

# 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. (Your unit NOA reviewer is typically the person in your department, school or college who handles HR, payroll or academic personnel processes.)

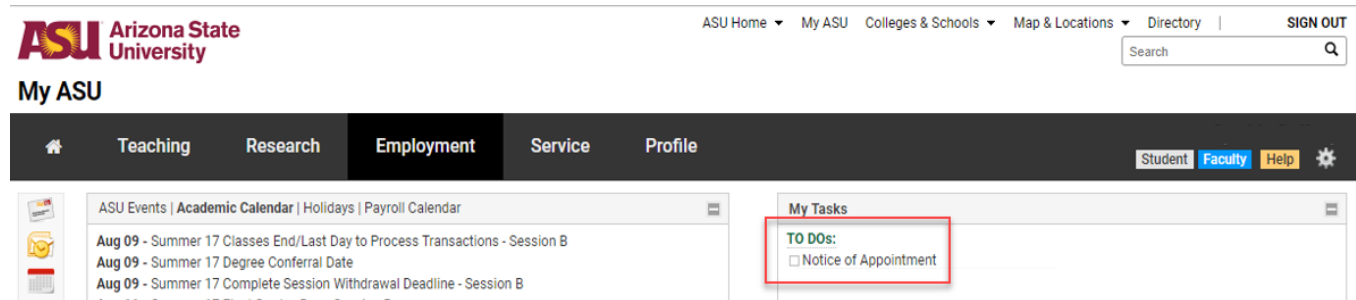
## 2022-2023 Timeline

Task	Phase I (Fiscal year appointments)	Phase II (Academic year appointments, including A12 pay plan)
<b>Release date:</b> Employees whose NOAs have been released by this date may accept their NOAs.  NOA releases continue until the acceptance deadline.	June 13	July 25
<b>Acceptance deadline:</b> All NOAs must be released and accepted by this date.	June 30	August 26

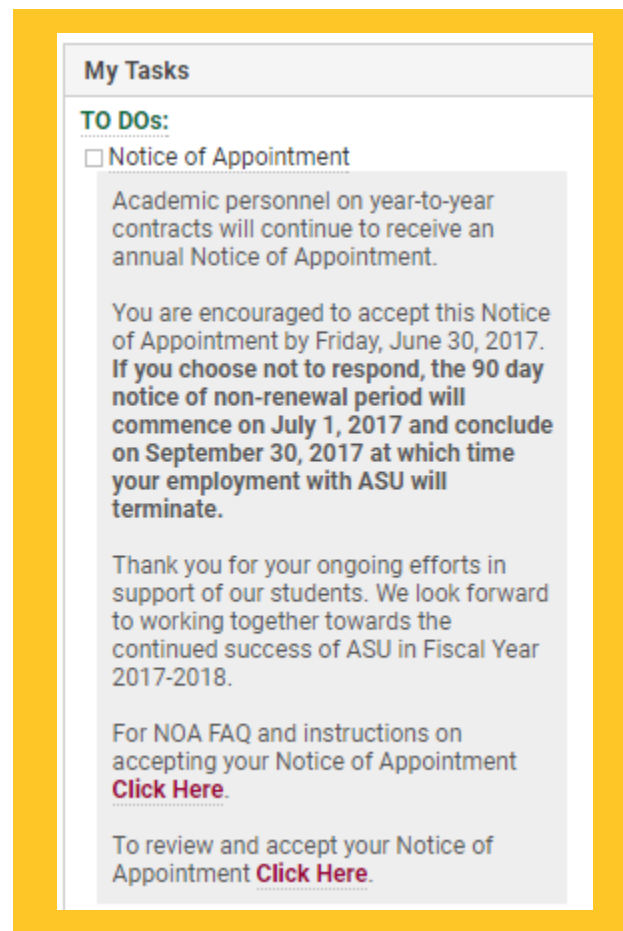
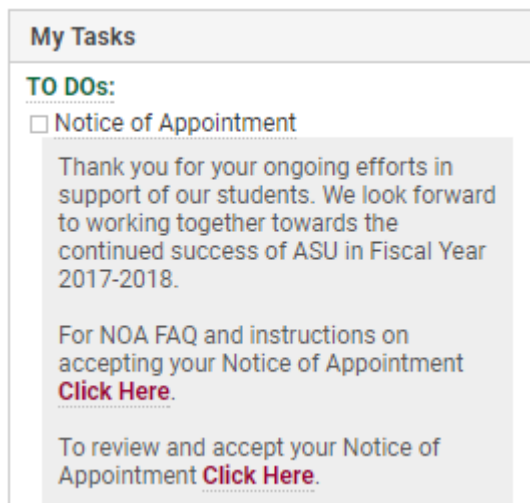
Most NOAs are ready by the release date for the appropriate NOA phase. Some NOAs are not ready right away because data needs to be corrected in PeopleSoft before they are released. You will receive an email from the Provost when your NOA is ready.

## 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.



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.



If you have received previous NOA letters, a link will be displayed for each year. Select **View NOA** on the 2023 NOA record. (This will show the NOA for the 2022-2023 year.)

If this is your first NOA letter, the 2023 NOA letter will automatically display.

NOA Selection				
View NOA	Fiscal Year	Department	Job Title	Completed
<a href="#">View NOA</a>	2019	Sch Elect Comptr & Energy Engr	Assoc Professor	N
<a href="#">View NOA</a>	2018	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
<a href="#">View NOA</a>	2017	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
<a href="#">View NOA</a>	2016	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
<a href="#">View NOA</a>	2015	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
<a href="#">View NOA</a>	2014	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
<a href="#">View NOA</a>	2013	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
<a href="#">View NOA</a>	2012	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
<a href="#">View NOA</a>	2011	Sch Elect Comptr & Energy Engr	Assoc Professor	Y
<a href="#">View NOA</a>	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.

**If you are unable to View Your 2023 NOA**

If you see **"No matching values were found"** or if you only see NOA letters from previous years, your 2023 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 2023 NOA has been released.



[ASU Home](#)
[My ASU](#)
[Colleges & Schools](#)
[Map & Locations](#)
[Directory](#)

[SIGN OUT](#)

[M y](#)
[A S U](#)
[My ASU Home](#)

[New Window](#)

### NOA ESS List

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300):

[Basic Search](#)

No matching values were found.

## Sample NOA letter



### 2019 - Notice of Faculty Appointment



Associate Professor



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



(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

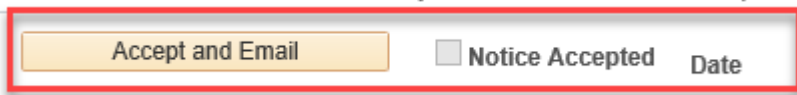
@asu.edu

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

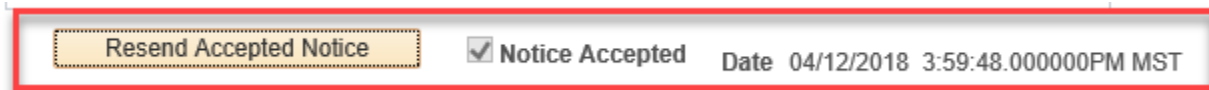
(Note: The email address you enter here will only be used to provide an additional copy of this notice. The email address on file in your ASU records will not be updated.)

## 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.



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.



## 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 2023 NOA or NOAs from Previous Years

Log into [My ASU](#).

To view your accepted 2023 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 displays the My ASU website interface. At the top, the ASU logo and navigation links (ASU Home, My ASU, Colleges & Schools, Map & Locations, Directory, SIGN OUT) are visible. Below the navigation bar, the 'My ASU' header includes links for Resources, Service, Teaching, and Profile. 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, Spring 18 Final Exam, Spring 18 Classes End/Last Day to Process Transactions, and Spring 18 Study Days.
- My Tasks:** TO DOs: Sustainability Survey.
- My Employment:** A section with tabs for Time, Payroll, Benefits, Personal, Travel, and Manager. Under the Payroll tab, the 'Notice of Appointment' link is highlighted. Other links include View Paycheck, Direct Deposit, Tax Information, Job Openings, and HR Forms.