

How to Add and Select Appointment Remarks

Appointment Remarks set the terms of a faculty member's employment and can be added to faculty members' appointment forms (contracts) 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 **Forms and Letters** **Forms** in the 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 new record]** to add a new remark.
2. Add a recognizable name and code to the **Name** and **Code** columns in the open fields. (*Note: Code must be 10 characters or less.*)
3. Add the content of the remark to the Language open field
 - Type directly in the open field or paste unformatted content
 - Format font using the toolbar
 - 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 **[Update]** to add the content to the catalog.

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Appointment Remark

+ Add new record Export to Excel Export to PDF

Name	Code	School	Language	Edit	Delete
MetroHealthNonUniv...	MH/SAL...	SOM	Academic Y...	Update	Delete

As a faculty member in a clinical science department of Case Western Reserve University School of Medicine based at MetroHealth Medical Center, you are expected to engage in some combination of clinical, research, teaching and service activities, as approved by Metro, your Metro-based department chair, and by the Dean's office. MetroHealth Medical Center and CWRU have agreed that each Metro faculty member may be called on to provide up to 100 hours per year of clinical and/or didactic undergraduate medical student teaching. Support for faculty with primary appointment in a clinical science department may be derived from various sources, including but not limited to hospital contributions, practice plan revenue, grants received, and unrestricted University funds. The specific amounts drawn from the sources supporting your salary for this #academic year# academic year appointment period were set during the budget process. For this academic year appointment period, the portion of your salary that will be paid through Case Western Reserve University will be #annualsalary#. Your CWRU annual salary may go up or down from academic year to academic year, or within the academic year, for reasons that include but are not limited to changes in the mix of your activities or the sources of your compensation. Currently in our database we have the following as your primary work email address: #emailaddress#. Please make any changes or corrections.

Update Cancel Delete

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

	CURRENT	NEXT ACADEMIC YEAR
RECORD STATUS:	ACTIVE	ACTIVE
ACADEMIC RANK:	ASSISTANT PROFESSOR	ASSISTANT PROFESSOR
LOCATION:	MHMC	MHMC
TENURE STATUS:	NOT IN TRACK	NOT IN TRACK
APPOINTMENT STATUS:	REAPPOINTED	REAPPOINTED
ACADEMIC UNIT:	(M-PSYY) PSYCHIATRY	(M-PSYY) PSYCHIATRY
DIVISION:	ADULT PSYCHIATRY	ADULT PSYCHIATRY
HONORIFIC TITLE:		
ENDOWED PROFESSORSHIP:	SELECT...	SELECT...
APPOINTMENT TYPE:	PRIMARY	PRIMARY
FULL TIME/PART TIME:	FULL TIME	FULL TIME
APPOINTMENT REMARK:	METROHEALTHNONUNIVFUNDS	METROHEALTHNONUNIVFUNDS
INTERNAL (CONFIDENTIAL) REMARK:		
CUSTOM REMARK:	TEST CUSTOM REMARK	TEST CUSTOM REMARK

LAST UPDATE STATUS: 3/18/2025

Submit

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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 **Forms and Letters 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.

The screenshot shows the 'Generate Forms' interface in the Faculty Information System. At the top, there are filters for 'Year' (2022-2023), 'School' (CAS), and 'Email To Send' (Chair, Dean). A 'Generate' button is highlighted in red. Below the filters, there is a preview of the appointment form for Zoe Altan, MD, Assistant Professor, reappointed for the 2022-2023 term. The 'Remarks' section at the bottom of the preview is highlighted in red and contains the text: 'Remarks: Reappointed'.

Term:	(Use Specific Dates)	From	To	Base Compensation	FTE%	100	Months(s)	12
Merit				\$1,000				
TEST				\$1,000				
Summer Earning				\$1,000			Summer Salary Term (# of Months)	12.00
TEST				\$1,000				
TEST				\$1,000			Monthly Salary (12 Months)	\$0.50
TEST				\$1,000				
Total Annual Salary				\$7,000				

Remarks: Reappointed

As a visiting faculty member for the 2022-2023 are expected to understand and comply fully with all University policies and procedures, those set forth by the chair of the Theater and Dance, and all state and federal laws, regulations, and interpretations that are related to particular duties. All faculty members should avoid conflicts of interest and situations that could appear to be a conflict of interest. Any potential for conflict of interest should be disclosed to your chair and to CWRU. The terms of this contract extend 07/01/2023 to 06/30/2024 and are subject to non-renewal or renewal, as determined by the chair and dean.