

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>

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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.

The screenshot displays the ARMS interface. At the top is a red header with the text "Academic Resource Management System (ARMS)". Below this is a navigation bar with links: Home, Tasks, Search, Budgeting, Reports, Admin, Help, ASK ARMS. The main content area is titled "ARMS Task View" and includes a "Detailed View" button and a "CUPE Dashboard" button. Below these are filters for "2016 - 17", "LA&PS", "- All Departments -", and "- All Terms -", with a "Display" button. On the left is a sidebar menu with options: Forecast Positions, Manage Postings, Manage Candidates, Non-Posted Positions, NRAs, FGS Approvals, Offer Letters: CUPE-1/2/E, Expanded Course Descriptions (with a note: "** Currently being piloted by LAPS **"), ETF Workflow, CSC Workflow, Other Instructor Costs, and FGS Appointments (highlighted in blue). The main content area shows a table titled "FGS Appointments" with the following data:

Status	Count
Accepted	331
Expired	0
New	22
Pending	0
Rejected	0
Renew	0
TOTAL	353

Below the table is an "Actions" section with two buttons: "Search for FGS Appointments" and "Add FGS Appointment for AY 2016".

- Select “Add FGS Appointment for AY XXXX”.

Academic Resource Management System (ARMS)

[Home](#) [Tasks](#) [Search](#) [Budgeting](#) [Reports](#) [Admin](#) [Help](#) [ASK ARMS](#)

[<< Back To FGS Appointment Search](#)

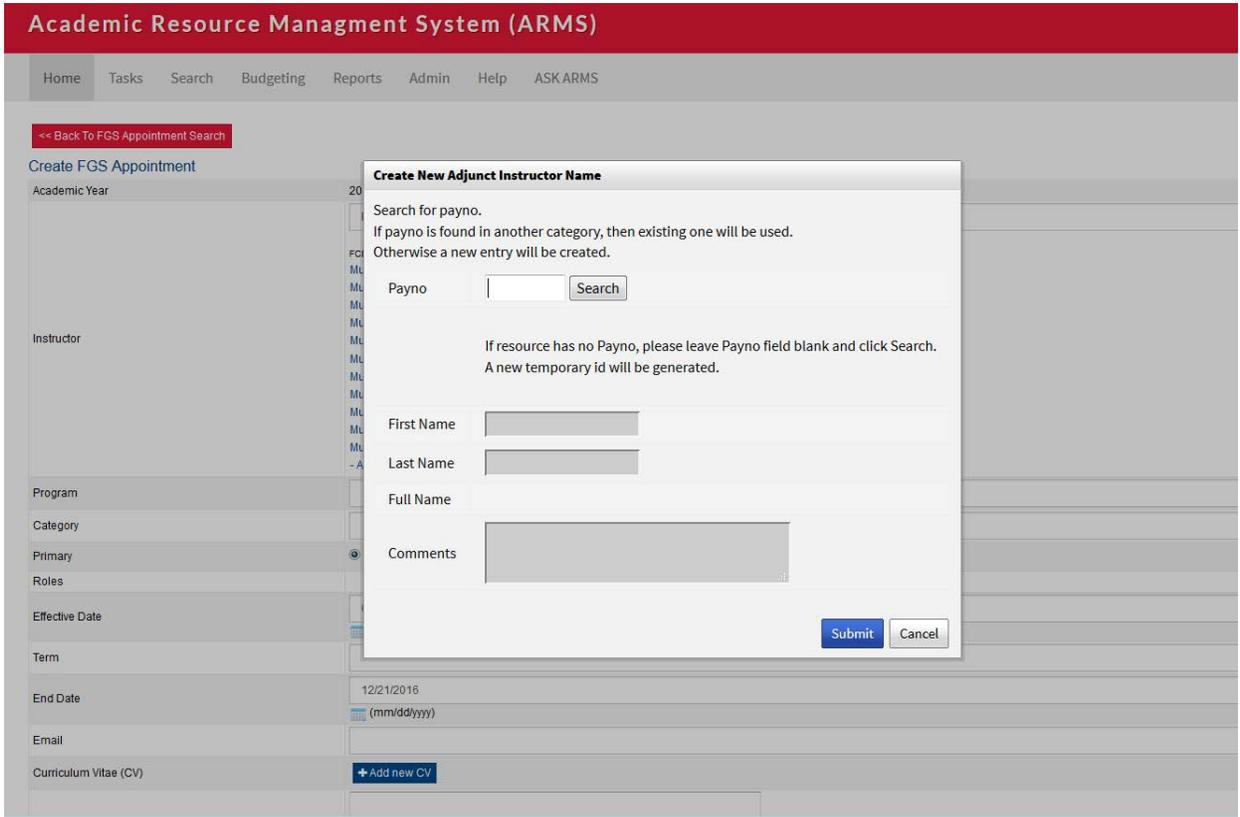
Create FGS Appointment

Academic Year	2016
Instructor	<input type="text" value="Lastname, Firstname"/>
Program	<input type="text" value="FCE Assigned"/>
Category	<input type="text"/>
Primary	<input checked="" type="radio"/> Yes <input type="radio"/> No
Roles	<input type="text"/>
Effective Date	<input type="text" value="07/01/2016"/> <input type="text" value="(mm/dd/yyyy)"/>
Term	<input type="text"/>
End Date	<input type="text" value="12/21/2016"/> <input type="text" value="(mm/dd/yyyy)"/>
Email	<input type="text"/>
Curriculum Vitae (CV)	+ Add new CV
Comments	<input type="text"/>
	<input type="checkbox"/> Meet Program Criteria for Faculty Appointments?
Publish on FGS Website?	<input checked="" type="radio"/> Yes <input type="radio"/> No

[Create FGS Appointment](#)

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- 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>
- 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.

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Create FGS Appointment

Academic Year	2016
Instructor	Member-New, Faculty [PAYNO: ...]
Program	FCE Assigned SPT - Social & Political Thought
Category	Full Member
Primary	<input checked="" type="radio"/> Yes <input type="radio"/> No
Roles	<input checked="" type="checkbox"/> Principal supervisor of Doctoral Dissertations <input type="checkbox"/> Co-supervisor of Doctoral Dissertations <input checked="" type="checkbox"/> Principal supervisor of Master's Theses <input type="checkbox"/> Co-supervisor of Master's Theses <input checked="" type="checkbox"/> Course Director <input checked="" type="checkbox"/> Committee Member
Effective Date	07/01/2016 (mm/dd/yyyy)
Term	Continuing
End Date	6/30/2021 (mm/dd/yyyy)
Email	spltheg@yorku.ca
Curriculum Vitae (CV)	+ Add new CV
Comments	<div style="border: 1px solid #ccc; height: 40px;"></div>
	<input checked="" type="checkbox"/> Meet Program Criteria for Faculty Appointments?
Publish on FGS Website?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Create FGS Appointment

- Once the form is complete, click the red "Create FGS Appointment" button.

Create FGS Appointment

- The top of your screen should now display "New Appointment Added" and "View New Application". Click on "View New Application" to see the details.

[<< Back To FGS Appointment Search](#)

View FGS Appointment

Academic Year:	2016
PAYNO:	800002039
Full Name:	Member-New, Faculty
Program:	Social & Political Thought
Category:	Full Member
Term:	Continuing
	Primary
Roles:	Principal supervisor of Doctoral Dissertations Principal supervisor of Master's Theses Course Director Committee Member
Effective Date:	07/01/2016
End Date:	06/30/2021
Status:	New Accept Reject
Email:	sptheg@yorku.ca
Curriculum Vitae:	View Replace Delete
Comments:	
Publish:	Publish on FGS Website
Actions:	Edit Remove Audit Trail

Appointments History

Acad Year	Program	Category	Term	Effective	End	Status	Comments
2016	Social & Political Thought	Full Member	Continuing	2016-07-01	2021-06-30	New	

- 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.

Academic Resource Management System (ARMS)

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ARMS Universal Search [Show](#)

(Must specify year and faculty to add FGS Appointment)
 Results for FGS Appointments
 Sorted by Default Order

[Download Search Results](#)

Acad Year	Payno	Full Name	Actions	Program	Category	Effective Date	End Date	Status
1998		▲ Owston, Ronald D	View	Communication & Culture	Associate Member	01/07/1998	06/30/2005	Expired
1999		▲ Crichtow, Warren Earl	View	Interdisciplinary Studies	Associate Member	07/01/1999	06/30/2003	Expired
1999		▲ Stewart, Penelope F	View	Interdisciplinary Studies	Associate Member	07/01/1999	06/30/2006	Expired
1999		▲ Taylor, Patrick D M	View	Interdisciplinary Studies	Associate Member	07/01/1999	06/30/2006	Expired
2000		▲ Bowman, Robert M J	View	Communication & Culture	Full Member	07/01/2000	06/30/2009	Expired
2000		▲ Canel, Eduardo	View	Sociology	Associate Member	01/07/2000	06/30/2001	Expired
2000		▲ Hay, Charles Douglas	View	Law	Full Member	07/01/2000	06/30/2007	Expired
2000		▲ Horowitz, Asher	View	Political Science	Full Member	07/01/2000	06/30/2007	Expired
2000		▲ Jacobs, Lesley Alan	View	Political Science	Full Member	07/01/2000	06/30/2007	Expired
2000		▲ Mahant, Edelgard E	View	Political Science	Full Member	07/01/2000	06/30/2007	Expired
2001		▲ Anam, Mahmudul	View	Economics	Full Member	07/01/2016	06/30/2023	Expired
2001		▲ Antze, Paul G	View	Social Anthropology	Associate Member	07/01/2001	06/30/2008	Expired
2001		▲ Appelbaum, Elie	View	Economics	Full Member	07/01/2016	06/30/2023	Expired
2001		▲ Blicow, Malcolm J	View	Social Anthropology	Associate Member	07/01/2001	06/30/2008	Expired
2001		▲ Bucovetsky, Sam	View	Economics	Full Member	07/01/2016	06/30/2023	Expired
2001		▲ Chen, Stephen Y	View	Computer Science & Engineering	Associate Member	07/01/2001	06/30/2004	Expired

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- Under “Status”, select “Renew”.

Renew FGS Appointment for Owston, Ronald D ✕

Program	CMCT - Communication & Culture ▾
Category	Associate Member ▾
Primary	<input type="radio"/> Yes <input checked="" type="radio"/> No
Roles	<input type="checkbox"/> Co-supervisor of Doctoral Dissertations <input checked="" type="checkbox"/> Principal supervisor of Master's Theses <input type="checkbox"/> Co-supervisor of Master's Theses <input checked="" type="checkbox"/> Course Director <input checked="" type="checkbox"/> Committee Member
Effective Date	01/07/1998 <small>(mm/dd/yyyy)</small>
Term	Continuing ▾
End Date	06/30/2005 <small>(mm/dd/yyyy)</small>
Email	<input type="text"/>
Comments	<input type="text"/>
Status	Renewing...
Publish on FGS Website?	<input checked="" type="radio"/> Yes <input type="radio"/> No

- 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

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Academic Resource Management System (ARMS)

Home Tasks Search Budgeting Reports Admin Help ASK ARMS

ARMS Universal Search

Search For: FGS Appointments Show Extended Results Sort By: Default Show Results in Descending Order

Fiscal Year: 2016 - 17
Faculty: LA&PS
Program: HUMA - Humanities
Status: Expired

Instructor Attributes:
Instructor Name:
Instructor Payno:

FGS Programs:
Program Name:

Comments and problems regarding this site can be sent to ithelp@yorku.ca

STATUS - DEFINITIONS

Each appointment record will show a “Status”.

Status	Definition
New	Submitted by program and awaiting FGS approval
Accepted	Submitted by program and approved by FGS.

Renew	Requires renewal – is within 6 months of expiration date.
Expired	Expired – past expiration date of the appointment.

QUESTIONS?

For complete information on Graduate Faculty Membership, see: <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/>

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/>

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

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