

## Faculty or Academic Professional FAQs

### What is a Notice of Appointment?

A Notice of Appointment (NOA) is an electronic document that states the terms of appointment and conditions of service for faculty members and academic professionals. Per [ABOR 6-101](#), [ABOR 6-201](#), [ABOR 6-301](#) and [ABOR 6-302](#), most faculty, academic professionals and academic administrators receive Notices of Appointment each year.

### How do I know if I will receive an NOA?

Tenured/tenure-track faculty, continuing/continuing-track academic professionals, faculty/academic professionals with administrative appointments, and all fixed-term faculty and academic professionals except for the exceptions below receive NOAs.

Some types of faculty and academic professionals do not receive an NOA: faculty and APs in summer/winter job codes; faculty associates; academic associates; instructors; PRN job codes; and visiting job codes. If you fall into one of these categories, you should receive a letter from your unit every semester or every year outlining your assignment, appointment details and conditions of service.

Postdocs, student employees and staff do not receive NOAs.

### When will I receive my NOA?

Faculty members and academic professionals who have fiscal-year appointments will receive NOAs in June. Those who have academic-year appointments, including those on the A12 salary plan, will receive NOAs in August. The fiscal year begins on July 1 each year, and the academic year begins on August 16.

### If I am on a conditional or terminal contract, will I receive an NOA?

Yes; your NOA will contain specific language designating your appointment as conditional or terminal.

### How do I know when my Notice of Appointment is ready to be accepted?

You will receive an email from the Provost telling you that your NOA is ready. You will also see a To Do notification when you log into My ASU.

Some NOAs are not released by the unit level reviewers until later in the acceptance period, especially if information needs to be corrected in PeopleSoft. You will receive an email when your NOA is ready. If you have questions about your NOA, contact your supervisor or unit NOA reviewer. (Your unit NOA reviewer is typically the person in your department, school or college who handles HR, payroll or academic personnel processes.)

### How do I view and accept my NOA?

You will receive an email from the provost informing you that your NOA is available and can be accessed on My ASU.

To access your Notice of Appointment, log into: My ASU > Home tab> My Employment box > Notice of Appointment.

To review your appointment, click on the Notice of Appointment link and then the View NOA link for the upcoming fiscal/academic year.

When you click the Accept and Email button, you agree to comply with the conditions of employment described by the policies referenced in your NOA. Accepting will automatically send a copy of your NOA to your ASU email account.

For a step-by-step guide with images, see the “How to accept your Notice of Appointment” document on the [NOA website](#).

### **What if the information on my NOA is incorrect?**

If any of the information on your NOA does not seem correct, contact your supervisor or unit NOA reviewer before accepting the NOA.

### **How do I resend my accepted NOA to myself?**

Be sure you are on the Faculty/Employee Info page and not the Student Info page on My ASU. Follow this path: My ASU > Employment tab > My Employment > Payroll > Notice of Appointment

Click the Resend NOA button.

### **What happens if I don't accept my NOA by the deadline?**

Employees who do not accept their Notice of Appointment by the established deadline may be deemed to have rejected the appointment.

### **Why can't I just print it and send a signed copy to my supervisor?**

The NOA must be accepted electronically to avoid any confusion concerning whether or not you have agreed to the conditions of your employment and the date you did so.

### **What if I don't accept my NOA by the acceptance deadline?**

Employees who do not accept their NOA by the established deadline may be deemed to have rejected the appointment. Departments must make every effort to contact these employees to make sure they go into My ASU to accept their NOA, even if the employee is on vacation or out of the country. Electronic NOAs must be accepted electronically.

### **What happens if I have a joint appointment?**

You will receive one NOA for each job record that is NOA-eligible. You must review and accept each NOA individually.

### **What happens if I have a dual appointment?**

You will receive the NOA from your tenure home department. The NOA should show both your faculty/academic professional appointment and your administrative appointment.

### **What happens if I have multiple tenure homes?**

Contact your supervisor or unit NOA reviewer if you have more than one tenure home and have a question about your NOA.

## **What if I need to receive a manual NOA?**

If special circumstances require you to receive a manual NOA, your supervisor or unit NOA reviewer will contact you with the NOA for you to sign. If you have received an electronic NOA (through PeopleSoft and My ASU) but believe that it should be manual instead, contact your unit before accepting the NOA. Please note that manual NOAs are rare and only done for special circumstances when an electronic NOA would not display the appointment correctly. The majority of NOAs are released through PeopleSoft.

## **What if I don't have an NOA to accept when I go to My ASU?**

If your NOA does not appear when you click on the Notice of Appointment link on My ASU, please contact your supervisor or your unit's NOA reviewer as soon as possible.

## **What should I do if I get an error message when I click on my Notice of Appointment?**

First, try to clear your cache two times and then log in again. If that doesn't work, contact the NOA reviewer for your unit or area to resolve the issue.

### **How to clear your browser's cache:**

**Internet Explorer:** Go to **Tools> Delete Browsing History** (make sure **Temporary Internet files** is checked) and click **Delete** at the bottom of the pop-up box.

**Firefox:** Go to **History> Clear Recent History** (make sure **Browsing & Download History** is checked) and click **Clear Now**. You can pick the time range, but it probably should be Everything.

**Google Chrome:** On your keyboard, hit **Ctrl+H**, which will bring you to your History. Click **Clear Browsing Data** and make sure **Clear browsing history**, **Clear download history** and **Empty the cache** are checked. You can pick the time range, ranging from the past hour to the beginning of time.

**Safari:** Go to **Safari > Preferences> Advanced** and make sure there is a check next to **Show Develop menu** in the menu bar. Close that pop-up. Go to **Develop >Empty Caches**.

**REMEMBER:** It is best to use Internet Explorer or Firefox to view/accept your NOA because you may see nonstandard images in Safari or Google Chrome.