

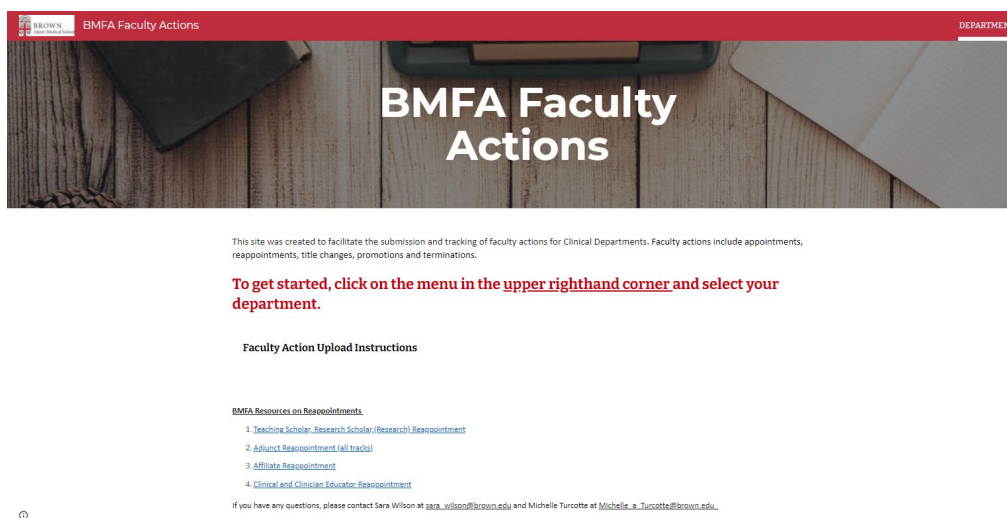
BioMed Faculty Administration

The purpose of this document is to provide instructions on how to upload materials onto the Faculty Actions submission site. Administrators can also learn how to get a status update on their submissions.

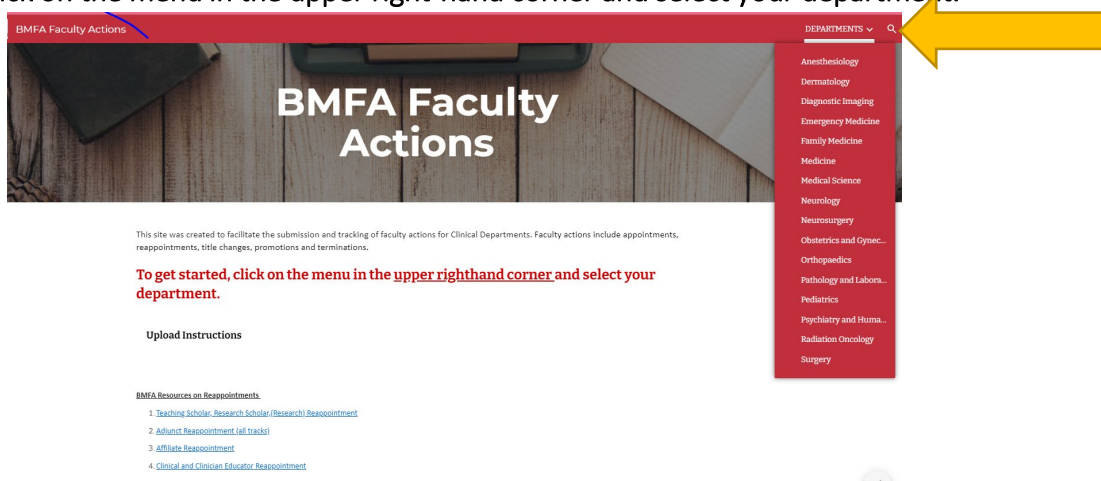
Upload Instructions

Adding Content

1. Navigate to the [BMFA Faculty Actions](#) site.

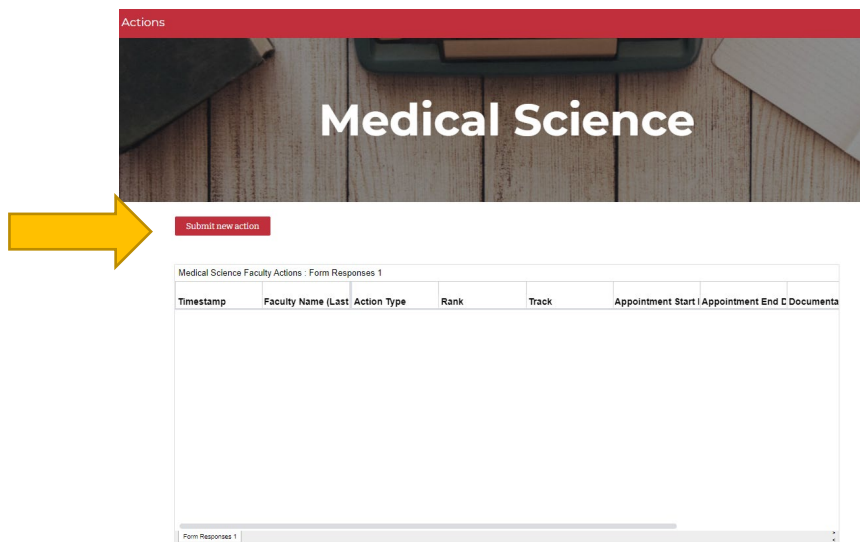


2. Click on the menu in the upper right-hand corner and select your department.



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- Once your department page has loaded, click submit new action.



Medical Science Faculty Actions : Form Responses 1

Timestamp	Faculty Name (Last)	Action Type	Rank	Track	Appointment Start	Appointment End	Documents
Form Responses 1							

- You will see a brief redirection message appear, click on the link it is sending you to.

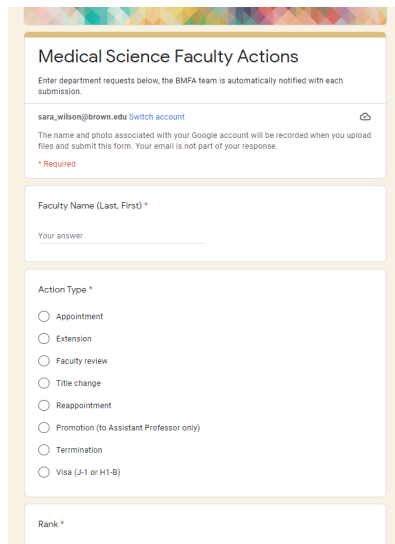
Redirect Notice

The previous page is sending you to <https://forms.gle/e35HMB9f8s7mDm3GA>.
If you do not want to visit that page, you can [return to the previous page](#).

- You will arrive on the submission form for your respective department. Enter your information and add your attachment.

- Note:

- **Naming Convention** documents must be labeled (Last name, First name, Faculty Action Request, Year) ie: SmithJohn, Promotion 2021
 - Attachments must be in PDF Format/ One attachment per submission



Medical Science Faculty Actions

Enter department requests below, the BMFA team is automatically notified with each submission.

sara_wilson@brown.edu [Switch account](#)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

* Required

Faculty Name (Last, First) *

Your answer

Action Type *

Appointment
 Extension
 Faculty review
 Title change
 Reappointment
 Promotion (to Assistant Professor only)
 Termination
 Visa (J-1 or H-1-B)

Rank *

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Submission Updates

- Administrators can find out whether their submission has been processed and sent by checking their department homepages



Submit new action

Medical Science Faculty Actions : Form Responses 1

Timestamp	Faculty Name (Last)	Action Type	Rank	Track	Appointment Start	Appointment End	Documentation
10/20/2021 14:30:40	Doe, Jane (Example)	Appointment	Instructor	Adjunct	10/25/2021	6/30/2021	Chair's memo,
10/20/2021 14:35:43	Doe, John (Example)	Reappointment	Professor	Teaching Scholar	10/1/2021	6/30/2024	Chair's memo,

Form Responses 1

Use the horizontal scroll on screen to move right on the spreadsheet. Additional columns will show when the letter was sent.

- Additional columns will be shown, a date will be entered in the last column once the packet has been processed.
 - Individual uploaded materials can be viewed by clicking on the hyperlinks
 - CMFA approval information will be entered if applicable

Medical Science Faculty Actions : Form Responses 1

Track	Appointment Start	Appointment End	Documentation Submitted	Documentation Upload	CMFA Approval	Letter Sent
Adjunct	10/25/2021	6/30/2021	Chair's memo, Current C	https://drive.google.com/open?id=156zzCjRtS9r7		10/20/21
Teaching Scholar	10/1/2021	6/30/2024	Chair's memo, Current C	https://drive.google.com/	10/1/21	

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Troubleshooting

1. Google Chrome or Firefox as the web explorer is advised.
2. Utilize your Brown account credentials to access the site and form.
3. Attachments must be a collated PDF document.
4. If you are unsure what materials should be submitted for an action please be in touch.