

How to view and accept your Notice of Appointment

Faculty and academic professionals, including administrators with faculty or academic professional appointments, receive a Notice of Appointment (NOA) every fiscal or academic year. This guide outlines how to accept an NOA through My ASU and PeopleSoft. The Date/Time Stamp and your USERID will serve as your electronic signature of your acceptance.

If you have questions about the NOA process that are not answered here, please review the Frequently Asked Questions on the NOA website (<https://provost.asu.edu/academic-personnel/noa>) or contact your supervisor or your unit's NOA Reviewer.

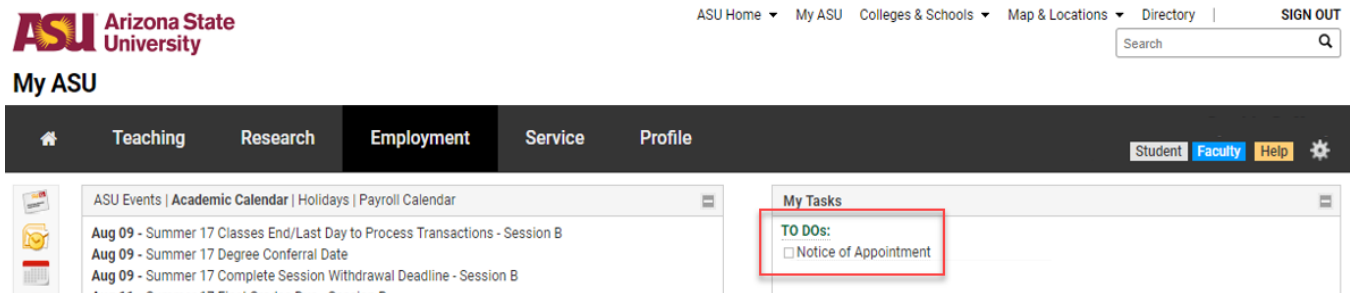
2018-2019 Timeline

Task	Phase I (Fiscal year appointments)	Phase II (Academic year appointments, including A12 pay plan)
Release date: Employees whose NOAs have been released by this date may accept their NOAs. NOA releases continue until the acceptance deadline.	June 4	July 30
Acceptance deadline: All NOAs must be released and accepted by this date.	June 20	August 31

Most NOAs are ready by the release date for the appropriate NOA phase. Some NOAs are not ready right away because data needs to be corrected in PeopleSoft before they are released. You will receive an email from the Provost when your NOA is ready.

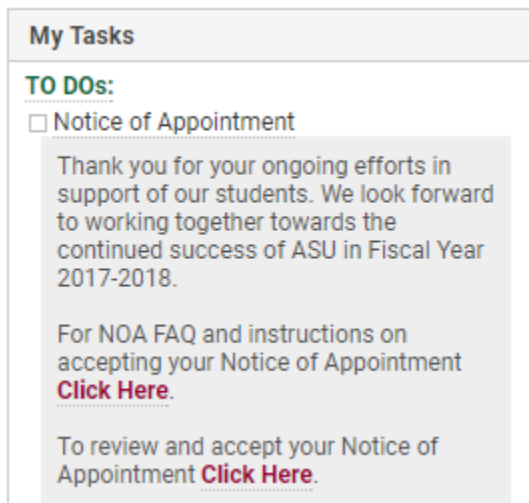
View your NOA

When your NOA is ready, you will see a task in your TO DO list in [My ASU](#). If you have received an email that your NOA is ready but do not see it in My ASU, contact your supervisor or your unit's NOA reviewer.

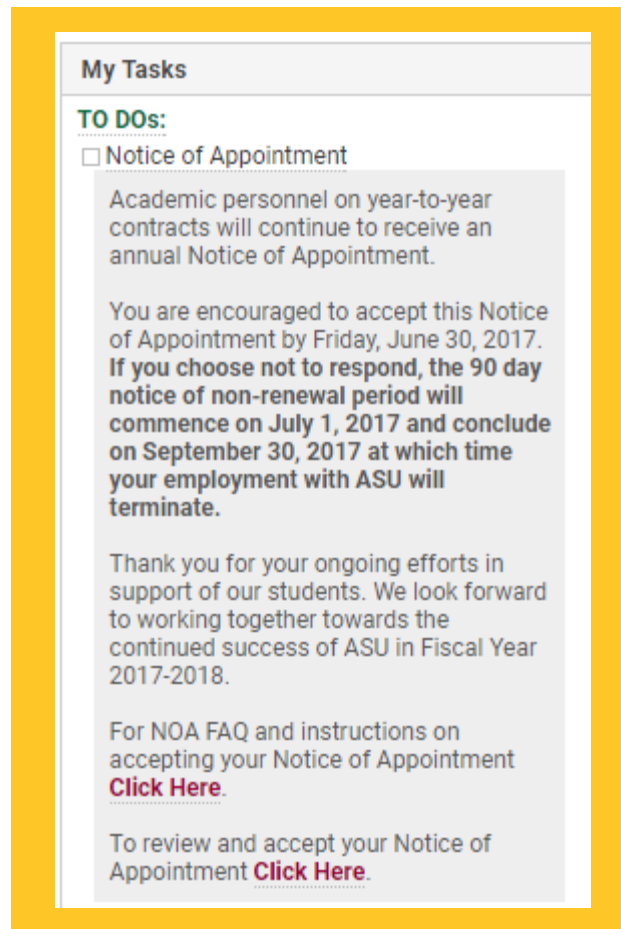


The screenshot shows the My ASU website header with the ASU logo and navigation links. Below the header, there are tabs for Teaching, Research, Employment, Service, and Profile. The 'My Tasks' section is visible, showing a list of tasks under the heading 'TO DOs:'. One task, 'Notice of Appointment', is highlighted with a red box.

Once you click on the [Notice of Appointment](#) link, you will see one of the following messages, depending on your position. The ["Click Here"](#) link will take you to a page within PeopleSoft.



The screenshot shows the 'My Tasks' section with a 'TO DOs:' heading. Below it, there is a task titled 'Notice of Appointment'. The message content reads: '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 screenshot shows the 'My Tasks' section with a 'TO DOs:' heading. Below it, there is a task titled 'Notice of Appointment'. The message content reads: 'Academic personnel on year-to-year contracts will continue to receive an annual Notice of Appointment. You are encouraged to accept this Notice of Appointment by Friday, June 30, 2017. **If you choose not to respond, the 90 day notice of non-renewal period will commence on July 1, 2017 and conclude on September 30, 2017 at which time your employment with ASU will terminate.** 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](#).'

If you have received previous NOA letters, a link will be displayed for each year. Select **View NOA** on the 2019 NOA record.

If this is your first NOA letter, the 2019 NOA letter will automatically display.

NOA Selection				
View NOA	Fiscal Year	Department	Job Title	Completed
View NOA	2019	Sch Elect Comptr & Energy Engr	Assoc Professor	N
View NOA	2018	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2017	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2016	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2015	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2014	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2013	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2012	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2011	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
View NOA	2010	Sch Elect Comptr & Energy Engr	Assoc Professor	Y

Your NOA will display the data for your job and position in PeopleSoft. The letter template is set according to your appointment type. Please review the letter carefully to make sure it is correct.

If you believe your NOA is incorrect, do not accept the Notice of Appointment.

Please work with your supervisor or your unit's NOA Reviewer to correct and clarify any incorrect information.

Unable to View Your 2019 NOA

If you see "No matching values were found" or if you only see NOA letters from previous years, your 2019 NOA has not been released. Contact your supervisor or unit's NOA Reviewer as soon as possible, and retry the Notice of Appointment link after your 2019 NOA has been released.

The screenshot shows the ASU website header with navigation links (ASU Home, My ASU, Colleges & Schools, Map & Locations, Directory) and a search bar. Below the header is the "NOA ESS List" section. It contains a search form with a "Find an Existing Value" button, a "Search Criteria" dropdown menu, and a "Limit the number of results to (up to 300):" input field set to 300. There are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A red box highlights a message at the bottom of the search results area that reads "No matching values were found."

Sample NOA letter



2019 - Notice of Faculty Appointment

[Redacted]

Associate Professor

[Redacted]

Tenure

For the Academic Year 2018-19:

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

[Redacted signature area]

(Provost signature)

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

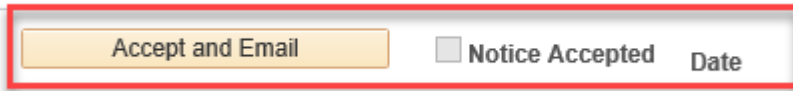
[Redacted]@asu.edu

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.)

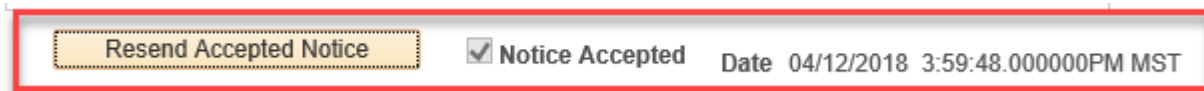
Accept Your NOA

Once you have reviewed your NOA letter and confirmed that it is all correct, accept your NOA by clicking on the **Accept and Email** button.



A screenshot of a web interface showing a yellow button labeled "Accept and Email" on the left. To its right is a checkbox labeled "Notice Accepted" which is currently unchecked, followed by the text "Date". The entire interface is enclosed in a red rectangular border.

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.



A screenshot of a web interface showing a yellow button labeled "Resend Accepted Notice" on the left. To its right is a checked checkbox labeled "Notice Accepted", followed by the text "Date 04/12/2018 3:59:48.000000PM MST". The entire interface is enclosed in a red rectangular border.

Important notes:

Dual appointments:

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

Multiple job records:

If you have two or more job records in PeopleSoft, you will receive **one NOA for each job record** that is NOA-eligible. You must accept each NOA individually. Please follow the specific directions as you navigate the online process to ensure that you accept all of your NOAs. You will select one NOA to accept 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 supervisor or your unit's NOA Reviewer.

Manual NOAs:

In special circumstances, faculty and academic professionals may receive a manual NOA that does not go through PeopleSoft. If your appointment requires a manual NOA, you will be contacted by your supervisor or your unit's NOA Reviewer.

Remember that manual NOAs are only used in special circumstances that prevent PeopleSoft from appropriately displaying the appointment information. Most NOAs will be released and accepted through PeopleSoft.

View Your Accepted 2019 NOA or NOAs from Previous Years

Log into [My ASU](#).

To view your accepted 2019 NOA, or to view NOAs from previous years, click on the [Notice of Appointment](#) link under My Employment > Payroll.

The link will take you to a page within PeopleSoft where your NOA letters will be available.

The screenshot shows the My ASU website interface. At the top, there is a navigation bar with the ASU logo, "Arizona State University", and links for "ASU Home", "My ASU", "Colleges & Schools", "Map & Locations", "Directory", and "SIGN OUT". A search bar is also present. Below the navigation bar, the "My ASU" header includes "Resources", "Service", "Teaching", and "Profile" tabs, along with a "Help" button and a settings icon. The main content area is divided into several sections:

- Announcements:** "Out of this world events on tap at ASU for Earth Month", "ASU's Science Hub to bridge disciplines, solve real-world problems", "Social embeddedness takes center stage".
- ASU Events | Academic Calendar | Holidays | Payroll Calendar:** A list of events including "Spring 18 Complete Session Withdrawal Deadline - Sessions B & C", "Spring 18 Final Exam - Session B", "Spring 18 Classes End/Last Day to Process Transactions - Sessions B & C", "Spring 18 Study Days - Session C", and "Spring 18 - Final Grades Due - Sessions B & C".
- My Tasks:** "TO DOs:" with a checkbox for "Sustainability Survey".
- My Employment:** A section with tabs for "Time", "Payroll", "Benefits", "Personal", "Travel", and "Manager". Under the "Payroll" tab, there are links for "View Paycheck", "Direct Deposit", "Notice of Appointment", and "Tax Information".