

Add Academic Appointment task will be found in the Inbox.

1. In the **Add Academic Appointment** section:

Start Date: enter the assignment hire date

Academic Unit: make a selection from the list of options

Employment Position: make a selection from the list of options

2. In the **Appointment Information** section:

Track Type: enter “quarterly/semester”

Reason: enter “hire”

Rank: enter “Adjunct Lecturer”

End Date: enter the assignment end date

Identifier: select “P-Primary Appointment Primary”

3. Click the **Submit** button.

End Academic Appointment task will be found in the Inbox.

1. At the **End Academic Appointment Track** section:

Click the **OK** button

End Academic Appointment Track

8 second(s) ago

Name *

Track * P - Primary Appointment - Primary - AU_COEN - Computer Engineering Department - Adjunct Lecturer

2. In the **Appointment Information** section:

End Date: enter the assignment end date

Reason: enter “termination”

End Academic Appointment Track

8 second(s) ago

Prior Appointment

1 item

Identifier	Academic Unit	Academic Rank
P - Primary Appointment - Primary	AU_COEN - Computer Engineering Department	Adjunct Lecturer

Appointment Information

Track P - Primary Appointment - Primary - AU_COEN - Computer Engineering Department - Adjunct Lecturer

Effective Date 09/01/2021

End Date *

Reason *

3. Click the **Submit** button.