assignment until a 93# is assigned. The schedule will list courses as "null" or "TBD" until an instructor is assigned. The FAF may be submitted at this point.
  - Faculty Personnel Services will send an email to the department/program administrator with their new faculty member's 93# once the new hire is flagged as an instructor of record.
  - When received, please submit a survey to the registrar's office to update the new hire's course assignment.