# How to Add and Select Appointment Remarks

Appointment Remarks set the terms of a faculty member's employment and can be added to a faculty member's appointment form (contract) in the FIS. These can be added individually or in bulk.

**Adding appointment remarks to an appointment form is a two-step process:**

1. Add the remark to the **Appointment Remarks Catalog**; and
2. Select the appointment remark in the faculty member's **Appointment** tab.

## Step 1: Add a Remark to the Appointment Remarks Catalog

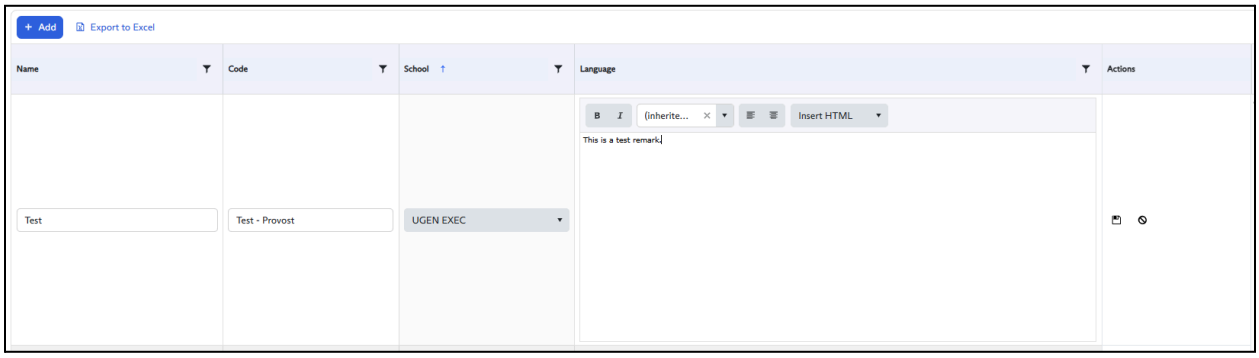
The **Appointment Remarks Catalog** is where the content is stored and added. It is found under **Administration** **Forms and Letters** **Forms** in the top navigation menu.

Previous appointment remarks can be edited, and new appointment remarks can be added. Appointment remarks are generally added to the catalog if they are used for a group of faculty members. Individual remarks can be added to an individual faculty member's record in the Appointment tab.

To add a new appointment remark:

1. Click **+Add** to add a new remark.
2. Add a recognizable **Name** and **Code** in the open fields. (*Note: Code must be 10 characters or less.*)
3. Add the content of the remark to the **Language** open field:
    a. Type directly in the open field or paste unformatted content by pasting as plain text
    b. Format font using the toolbar
    c. Use the #InsertHTML# drop-down menu to insert the #hashtags# into the content to autofill data for personalization (see Abbreviation Glossary, which can also be found under **Forms and Letters** **Letters** **Abbreviations** in the navigation menu).

4. Click the save icon ( )to add the content to the catalog.

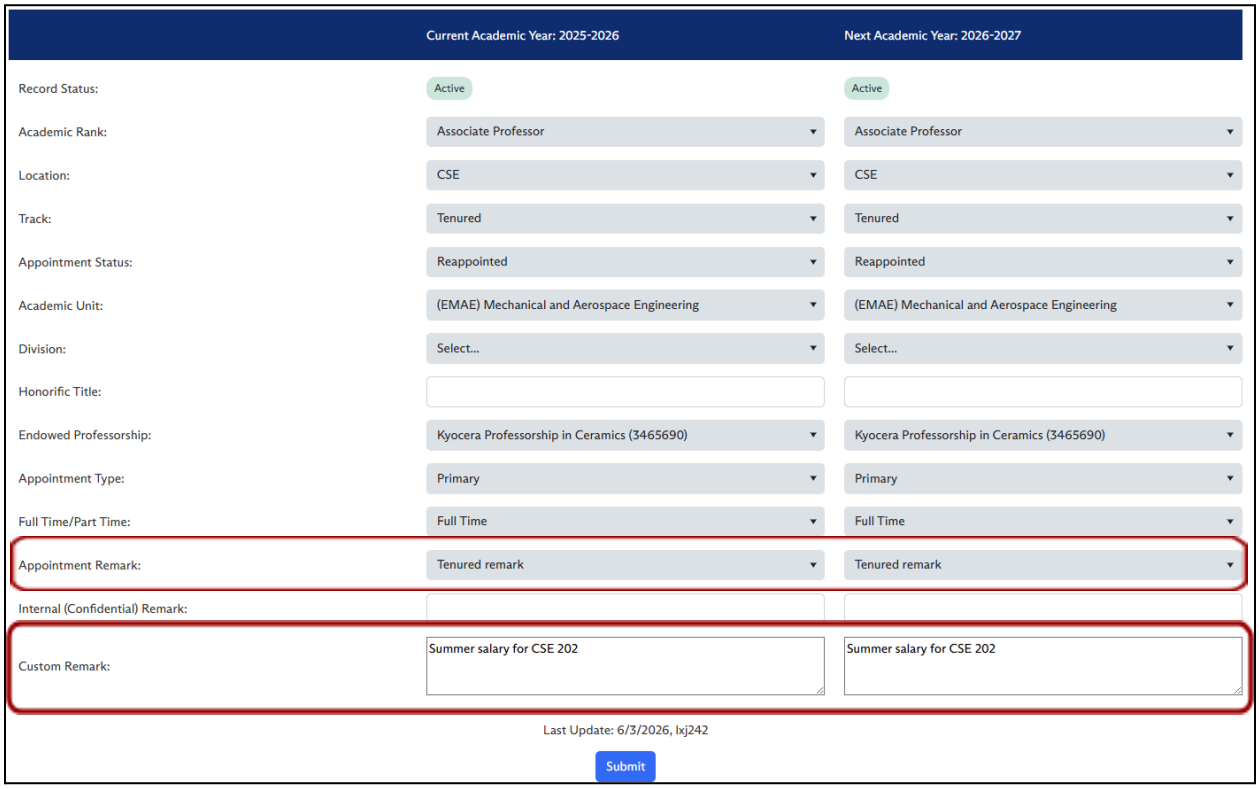



## Step 2: Select an Appointment Remark on the Appointment Tab

Once the appointment remark has been added/edited in the **Appointment Remarks Catalog**, it can be assigned to a faculty member on the **Appointment** tab.

To add an appointment remark to a faculty member's record:

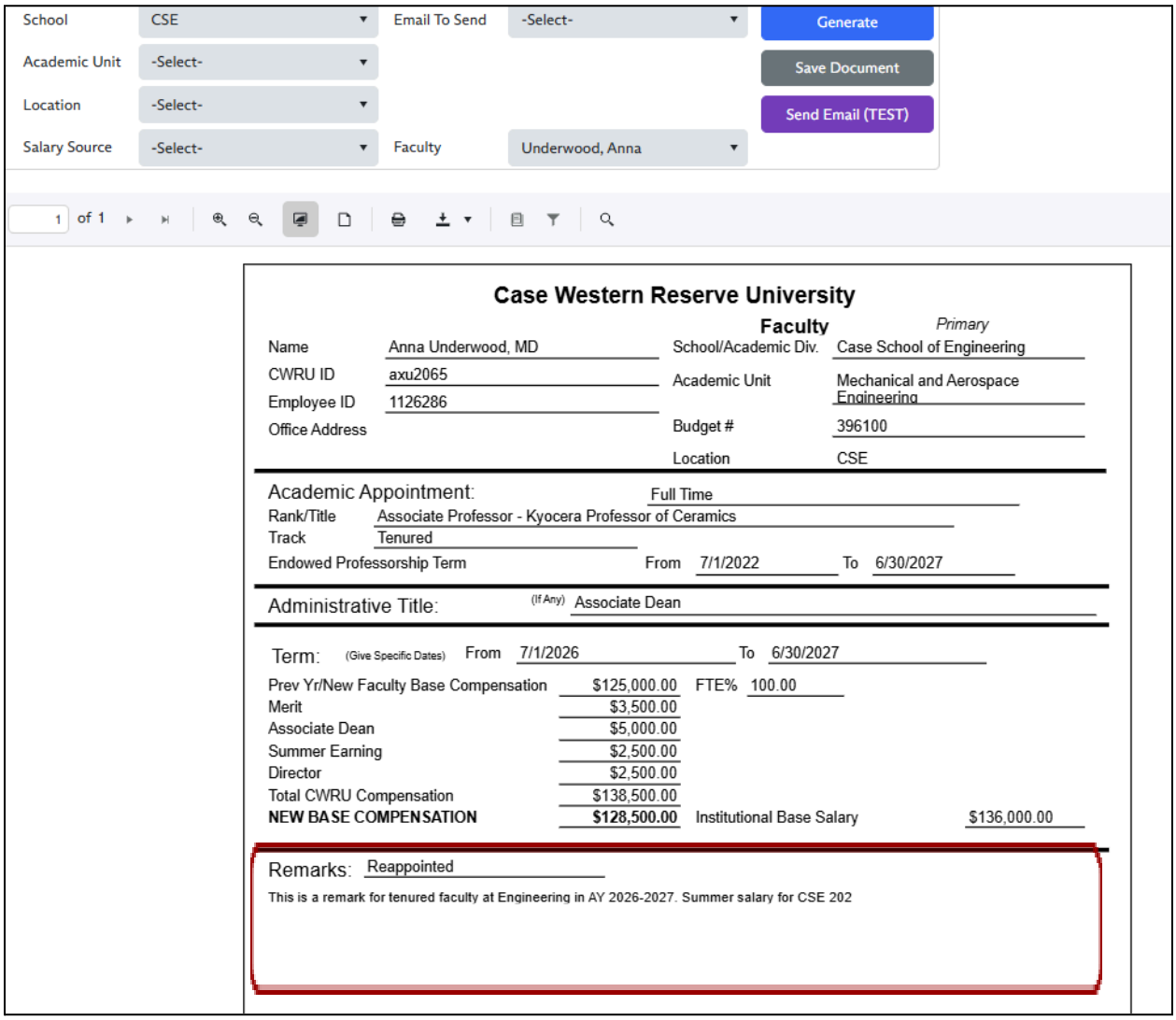
1. Open an existing faculty record.
2. Go to the **Appointment** tab.
3. Scroll down to the **Appointment Remark** field.
4. Under the **Current** and/or **Next Academic Year** column, use the drop-down menu to select the correct Appointment Remark. (The **Name** that was assigned when creating the remark in the catalog will be the one listed in the drop-down menu.)
5. Click **Submit** to save




*Note: If a **Custom Remark** is entered, it will be added to the selected **Appointment Remark** on the Appointment Form. If no **Appointment Remark** is selected, the **Custom Remark** that is entered will appear on the Appointment Form. The **Internal (Confidential) Remark** is used solely for administrative purposes and will not appear on the Appointment Form.*

## How the Appointment Remark appears on the Appointment Form

To see how an **Appointment Remark** and/or **Custom Remark** will appear on the appointment form, generate the appointment form by going to **Administration** **Forms and Letters** **Forms** **Generate Forms** and using the filters at the top of the page to generate the form. When you click **Generate**, the remarks will appear in the Remarks section of the appointment form.


School
CSE
Email To Send
-Select-
Generate
Academic Unit
-Select-
Save Document
Location
-Select-
Send Email (TEST)
Salary Source
-Select-
Faculty
Underwood, Anna
1 of 1
Case Western Reserve University
Faculty
Primary
Name
Anna Underwood, MD
School/Academic Div.
Case School of Engineering
CWRU ID
axu2065
Academic Unit
Mechanical and Aerospace Engineering
Employee ID
1126286
Office Address
Budget #
396100
Location
CSE
Academic Appointment:
Full Time
Rank/Title
Associate Professor - Kyocera Professor of Ceramics
Track
Tenured
Endowed Professorship Term
From 7/1/2022
To 6/30/2027
Administrative Title:
(If Any) Associate Dean
Term:
(Give Specific Dates)
From 7/1/2026
To 6/30/2027
Prev Yr/New Faculty Base Compensation
$125,000.00
FTE%
100.00
Merit
$3,500.00
Associate Dean
$5,000.00
Summer Earning
$2,500.00
Director
$2,500.00
Total CWRU Compensation
$138,500.00
NEW BASE COMPENSATION
$128,500.00
Institutional Base Salary
$136,000.00
Remarks:
Reappointed
This is a remark for tenured faculty at Engineering in AY 2026-2027. Summer salary for CSE 202