

## WHAT'S NEW

### NEW FAST COURSES NOW AVAILABLE

Two new courses are now available in the [FAST Library](#).

**[Discretionary Funds](#)** discusses the roles and responsibilities for discretionary funds, as well as their sources and purpose. It also covers topics such as how to determine when a cost center is discretionary, and the different categories of the policy when pertaining to discretionary funds.

**[Faculty Advancement: Appointments](#)** covers the policies and procedures that govern faculty appointments (GRs and ARs), the timeline for appointing a new faculty member, the components of academic appointments, the faculty database, CDEM, DOE, as well as faculty leave policies.

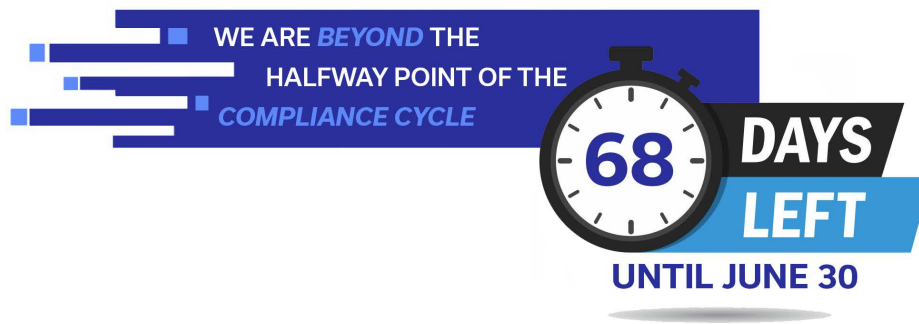
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### FAST - MAKING AN IMPACT

Recently, FAST presented at the Southern Association of College and University Business Officers (SACUBO) Annual meeting in Louisville, KY on April 14-16, 2024.

The FAST Program was selected to present as a "Best Practice Finalist" - later receiving 1st Runner Up for the overall Best Practices Award!





## WHAT YOU NEED TO KNOW ABOUT THE APPROACHING COMPLIANCE DEADLINE

As we get closer to June 30, please follow the steps below to make sure you are complete by the upcoming compliance deadline.

In the coming months, FAST will be sending communications to those whose training assignments are incomplete. If you receive an email from us, please be sure to read it carefully and reach out if you have any questions.

### Mandatory participants:

- Please be mindful of your FAST completion requirements. Mandatory participants are required to complete two (2) unique FAST courses before the deadline.
- There are now 27 FAST courses to choose from! Select your courses by clicking on "CHOOSE COURSES" next to the "Fast Training Cycle" in your [Learning Plan](#).
- At this time, FAST courses cannot be completed more than once for program credit. View your [Learning History](#) to view your completed courses.
- Take into consideration any upcoming leave or holidays and plan ahead to meet the compliance deadline.

### Supervisors:

- Check in with your enrolled employees to make sure they are working towards compliance.
- Allow your employees time to complete their FAST courses during regular working hours.
- If your employee no longer performs the functions in the [mandatory criteria for enrollment in FAST](#), submit [this form](#) to request their removal from the program.
- If you have an employee who is unable to complete their FAST courses by the compliance deadline due to extenuating circumstances, such as family leave, sabbatical or other long-term leave, please use [this form](#) to complete a FAST Program Extension Request.

Do you have a course suggestion? Use [this form](#) to send us your ideas!