

HOW TO CHECK YOUR APPOINTMENT HISTORY IN FHS-DB

Target Audience: Faculty Member, Proxies

Updated June 13, 2024

OVERVIEW

This document outlines how to confirm whether your faculty appointment information is correct in FHS DB, and what to do if there are errors or omissions in your appointment history.

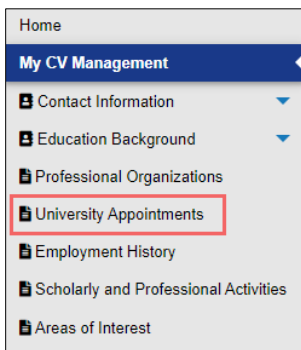
Faculty Appointments in FHS DB come from two sources:

- Mosaic – all appointment data starting with the launch of Mosaic (Oct. 2014) to present.
- ATP – pre-Mosaic, all appointment data were tracked in the ATP system.

If errors with appointment data exist in these systems, *the errors also exist in FHS DB and need to be corrected.*

REVIEWING YOUR APPOINTMENT HISTORY

1. Your appointment history can be viewed within your CV. In the left sidebar menu, navigate to **My CV Management > University Appointments:**



2. The University Appointments Screen will list your appointments:

University Appointments														
Showing 1 to 4 of 4 entries													Filter	
Employee Number	Department	Rank	Type	Rank Type	Full / Part	Employee Class	Union	Division	Start Date	Actual End Date	Proposed End Date	Source	Import	Status
		Associate Professor	Primary	Faculty	Full-Time	CAWAR	Clinical Faculty		2019-07-01			Mosaic	Yes	Active
		Assistant Professor	Primary	Faculty	Full-Time	Special	Clinical Faculty		2016-07-01	2019-06-30	2017-06-30	Mosaic	Yes	Inactive
		Assistant Professor	Primary	Faculty	Full-Time	Special	Clinical Faculty		2014-10-12	2016-06-30	2016-06-30	Mosaic	Yes	Inactive
		Assistant Professor	Primary	Faculty	Full-Time	Special	Clinical Faculty		2013-10-01	2014-10-11		ATP	Yes	Inactive

You can also find this information in the under the University Appointments heading of your exported CV.

3. If anything appears to be missing or incorrect, please contact your department’s academic coordinator, or submit a ticket to the [FHS DB Jira Service Desk](#) and a member of our team will investigate the issue.

CONTACT US

If you have any questions, please contact us through our [FHS-DB JIRA Service Desk](#).