

University of Southern California
Faculty Affairs Suite – Faculty Application Manager Tool Access Form

Check One: New User Modify Existing Access Delete User

Name: _____ Department/School: _____

Title: _____

USC Username: _____ USC 10-Digit ID _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Please identify your areas of responsibility for the faculty recruiting process to be set up with the proper permissions in the Faculty Application Manager Tool:

Position Permissions

- Edit Positions
- Close Positions
- View Comment Report
- Manage Attachments
- Manage Email Text
- Manage Code Lists
- Manage Committee Access
- Manage Application Tracking Data
- Set Application Status

Applicant Permissions

- Manually Add an Application
- Manually Add a Referrer
- Export Applicant Addresses

Referrer Permissions

- Manually Send Out Emails to Referrers
- Manage Referrer Confirmation Message
- Download Completed Referrers Report

Approvals

My signature below indicates that the person identified above has an administrative role in the faculty recruiting process and has identified correctly his/her responsibilities and required permissions.

Dean or Dean of Faculty: _____ Date: _____

Submit original form to the Office of Faculty Affairs (ADM 204, MC 4019) with the University Faculty Affairs Suite – Faculty Application Manager Tool Security and Confidentiality Agreement. You should receive an email with your username, password and login instructions in three to five business days upon confirmation of receipt of your form. Retain a copy of this form for your records.

Office of Faculty Affairs Use Only

- View all positions
- Add a new position
- Default email text and code lists