

Academic Faculty Q & A

Question: When we need faculty or admin pro to serve in a joint appointment role, do we use the “add academic appointment” function since we can’t contract them as a contingent worker given they are a paid employee?

- **Answer:** Yes

Question: Will the provost continue to send CSU HR operation a merit approval to add to the appointment for the retiring faculty?

- **Answer:** They will continue to send approvals, but you can enter the change in the system as well.

Question: Should we be entering academic appointments as adjunct faculty? I noticed they were listed as an option but sometimes sporadic so not sure the best process

- **Answer:** Yes, it would be good to create academic appointments for adjunct faculty.

Question: It was mentioned that add academic appointment tasks may be automatically triggered during the hire or change job process? When would this launch and is this a new addition to the hire onboarding process?

- **Answer:** If the family group is faculty, then there is a task in the hiring process that goes to an academic faculty partner that adds an academic appointment.

Question: When do we use “create academic affiliate” and is that the same as adding a joint appointment?

- **Answer:** We are not really using the create academic affiliate tasks.