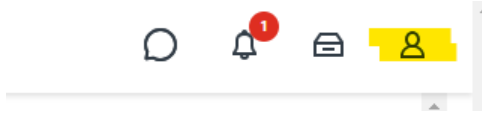

[All Faculty] How to find your Faculty Notice of Appointment

1 message

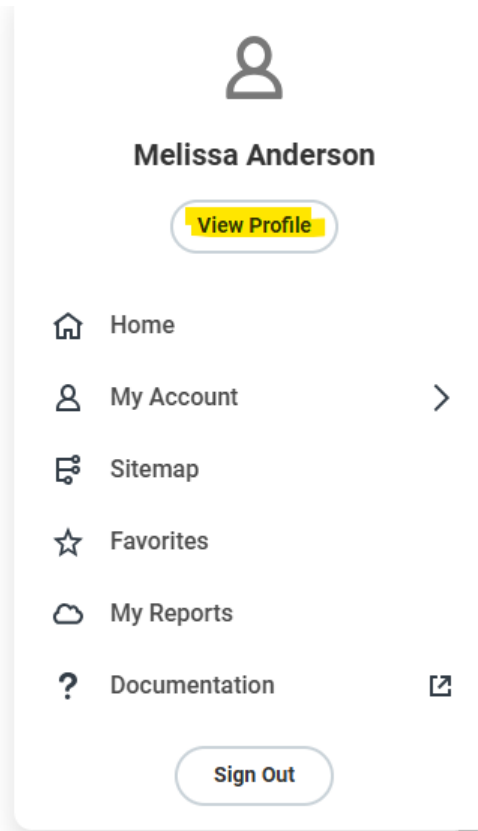
Melissa Anderson <andersm18@sou.edu>
To: AllFaculty <all_faculty@sou.edu>

Wed, Nov 27, 2024 at 1:33 PM

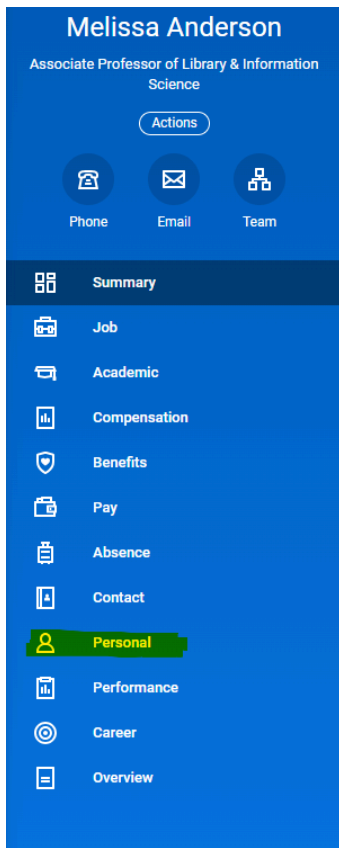
Dear Faculty Members,
Your Faculty Notice of Appointment is now available in Workday, and here's how you find it.
First, go to your profile by clicking on the silhouette icon in the **upper right hand corner**:



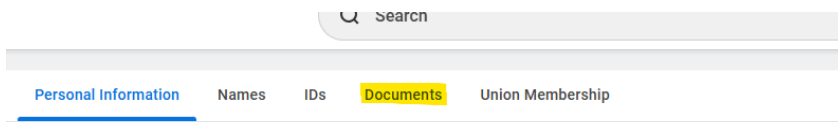
Then, click on View Profile from the drop down menu:



Then, from THAT menu, click on Personal:

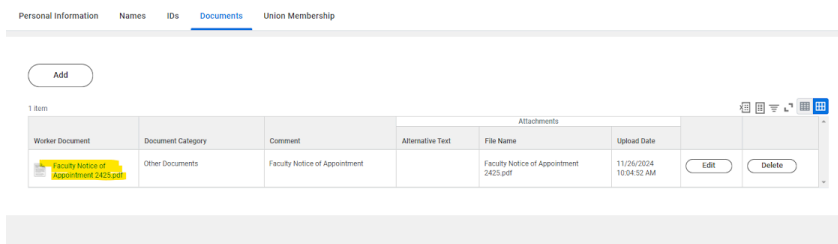


Once you get to the Personal screen, you need to click on the Documents tab:



Personal

When you click on Documents, you will see your current Faculty Notice of Appointment.



While you are on this page you may also want to click on the **Union Membership** tab and make sure you are a member if you want to be one. If you aren't, and wish to be, contact me or Emily Reeder.

Best wishes, and have a nice Thanksgiving break,

Melissa Anderson
 APSOU President-elect

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 Dr. Melissa Anderson, PhD, MLIS | [pronouns: she, her, hers](#)
 Associate Professor
 Campus Engagement & Research Services Librarian
 Hannon Library 149
 Southern Oregon University
 (541) 552-6820

andersm18@sou.edu

