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.