The Faculty Action Form (FAF) is initiated in Workday by departmental staff and routes to departmental Chairs/Directors for review and approval. Follow the instructions for accessing and reviewing the form in Workday.

1. From your Inbox, select **Request Process: Faculty Action Form Request** located on the side bar to the left of the screen.

2. Scroll down and select the number 1 in blue next to **Respondents** under **Additional Information**.

3. Enlarge the document by selecting and pulling on the bottom right hand corner.

4. Select the magnifying glass on the left to access the form in a user friendly format.
5. Scroll down to review the information completed on the **Faculty Action Form**

![View Questionnaire Response]

6. After reviewing the FAF return to your Inbox by selecting the return arrow at the top left hand corner of your internet browser

![View Questionnaire Response]

**Next Steps**

1. The FAF can be sent back to departmental staff for corrections, or it can be approved

2. Once the Chair/Director approves the form, the FAF routes to the Faculty Personnel office

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