Instructions for Faculty Action Form (FAF) for Non-Regular Faculty

Use Acrobat Pro to complete the FAF. If you do not have Acrobat Pro on your computer, download it from the CIS website under the software catalog.

1) Department Information:

Academic Unit: name of the academic unit requesting the appointment, reappointment or action.
Date: date when the FAF was completed.
Dept. Main Phone: phone number of the department to be used as the new hire’s contact number.
Contact Person: name of the person completing the form, who can answer questions about the appointment.
Campus Box: box number of the person completing the form.
Contact Phone: phone number of the person completing the form.

2) Action: Select the choice that best describes the action to be completed. An example of ‘Other’ might be: appointment extension or title change. If ‘Other’ is selected, please provide the type of action on the line below and additional information in Section 9 of the FAF.

3) About the Candidate:

Last Name, First Name, Middle Initial: enter the legal name as shown on the candidate’s proof of identification (driver’s license, passport). Do not use a nickname.
Gender: identify if the person is male or female.
Workday ID Number (if applicable): provide the individual’s Workday number if available.
Email Address: provide an active personal email address (not a brown.edu e-mail address) that can be used for communications with the candidate.
Other Current Brown University Position(s): list any other Brown affiliations known for the candidate.

4) About the Appointment:

Position Title: recommended title for the candidate (subject to DOF revision).
Start Date: appointment, reappointment. or action start date.
End Date: last day of the appointment, reappointment, or action.
Paid Appointment: select if the appointment will be paid from any Brown University funding source.
Unpaid Appointment: select if the appointment will be unpaid. Please note, sponsored IDs are not required for unpaid appointments.
Compensation:
Annualized Salary: all non-regular faculty salaries are annualized. Their salary will be brought up to the full time equivalent salary (salary paid if working 100% time).
Salary to be Paid: provide the total amount of salary to be paid for the duration of the appointment.
Effort %: provide the actual effort for the appointment (50%, 67%, 75%, etc.).
Other Allowance: Complete for other type(s) of compensation to be given to the candidate.

Allowance Type: Describe the allowance type (i.e. medical subsidy, research fund, etc).

Amount of Allowance: amount to be paid for additional compensation or allowance to the candidate during the period of the appointment. If Other Allowance is selected, please provide additional information in Section 9 of the FAF.

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5) Costing Allocation: Compensation Costing

Start and end date: provide the start and end dates for each set of worktags to be charged. Make sure that the total of all costing allocation distributions equal 100% of the monthly amount to be paid.

Distribution %: indicate percentage amount of the monthly salary to be charged to the cost center, endowment, gift or grant worktags.

Required Worktags:

- Business Unit: in most cases, this will be the Dean of the Faculty (BU1010), but in some cases, the candidate may have his/her salary charged to an account that falls under other areas across campus (e.g. BU1110 ASC-Provost, etc.).

- Expense Purpose Code: this worktag identifies broad categories of expenses and is used for reporting purposes.

- Cost Center: this worktag identifies your academic unit.

- Fund: this worktag identifies where salary (or other expenses) are being charged
  - General Operating: FD100
  - Endowment: FD400
  - Sponsored Grants and Contracts: FD500
  - Restricted Gifts: FD600

Optional Worktags:

- Endow/Gift/Grant Worktag: driver worktags identifying endowments, gifts and grants.

- Program: program worktags are used to further define expense transactions. In most cases, program worktag are used to identify start-up, research, or course instruction funds.

- Assignee: assignee worktags are used to charge a specific faculty members’ start-up or research account.

- Other Worktag: other worktags include a GR account if cost-sharing is being charged or a location worktag if there is a need to identify a specific Brown University location.

Costing Allocation: Other Allowance Costing

Allowance Type: indicate the type of allowance the costing is to be assigned to.

Remaining fields: follow the same instructions as Compensation Allowance.

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6) PhD Pending: if the position requires a PhD (such as Postdoctoral Research Associate or Postdoctoral Fellow), please indicate whether the PhD is pending. If PhD is pending, include the expected date of completion.

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7) Visa: select if a work permit and visa is required. If so, indicate what type of visa needed.
   If a visa is required, attach a completed DS-2019 form (for J-1) and any other documentation required by OISSSS for other visa types.
8) **Search Hires:** if the appointment is the result of a search, indicate whether the Interim Pool Report and Compliance Report have been submitted.

9) **Purpose of appointment (research, teaching, etc.) and additional comments:** provide the justification for the appointment as well as any additional comments necessary to support the appointment request for paid as well as for an unpaid appointment.

10) **List the titles and semesters of courses to be taught, if applicable:** if the appointment is an instructional appointment, list the information as indicated (Course Number, Name, and Semester).

11) **Chair or Director:** provide a brief summary of the candidate's qualifications and quality of teaching (instructional appointments only). The Chair or Director is required to print their name and sign the FAF before it is submitted to the Office of the Dean of the Faculty.