CONTENTS

Section I. Overview - Step By Step Quick Guide

Section II. About the Reference Academic Staff Roster

Section III. Appointment Renewal via the ASL

Section IV. Appointment Termination via the ASL

Section I. Overview – Step By Step Quick Guide

1. Log on to woofa.med.cornell to view your department’s academic staff.
   a. You can filter the list in several ways – this is very useful
   b. You can export the list to Excel.
2. Review all records and determine what appointments will be renewed via the list.
   Amend the row by checking YES to Re-Appoint. Selection is auto-saved.
3. Review all records and determine what appointments will not be renewed via the list but will remain active. Amend the row by checking NO to Re-appoint. Selection is auto-saved.
4. Review all records and determine what appointments will be recorded for termination via the list. Amend the row by checking Terminate this appointment. Selection is auto-saved.
5. You will not be able to submit the list until all of these choices are made as needed
6. Continue to work, making selections and saving. When your review and selections are finalized, review the list with your department chair.
7. Prepare a memorandum for the chair to sign – see memorandum template at www.med.cornell.edu/ofa.
8. Submit the list by clicking Confirm and then SUBMIT TO OFA.

Section II. About the Academic Staff List

The reference list will be online at woofa.med.cornell.edu. It shows all of your active faculty and non-faculty appointments. Appointments that are active but non-current will also appear. Should you have questions about any missing appointments please contact me directly.
The list rows (appointments) are color-coded to distinguish different types of appointments.

**LIGHT BLUE:** Appointment eligible for renewal via the ASL  
**ORANGE:** Appointment eligible for renewal via the ASL up to the Max Time in Rank Date or Probationary Period for Tenure Review Date ONLY  
**RED:** Appointment NOT eligible for renewal via the ASL  
**GREY:** Appointment renewal is not needed at this time  
**YELLOW:** Color changes to yellow when you select “No” to Re-Appoint  
**GREEN:** Color changes to green when you select “Terminate this appointment”

Each list entry contains an abundance of information about the academic staff member. For example, Primary Affiliation, Max Term in Rank, Visa Type, etc. You can see this information in each entry. Please let us know if you think changes are needed in any of these data elements.

**Section III. Appointment Renewal via the ASL**

**A. Appointments Renewable via the ASL***

1. All renewable appointments that end 6-30-2017 may be recommended for renewal via the list for 1 year effective July 1, 2017 through June 30, 2018

2. All renewable appointments that end after June 30, 2017 and before June 30, 2018 may be recommended for renewal through June 30, 2018 via the ASL

3. All renewable appointments that end before June 30, 2017 (April, May, June) that you have not renewed by the time you submit your list may be recommended for renewal through June 30, 2018 via the ASL

4. All renewable appointments that are subject to a max term in rank date or probationary tenure review date during the **2017-18 academic** year may be recommended for renewal up to the max term in rank date or probationary tenure review date via the staff list, but not beyond; renewal beyond those dates, if possible, or changes in title, will require some documentation, as usual

* The Department may always choose to recommend renewal of an appointment individually with documentation (i.e., Recommendation for Appointment Form, Chair’s Letter, other documents as needed) but **PLEASE DO NOT USE BOTH THE ASL AND INDIVIDUAL DOCUMENTATION.**
B. Appointments Not Renewable via the ASL

1. Term appointments
2. Appointments contingent upon valid visa status (for academic staff working at or paid by WCM)
3. Other appointments, e.g., end dates later than June 30, 2018

Section IV. Appointment Termination via the ASL

Termination of an appointment can now be recorded via the ASL by checking the relevant box in the appointment row when the end date of the appointment is the termination date.

Otherwise you may continue to use a Recommendation for Termination of Appointment Form. PLEASE DO NOT USE BOTH THE ASL AND INDIVIDUAL DOCUMENTATION. In either case, as needed, be sure to submit to the OFA SharePoint site a letter of resignation, or notification from the Chair sent to the individual (e.g., for voluntary faculty). A blank Recommendation for Termination of Appointment form is available at www.med.cornell.edu/ofa.