Office of the Dean, Faculty of Graduate Studies
ARMS Faculty Appointments Database Manual

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Overview

The current process for [appointing faculty members to the Faculty of Graduate Studies (FGS)](#) was streamlined to connect with existing university systems. The information, procedures and activities found within FGS' Appointment Database moved into the existing Academic Resource Management System (ARMS). This move:

- reduced duplication of data-entry;
- introduced an audit trail tracking various activities;
- provided direct access to data to all parties involved;
- created a more efficient system for appointments and website updates; and
- reduced the overall number of transactions involved in faculty appointments.

This document describes the process of entering a recommendation for appointment or an appointment renewal and outlines the reporting functionality of the database.

All appointments and reappointments must be reported to the Office of the Dean, Faculty of Graduate Studies to be included in ARMS. As the system is accessed by users for multiple purposes (*e.g.,* in relation to the approval of supervisory and examining committees), it is important that appointment information is accurate and up-to-date.

The FGS Faculty Appointments Database can be found at: https://arms.info.yorku.ca/

Appointment Categories and Terms

Categories

With the exception of Independent Members, appointments to the Faculty of Graduate Studies are program-specific and are initiated at the program level. All program-specific appointments are made in one of the following categories:

- Full Membership (not applicable to master's-only programs),
- Associate Membership,
- Members Emeriti,
- Adjunct Membership, and
- Instructor Membership.

For Independent Members, the Dean or Principal, or designate, assumes the role of Graduate Program Director with respect to all aspects of the appointments recommendation process.

Further information on appointment categories is accessible at:
https://www.yorku.ca/gradstudies/faculty-staff/academic-affairs/graduate-faculty-membership/appointments-policy/#appointment-categories-terms

Terms

Full Members and Associate Members: may hold an appointment that is continuing unless (i) a limited term is deemed appropriate, (ii) it is determined that the individual no longer satisfies the conditions for their appointment category, and/or (iii) their tenure-track/tenured or contractually limited position at York comes to an end.

Members Emeriti: The appointment term is normally for a maximum of five years, and is renewable. (Distinguished Research Professors are appointed to the Faculty of Graduate Studies for life. Upon retirement, Distinguished Research Professors are subject to the eligibility conditions of the Members Emeriti category.)

Adjunct Members: The appointment term is normally for a maximum of five years, and is renewable.

Instructor Membership: The appointment term for Instructor Member appointments is coincident with the terms over which the graduate course(s) is/are offered, and is renewable.

Independent Members: The appointment term may not exceed three years, and is renewable.

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Complete reporting procedures are accessible at: https://www.yorku.ca/gradstudies/faculty-staff/academic-affairs/graduate-faculty-membership/reporting-procedures/. Note that some terms are to be made for less duration than the maximum term for specific program needs.

Creating a New Appointment

Once an appointment has been recommended and/or approved at the graduate program level, it can be entered into the ARMS system by the graduate program assistant or coordinator. **Programs should be careful not to duplicate existing entries, *e.g.,* if appointing to a new category, delete existing entries to avoid duplications.**

1. Log into ARMS using Passport York. Approve the login via two-factor authentication.
2. Select "Task" from the gray menu bar at the top of the display box.
3. Select the Faculty and graduate program you are interested in appointing a member to (middle top of the screen). **Note that although the appointment will be made to the Faculty of Graduate Studies, the Faculty selected here will be the home or anchor Faculty of the relevant graduate program.** Note that Faculty and Year must be selected.
4. Select "FGS Appointments" from the menu on the left-hand side of the screen.

Task Landing Page View

5. Select "+Add FGS Appointment for AY 202X"

gradstudies.yorku.ca

Create FGS Appointment View

Academic Resource Management System (ARMS)

| Home | Tasks | Search | Budgeting | Reports | Admin | Help | ASK ARMS |

<< Back To FGS Appointment Search

Create FGS Appointment

Academic Year	2021
Instructor	Lastname, Firstname
	FCE Assigned
Program	
Category	
Primary	● Yes ○ No
Roles	
Effective Date	07/01/2021
Term	
End Date	11/25/2021
Email	
Curriculum Vitae (CV)	+ Add new CV
Comments	
	☐ Meet Program Criteria for Faculty Appointments?
Publish on FGS Website?	● Yes ○ No

Create FGS Appointment

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6. Under "Instructor," begin to type the name of the individual you would like appointment. If they are currently a York employee, their information will display, and you can select it.

7. If they are not currently a York employee, you will be prompted to create a record for them – select "- Add New -." ARMS will create a "temporary ARMS ID," the 9-digit employee number. Once the record is created, you can continue with the entry; if you need to return to the process, you will be able to select them from the list of instructors.

Create Instructor Name View

8. Once the name of the recommended appointee is displayed, select the program to which you would like to appoint them.
9. Complete the information on the appointment type and roles as prompted. Roles should match those approved by the program. Please refer to the FGS appointments policy for appointment categories and terms: https://www.yorku.ca/gradstudies/faculty-staff/academic-affairs/graduate-faculty-membership/appointments-policy/#appointment-categories-terms
10. To select the term of the appointment, insert a start and end date. **Appointments should end no later than at the time of the program's next cyclical review.**
11. Insert the email address of the recommended appointee.
12. Upload a current CV if required by clicking on "Add New CV." You will be prompted to "Choose a File" and "Submit." **Note: CVs must be in PDF format.**
13. Enter any notes about the appointment including special conditions, *etc*.
14. Confirm that the appointment meets your graduate program's specific criteria for appointments and Faculty of Graduate Studies' appointment regulations by checking the box at the bottom of the form.

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15. Confirm that the appointment should appear on the FGS website found at: https://www.yorku.ca/gradstudies/faculty-staff/academic-affairs/graduate-faculty-membership/current-members/

Populated FGS Appointment View

Academic Resource Management System (ARMS)

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<< Back To FGS Appointment Search

Create FGS Appointment

Academic Year	2021
Instructor	Member-, New [PAYNO: 501467409]
	FCE Assigned
Program	SPTH - Social & Political Thought
Category	Full Member
Primary	● Yes ○ No
Roles	☑ Principal supervisor of Doctoral Dissertations ☑ Co-supervisor of Doctoral Dissertations ☑ Principal supervisor of Master's Theses ☑ Co-supervisor of Master's Theses ☑ Course Director ☑ Committee Member
Effective Date	07/01/2021
Term	Continuing
End Date	6/30/2029
Email	newmember-example@yorku.ca
Curriculum Vitae (CV)	+ Add new CV
Comments	
	☑ Meet Program Criteria for Faculty Appointments?
Publish on FGS Website?	● Yes ○ No

Create FGS Appointment

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16. Once the form is complete, click the red "Create FGS Appointment" button.
17. The top of your screen should now display "New Appointment Added" and "View New Application." Click on "View New Application" to see the details.

Completed FGS Appointment View

Academic Resource Management System (ARMS)

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<< Back To FGS Appointment Search

View FGS Appointment

Academic Year:	2021
PAYNO:	501467409
Full Name:	& Member-, New
Program:	Social & Political Thought
Category:	Full Member
Term:	Continuing
	Primary
Roles:	Principal supervisor of Doctoral Dissertations Co-supervisor of Doctoral Dissertations Principal supervisor of Master's Theses Co-supervisor of Master's Theses Course Director Committee Member
Effective Date:	07/01/2021
End Date:	06/30/2029
Status:	New ✔ Accept ⊘ Reject
Email:	newmember-example@yorku.ca
Curriculum Vitae:	👁 View ⟳ Replace ✕ Delete
Comments:	
Publish:	Publish on FGS Website

Actions: ✏ Edit   ✕ Remove   ≣ Audit Trail

Appointments History

Copy CSV   Search: [   ]

Acad Year	Program	Category	Term	Effective	End	Status	Comments
2021	Social & Political Thought	Full Member	Continuing	2021-07-01	2029-06-30	New	

Showing 1 to 1 of 1 entries

18. If the appointment is new in the full category, FGS will now be notified of a pending appointment and will "Approve" or "Reject" the appointment. FGS will also be notified of a pending appointment for instructor appointments, and adjuncts with a course instructor role.

19. The appointee, graduate program assistant or coordinator, and the Faculty of Graduate Studies will be notified by email once the appointment is approved. The appointment email/letter includes the program name, approved Roles, and the duration of the appointment. Hard copy notifications are not forwarded to appointees. Should the appointment be rejected, only the graduate program assistant or coordinator will be notified.

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Renewing an Existing Appointment

1. Once an appointment has been reviewed against graduate program criteria, it can be entered into the ARMS system.
2. Log into ARMS using Passport York. Approve the login via two-factor authentication.
3. Select "Search" from the gray menu bar at the top of the display box.
4. Under "Search For," select FGS Appointments.
5. Select the Faculty and Program you wish to search.
6. Under "status," select "Expired" or "Renew." "Renew" is a special category for appointments **within 6 months of expiry**.
7. A list of expired/renewable appointments will display. To view each one, select "View" to the right of the FGS member's name.

Expired Appointments View

Academic Resource Management System (ARMS)

Home   Tasks   Search   Budgeting   Reports   Admin   Help   ASK ARMS

ARMS Universal Search Show

(Must specify **year** and **faculty** to add FGS Appointment.)
Results for FGS Appointments
Sorted by Default Order

Copy CSV   Search: [   ]

Acad Year	Payno	Full Name	Actions	Program	Category	Effective Date	End Date	Status
2021	501465927	Brooks, Kimberley	View	Law	Adjunct Member	07/01/2021	10/31/2021	Expired
2021	102082583	Kusyk, Sophia	View	Management Practice	Associate Member	07/01/2020	05/01/2021	Expired
2021	501465761	Mills, Aaron	View	Law	Adjunct Member	07/01/2021	10/31/2021	Expired
2021	501461041	Pierce, Lara	View	Psychology	Adjunct Member	04/20/2020	06/30/2021	Expired
2021	102099718	Sadeghi-Naini, Ali	View	Electrical Engineering and Computer Science	Full Member	01/01/2018	06/30/2021	Expired
2021	102032244	Tegelberg, Matthew	View	Sociology	Associate Member	07/01/2021	08/31/2021	Expired

Showing 1 to 6 of 6 entries
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Academic Resource Management System (ARMS)

Home   Tasks   Search   Budgeting   Reports   Admin   Help   ASK ARMS

ARMS Universal Search Show

(Must specify **year** and **faculty** to add FGS Appointment.)
Results for FGS Appointments
Sorted by Default Order

Copy CSV   Search: [   ]

Acad Year	Payno	Full Name	Actions	Program	Category	Effective Date	End Date	Status
2021	102078081	Bensimon, Jack	View	Financial Accountability	Instructor Member	05/01/2021	04/30/2022	Renew
2021	102097430	Craig, David	View	Financial Accountability	Instructor Member	05/01/2021	04/30/2022	Renew
2021	102093069	Dawe, Gigi	View	Financial Accountability	Instructor Member	05/01/2021	04/30/2022	Renew
2021	102097157	Dhuga, Sanjeev	View	Financial Accountability	Instructor Member	05/01/2021	04/30/2022	Renew
2021	102097155	DiMondo, Carmelina	View	Financial Accountability	Instructor Member	05/01/2021	04/30/2022	Renew
2021	102083178	Gaspar, Kristina	View	Financial Accountability	Instructor Member	05/01/2021	04/30/2022	Renew
2021	102078389	Gryglewicz, Paul	View	Financial Accountability	Instructor Member	05/01/2021	04/30/2022	Renew

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8. For expired appointments, a new appointment must be created; see page 6 above. For appointments that display with the "Renew" button, select that button to create an updated appointment: under "Status," select "Renew." Note that ARMS may not generate a new appointment letter for Renew appointments. Programs may wish to instead create a new appointment, which will send a new appointment email. For example in addition to the new term of appointment, Roles may have changed.

Renew Appointment View

Renew FGS Appointment for Mondal, Pulin	✕
Program	CIVL - Civil Engineering
Category	Associate Member
Primary	◉ Yes ○ No
Roles	☐ Co-supervisor of Doctoral Dissertations ☐ Principal supervisor of Master's Theses ☐ Co-supervisor of Master's Theses ☑ Course Director ☑ Committee Member
Effective Date	03/01/2018 📅 (mm/dd/yyyy)
Term	Limited
End Date	02/28/2022 📅 (mm/dd/yyyy)
Email	renewfgs@yorku.ca
Comments	
Status	Renewing...
Publish on FGS Website?	◉ Yes ○ No

Submit   Close

9. Complete all required fields and click "Submit."
10. The top of your screen should now display "New Appointment Added" and "View New Application" in yellow. Click on "View New Application" to see the details.
11. If the Roles have changed to require FGS review and approval (*e.g.,* an Associate appointment has been revised to Full), FGS will now be notified of a pending appointment and will "Approve" or "Reject" the appointment. The appointee and the graduate program assistant will be notified by email once the appointment is approved.
12. Should the appointment be rejected, only the graduate program assistant or coordinator will be notified.

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Searching for Appointments

You may search by any of the fields in the search function to create a list of appointments based on your criteria.

1. Log into [ARMS](#) using your passport York account information. Approve the login via two-factor authentication.
2. Select "Search" from the gray menu bar at the top of the display box.
3. Under "Search For," select FGS Appointments.
4. Select the criterion/criteria you wish to search by and click the red "search" button.
5. To reset your search parameters, click the red "Reset" button.
6. **Note***: You may search by "Program Name" under FGS Programs within the Search screen at bottom right.
7. Note that parameters may be very restrictive. For example, if you search by 2021-22, and there are no faculty members appointed in that year yet, search results will be nil. Note that you may clear/empty search fields for more inclusive results, or more specific results: for example, you may search only for "Accepted" or "Expired" appointments.

Search Appointments View

Removing an Appointment and Duplicates

As the system is accessed by users for multiple purposes (*e.g.,* in relation to approval of supervisory and examining committees), it is important that appointment information is accurate and up-to-date.

Individuals no longer at York University should be removed promptly by the relevant graduate program to ensure that all users have accurate and up-to-date status information. Furthermore, existing duplicate entries must be removed to ensure that the appropriate record in ARMS is accurately reflected.

Similarly, when service to the program is complete, faculty members should be removed from programs expeditiously.

Faculty members who serve as supervisors and leave the University may continue to serve as adjuncts with decanal permission. Existing appointments should be expired; the new appointments should be recommended as adjuncts, and include a rationale for supervision to continue.

1. Log into ARMS using your passport York account information. Approve the login via two-factor authentication.
2. Select "Search" from the gray menu bar at the top of the display box.
3. Under "Search For," select FGS Appointments.
4. Ensure that all other fields, including Faculty are blank. Fiscal Year should read "Select Fiscal Year."
5. Enter the faculty member's name in "Instructor Name" and click on the red Search button.
6. Select "View" to the right of the appropriate record.
7. On the "View FGS Appointment" page, either click on the red "Remove" button, which removes the entry permanently, or the red "Edit" button. If editing the record, change the expiry date as appropriate to the current date or prior. Editing rather than removing the entry preserves historical data, but is not essential.

Edit FGS Appointments View

Edit FGS Appointment for Expire-, Member ✕

Program	⬍
Category	⬍
Primary	● Yes ○ No
Roles	☑ **Principal supervisor of Doctoral Dissertations** ☑ **Co-supervisor of Doctoral Dissertations** ☑ **Principal supervisor of Master's Theses** ☑ **Co-supervisor of Master's Theses** ☑ **Course Director** ☑ **Committee Member**
Effective Date	11/25/2021

Choose a date: ✕ ▦ (mm/dd/yyyy)

‹	November 2021	›

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	**25**	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Term	Continuing ⬍
End Date	06/30/2029 ▦ (mm/dd/yyyy)
Email	expire-member@yorku.ca
Comments	
Status	New
Publish on FGS Website?	● Yes ○ No

Submit | Close

Status Definitions

Each appointment record will show a "Status."

Status	Definition
New	Submitted by program and awaiting FGS approval.
Accepted	Submitted by program and approved by FGS.
Renew	Requires reappointment to continue; is within 6 months of expiration date.
Expired	Past expiration date of appointment.

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Additional Resources and Assistance

For complete information on Graduate Faculty Membership, please visit: https://www.yorku.ca/gradstudies/faculty-staff/academic-affairs/graduate-faculty-membership/

For information on the Faculty of Graduate Studies Appointments Policy, please visit: https://www.yorku.ca/gradstudies/faculty-staff/academic-affairs/graduate-faculty-membership/appointments-policy/

To view a list of current members appointed to the Faculty of graduate Studies, please visit: https://www.yorku.ca/gradstudies/faculty-staff/academic-affairs/graduate-faculty-membership/current-members/

For assistance with the ARMS database and faculty appointments generally, please contact:

- **M. Michael Schiff** - Coordinator, Faculty Governance, at mmschiff@yorku.ca