As an ASU administrator with a faculty appointment, faculty, or academic professional on a fiscal or academic year appointment, you receive a Notice of Appointment (NOA) every fiscal/academic year that describes the conditions of your employment. You will view your NOA via PeopleSoft and accept it within the database by logging into My ASU and using the Accept and Email button provided on the self-service page (see screen shots and more details below). The Date/Time Stamp along with your USERID will be your electronic signature of your acceptance.

**NOTE: Your College/Department may ask you for a hard copy of this acceptance.**

**View your NOA**

Log into My ASU. You will see a task under you My Tasks in your To DOs list.

**NOTE: If you do not see your NOA on My ASU, contact your supervisor as soon as possible.**

![Image](image-url)
Once you click on the Notice of Appointment link, you will see one of the followings messages, depending on your position:

My Tasks
TO DOs:
☐ Notice of Appointment

Thank you for your ongoing efforts in support of our students. We look forward to working together towards the continued success of ASU in Fiscal Year 2017-2018.

For NOA FAQ and instructions on accepting your Notice of Appointment Click Here.

To review and accept your Notice of Appointment Click Here.

The link will take you to a page within PeopleSoft. If you have received previous NOA letters, a link will be displayed for each year. Select View NOA on the 2018 NOA record. If this is your first NOA letter, the 2018 NOA letter will automatically display.
Your NOA will default according to your Employment Classification for your job information in PeopleSoft. The information comes from the data that is specified on your position. If you believe you received an incorrect NOA, *do not accept the Notice of Appointment*. Please work with your supervisor, college or department HR contact or the Dean’s Office to clarify and correct any incorrect information.
2018 - Notice of Faculty Appointment

Tenure
For the Fiscal Year 2017-18:

By accepting this Faculty appointment, you agree to comply with the rules, regulations and provisions of this University and the Arizona Board of Regents relating to your appointment. Your appointment is subject to the Conditions of Faculty Service (ABOR 6-201), the Code of Conduct Policy (ABOR 5-301, et seq.), and the Arizona Board of Regents Intellectual Property Policy (ABOR 6-908). Pursuant to the ABOR Intellectual Property Policy, you do hereby assign to the Arizona Board of Regents for and on behalf of Arizona State University, all rights in intellectual property in which the Arizona Board of Regents claims an ownership interest under its Intellectual Property Policy.

Mark Searle
Executive Vice President and University Provost

By clicking the "Accept and Email" button below, I hereby accept this Notice and agree to comply with the rules, regulations, and conditions of service as identified above.

This Notice will be sent to your ASU email

@asu.edu

If you would like a copy of this notice sent to a separate email address, please enter that here:

(Note: The email address you enter here will only be used to provide an additional copy of this notice. The email address on file in your ASU records will not be updated.)

Accept and Email   Notice Accepted   Date

Return to Notice List
Accept Your NOA
Accept your NOA by clicking on the **Accept and Email** button.

![Accept and Email button](button.png)

After you accept the NOA, the button will change to **Resend Accepted Notice** and the NOA Accepted Date/Time will be populated. There also will be a check in the **Notice Accepted** checkbox.

![Resend Accepted NOA button](button.png)

Unable to View Your 2018 NOA
If **No matching values were found** or you only see NOA letters from previous years, your 2014 NOA has not been released by your supervisor. Contact your supervisor as soon as possible and retry the Notice of Appointment link **after your 2018 NOA has been released by your supervisor**.

![NOA ESS List](list.png)

Important Note
To help streamline the process, all **Academic Administrators** will continue to receive **one NOA** that covers their Administrative Appointment and also references their Faculty or Academic Professional Appointment.

Multiple Distinct Jobs
If you are in a status that requires you to accept more than one Notice of Appointment (e.g., two or more distinct jobs), please follow the specific directions as you navigate the online process to ensure that you accept all of your Notices. You will select one Notice to accept the first and then will be directed as to how to accept the other(s).

Incorrect Data
If you believe you received an incorrect NOA, **do not accept the Notice of Appointment**. Instead, please contact your Department Manager. They can work with OHR to fix the data.

For further information, please see the FAQs: [http://cfo.asu.edu/hr-noa](http://cfo.asu.edu/hr-noa)
View Your Accepted 2018 NOA or NOA from Previous Years

Log into My ASU. To view your accepted 2018 NOA, or NOA’s from previous years, click on the Notice of Appointment link under My Info > My Employment > Payroll. The link will take you to a page within PeopleSoft where your NOA letters will be available.