

How to request **Pathway Changes** in JFR

<https://jfr.uams.edu>

APPOINTMENT ACTIONS

An *Appointment Action* is a change to a CURRENT faculty appointment. An appointment action can be any of the following:

- Percent Time Change
- Secondary Appointment
- Promotion from Instructor to Assistant Professor
---Promotion requests for advanced rank go through the annual Promotion and Tenure Retreat that is held in late Fall.
- Separation Action
---(which are terminations or voluntary resignations)
- **Tenure Track Change**

Appointment Actions like the ones listed below are processed differently because these faculty members are NOT paid by the College of Medicine and a Financial Business Plan is not required. These are:

- Locum
(Contract)
- Adjunct Appointment
- Academic Only Appointment
(faculty member is paid by ACH, ASH, CAVHS and NCTR)
- Regional Programs Appointment
- NW Campus Appointments
(Paid and Adjunct)

QUESTIONS? CONTACT US!

If you have any questions, please contact the Faculty Affairs Office at (501)526-5090

Requesting a Pathway Change

1. Click on “Appt. Actions”

The screenshot shows a dark red sidebar on the left with a list of navigation options. The 'Appt. Actions' option is circled in yellow, and a yellow arrow points to it from the right. The main content area has a grey header with a 'View:' dropdown set to 'Positions Pending My Attention'. Below this is a light green bar labeled 'Appt Actions:' and a grey bar labeled 'POSITIONS LISTING for Kierion Stephens'.

2. Click ‘New Appointment Action’

The screenshot shows the same sidebar as above. The main content area has a grey header with a 'View:' dropdown set to 'All Except Approved' and a 'Department:' dropdown set to 'Medical Humanities'. Below this is a table with a red circle around the 'New Appointment Action' link. Two red arrows point from the sidebar to this link. The table has columns for 'Search', 'ID', 'Faculty Member', 'Department', and 'Sub-Dept'. Below the table are navigation buttons: '<<', '<', '>', and '>>'.

Search	ID	Faculty Member	Department	Sub-Dept
View Edit	2529	Cunningham, Thomas	Medical Humanities	Medical Humanities

3. Choose “**Tenure Track Change**” for the Appointment Action.

Create New Request

Appointment Action:	Select One	Tenured?	
Effective Date:	Select One	Requesting Sub-Department:	Select One
Faculty:	Adj/Acad Appt Only		
Requesting Department:	Adj/Academic Only Department Transfer		
	Any Separation Action		
	Departmental Transfer		
Notes:	Distinguished Professor Request		
	Emeritus Request		
	Locum		
	NW Adjunct		
	Off Campus Duty Assignment		
	Percent Time/Salary Change		
	Promotion		
	Regional Programs Appointment		
	Secondary Appointment		
	Tenure Clock Suspension		
	Tenure Request Only		
	Tenure Track Change		

CLICK HERE

4. Select faculty member. (If your faculty member isn't listed contact the Faculty Center @ 501-526-5090)

Click here for Faculty

Create New Request

Appointment Action:	Tenure Track Change	Tenured?	
Effective Date:	<input type="text"/> (mm/dd/yyyy)	Requesting Sub-Department:	Select One
Faculty:	Pick/Change	Requested Pathway:	Select One
Requesting Department:	Dermatology		
Current Pathway:			
Current Rank:			

5. Now:

- a. Choose new pathway
- b. Input effective start date for the new pathway change
- c. Fill out all other fields (If Applicable)
- d. Click **“Save”**

Appointment Action:	Tenure Track Change		
Effective Date:	7/1/2019 (mm/dd/yyyy)		
Faculty:	Jay M Kincannon M.D. Pick/Change	Tenured?	Yes
Requesting Department:	Dermatology	Requesting Sub-Department:	Select One
Current Pathway:	Clinical Educator (TE)	Requested Pathway:	Select One
Current Rank:	Professor		
UAMS Percentage:	100 % <i>(Enter 100% for full-time position.)</i>	VA Percentage:	<input type="text"/> / 8 <i>(Leave empty if not applicable.)</i>
FGP Benefits?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	If Yes, FGP Benefits Percentage:	<input type="text"/> % (0-100)
Need UAMS/ACH/VA Credentialing?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Board Certified?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Patient Care?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a full time position?	<input checked="" type="radio"/> Yes <input type="radio"/> No	If NO, what percent:	<input type="text"/> %
Notes:	<input type="text"/>		
Required documents:	<ul style="list-style-type: none">• Tenure Track Change Letter from the faculty member to the Department Chair requesting pathway change• Letter from the Department Chair to the Dean requesting the pathway change• Faculty member's Curriculum Vitae• Pathway Change Request• Updated FTE Allocation <p>Associate Professor/ Full Professor, Also need</p> <ul style="list-style-type: none">• Letter to P & T		
	<input type="button" value="Save"/>		

Once finished click "Save"

6. Review the **REQUIRED DOCUMENTS** listings as well as the **DOCUMENT TEMPLATES** section for documents required to approve your request.

Document Templates:	Pathway Change Request Template
Required documents:	<ul style="list-style-type: none"> • Tenure Track Change Letter from the faculty member to the Department Chair requesting pathway change • Letter from the Department Chair to the Dean requesting the pathway change • Faculty member's Curriculum Vitae • Pathway Change Request • Updated FTE Allocation <p>Associate Professor/ Full Professor, Also need</p> <ul style="list-style-type: none"> • Letter to P & T

7. Use the “Upload Document Form” section to upload all appropriate documents.

Documents Listing [Recreate Letter](#) [Upload](#)

Upload Document Form

File: No file selected.

Type: [Hide](#)

Document Title	Document Type	Upload Date	Last Modified	Uploaded By	
Letter from Dr. Wong to P&T Committee.pdf	Letter to P & T	January 30, 2019	January 30 2019 09:53:45	Kierion Stephens	
Pathway Change Letter from Dr. Kincannon.pdf	Tenure Track Change Letter	January 30, 2019	January 30 2019 09:53:05	Kierion Stephens	
Letter from Dr. Wong to Dean Westfall.pdf	Letter from Department Chair	January 30, 2019	January 30 2019 09:52:28	Kierion Stephens	
Dr. Kincannon's CV.pdf	CV	January 30, 2019	January 30 2019 09:51:56	Kierion Stephens	
Pathway Change Request Form.pdf	Pathway Change Request	January 30, 2019	January 30 2019 09:51:25	Kierion Stephens	
Updated FTE Allocation.pdf	FTE Allocation	January 30, 2019	January 30 2019 09:50:33	Kierion Stephens	

When uploading documents be sure to select the right **document type** before submitting your pathway request.

- | | |
|---|---|
| 1. Tenure Track Change Letter | – select “ <u>Tenure Track Change Letter</u> ” |
| 2. Letter from the Department Chair to the Dean | – select “ <u>Letter from Department Chair</u> ” |
| 3. Faculty member’s Curriculum Vitae | – select “ <u>CV</u> ” |
| 4. Pathway Change Request | – select “ <u>Pathway Change Request</u> ” |
| 5. Letter to P&T | – select “ <u>Letter to P&T</u> ” |

Once all of the documentation has been uploaded click “**submit**” for your request to go through the approval process.

Document Title	Document Type	Upload Date	Last Modified	Uploaded By	
 Letter from Dr. Wong to P&T Committee.pdf	Letter to P & T	January 30, 2019	January 30 2019 09:53:45	Kierion Stephens	
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 Updated FTE Allocation.pdf	FTE Allocation	January 30, 2019	January 30 2019 09:50:33	Kierion Stephens	

Promotions and Tenure Committee Voting Status
Rank Approval Result: Pending

DO NOT forget to click the "Submit" button to send this appointment action to go through the approval process.

Notes

**FINISHED
CLICK SUBMIT**

Appointment Action Workflow

Once submitted your request will go through the approval process. The complete workflow of the approval process and the responsible party is listed below:

<u>Workflow</u>	<u>Responsible Party</u>
Save	- Dept. Admin (You)
Submit	- Dept. Admin (You)
Faculty Affairs Office	- Faculty Affairs Office
Pending Committee Review	- Dean's Office
Approved	- REQUEST COMPLETE

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