**FAQ – Electronic Academic Student Employee Appointment Notifications:**

**Why did Faculty Affairs change to email notification?**

This decision was made in support of Sonoma State University’s commitment to sustainability. In addition, it is more efficient in process to expedite the delivery of the appointment notification.

**Do I still need to sign the appointment letter?**

Yes, if you are an Instructional Student Assistant or Graduate Assistant, you will need to sign to accept the appointment. If you are a Teaching Associate, you will need to sign and return the Certification Statement as detailed in the appointment letter and email.

**The signature field on the Appointment Letter/Certification Statement Form is not open for signature, what should I do?**

Save the form to your desktop and then re-open, and the signature field should then be available to use.

**The information on my Appointment Letter is incorrect, how do I get this resolved?**

Please work with your department chair or school dean to confirm your appointment.

**I cannot electronically submit the Appointment Letter/Certification Statement Form. Can you offer assistance?**

If you are unable to digitally sign and return, printing out the letter/certification statement to sign and scan as an attachment in an email reply is also acceptable. We are not accepting any hard copies at this time.