Office of the Dean
Faculty of Graduate Studies

Faculty Appointments Database Manual

December 21, 2016
OVERVIEW

The current process for appointing faculty members to the Faculty of Graduate Studies (FGS) was streamlined commencing in summer 2015. The information, procedures and activities found within FGS Appointment Database moved into the existing Academic Resource Management System (ARMS). This move:

- reduced duplication of data-entry;
- introduced an audit trail tracking various activities;
- provided direct access to data to all parties involved;
- created a more efficient system for appointments and website updates; and
- reduced the overall number of transactions involved in faculty appointments.

This document describes the process of entering a recommendation for appointment or an appointment renewal, and outlines the reporting functionality of the database.

The FGS Faculty Appointments Database can be found at: http://arms.info.yorku.ca
CREATE NEW APPOINTMENT

Once an appointment has been recommended and/or approved at the graduate program level, it can be entered into the ARMS system by the graduate program assistant or coordinator.

- Log into ARMS using your passport York account information.
- Select “Task” from the gray menu bar at the top of the display box.
- Select the Faculty and graduate program you are interested in appointing a member to (middle top of the screen). Note that although the appointment will be made to the Faculty of Graduate Studies, the Faculty selected here will be the home or anchor Faculty of the relevant graduate program. Note that Faculty and Year must be selected.
- Select “FGS Appointments” from the menu on the left hand side of the screen.

- Select “Add FGS Appointment for AY XXXX”.

![Academic Resource Management System (ARMS)](image-url)
Under “Instructor”, begin to type the name of the individual you would like appointment. If they are currently a York employee, their information will display and you can select it.

If they are not currently a York employee, you will be prompted to create a record for them - select “Add New”. Once the record is created, you will be able to select them from the list of instructors.
Once the name of the recommended appointee is displayed, select the program to which you would like to appoint him/her.

Complete the information on the appointment type and roles as prompted. Please refer to the FGS appointments policy for appointment categories and terms: [http://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/appointments-policy/#appointment.categories.terms](http://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/appointments-policy/#appointment.categories.terms)

To select the term of the appointment, insert a start and end date. Appointments should end at the time of the program’s next cyclical review.

Insert the email address of the recommended appointee.

Upload a current CV if required by clicking on “Add New CV”. You will be prompted to “Choose a File” and “Submit”. **CVs must be in PDF format.**

Enter any notes about the appointment including special conditions, etc.

Confirm that the appointment meets your graduate program’s specific criteria for appointments and Faculty of Graduate Studies’ appointment regulations by checking the box at the bottom of the form.

Confirm that the appointment should appear on the FGS website.
Once the form is complete, click the red “Create FGS Appointment” button.

The top of your screen should now display “New Appointment Added” and “View New Application”. Click on “View New Application” to see the details.
If the appointment is new in the full category, FGS will now be notified of a pending appointment and will "Approve" or "Reject" the appointment. FGS will also be notified of a pending appointment for instructor appointments, and adjuncts with a course instructor role.

The appointee and the graduate program assistant will be notified by email once the appointment is approved. Should the appointment be rejected, only the graduate program assistant will be notified.
APPOINTMENT RENEWAL

Once an appointment has been reviewed against graduate program criteria, it can be entered into the ARMS system.

- Log into ARMS using your passport York account information.
- Select “Search” from the gray menu bar at the top of the display box.
- Under “Search For”, select FGS Appointments.
- Select the Faculty and Program you wish to search.
- Under “status”, select “Expired”.
- A list of expired appointments will display. To view each one, select “View” on the right hand side of each record.
• Under “Status”, select “Renew”.

• Complete all required fields and click “Submit”.

• The top of your screen should now display “New Appointment Added” and “View New Application” in yellow. Click on “View New Application” to see the details.

• FGS will now be notified of a pending appointment and will “Approve” or “Reject” the appointment. The appointee and the graduate program assistant will be notified by email once the appointment is approved.

• Should the appointment be rejected, only the graduate program assistant will be notified.
SEARCH FUNCTIONS
You may search by any of the fields in the search function to create a list of appointments based on your criteria.

- Log into ARMS using your passport York account information.
- Select “Search” from the gray menu bar at the top of the display box.
- Under “Search For”, select FGS Appointments.
- Select the criterion/criteria you wish to search by and click the red “search” button.
- To reset your search parameters, click the red “Reset” button.
- NOTE: You may search by “Program Name” under FGS Programs within the Search screen at bottom right.
- Note that parameters may be very restrictive. For example, if you search by 2017-18, and there are no faculty members appointed in that year yet, search results will be nil. Note that you may clear/empty search fields for more inclusive results, or more specific results: for example, you may search only for “Accepted” or “Expired” appointments.

EXAMPLE

Academic Resource Management System (ARMS)

STATUS - DEFINITIONS
Each appointment record will show a “Status”.

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Submitted by program and awaiting FGS approval</td>
</tr>
<tr>
<td>Accepted</td>
<td>Submitted by program and approved by FGS.</td>
</tr>
</tbody>
</table>
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<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Renew</td>
<td>Requires renewal – is within 6 months of expiration date.</td>
</tr>
<tr>
<td>Expired</td>
<td>Expired – past expiration date of the appointment.</td>
</tr>
</tbody>
</table>

QUESTIONS?

For complete information on Graduate Faculty Membership, see: [http://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/](http://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/)

For information on the Faculty of Graduate Studies Appointments Policy, see: [http://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/appointments-policy/](http://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/appointments-policy/)

To view a list of current members appointed to the Faculty of graduate Studies, see: [http://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/current-members/](http://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/current-members/)

For assistance with the database and faculty appointments generally, please contact:

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