Creating an Academic Affiliate Record
PSOM Faculty Affairs Workday Process

❖ Before you can add an academic faculty appointment in the Academic Unit (AU), faculty who do not receive compensation (e.g. an unsalaried adjunct professor, or clinical assistant professor without a PMC job) should be added in Workday via the *Create Academic Affiliate* process

❖ Academic affiliate records should only be created for <u>unsalaried academics</u>

❖ A general University tip sheet for <u>Creating an Academic Affiliate</u> is available for additional guidance

Create Academic Affiliate

1. Search for the individual's name in **All of** Workday to confirm a record does not already exist
2. Locate the Academic Unit (your department and, if applicable, division) in which the Academic Affiliate will hold an appointment

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TIP: To locate the correct Academic Unit, search for your department name in Workday, then locate the result designated as an "Academic Unit" in the Search Results, like the example below.

Perelman School of Medicine - Anesthesiology and Critical Care   Academic Unit

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3. From the Academic Unit page, select **Actions** > **Academic Faculty** > **Add Academic Appointment**
4. Select **Create Academic Affiliate**
5. Fill out the information required (*Do **NOT** click "OK" until information on all tabs has been entered. You must click on each individual tab)
    a. **Legal Name** tab: Enter **first** and **last name**
    b. **Contact Information** tab: Enter **email address**
    c. **Personal Information** tab: Enter **date of birth (DOB)**
    d. **ID** tab: Enter **social security number (SSN)** under National IDs section (*if no SSN, you may proceed without)
6. Select **OK**
7. Now that you have created the Affiliate record, you may proceed to the next step of adding an academic appointment: Adding an Academic Appointment