

How to request an “Academic” only appointment in JFR

Justification for Recruitment

<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/Salary 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)
---Patient letters can be started with this appointment action
- 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 Appointments
- **Academic Only Appointment** (faculty member is paid by ACH, ASH, CAVHS and NCTR)
- Regional Programs Appointment
- NW Campus Appointments (Paid and Adjunct)

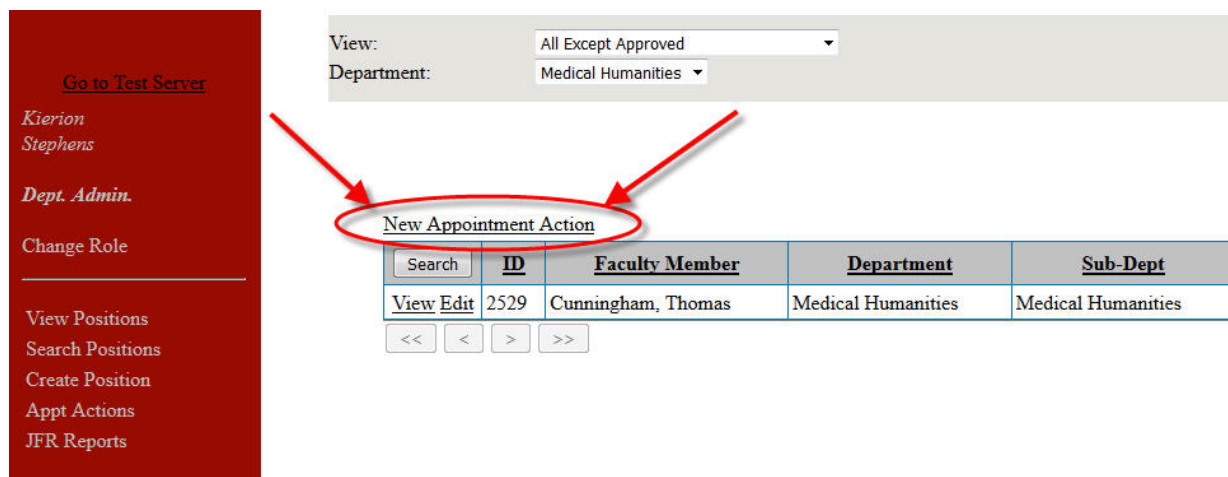
APPOINTMENT ACTION SCREEN

Click “Appt Actions”



Test Server
Kierion Stephens
Dept. Admin.
Change Role
Appt Actions
View Positions
Search Positions
Create Position
JFR Reports
Appt Action Report

Click ‘New Appointment Action’.



Go to Test Server
Kierion Stephens
Dept. Admin.
Change Role
View Positions
Search Positions
Create Position
Appt Actions
JFR Reports

View: All Except Approved
Department: Medical Humanities

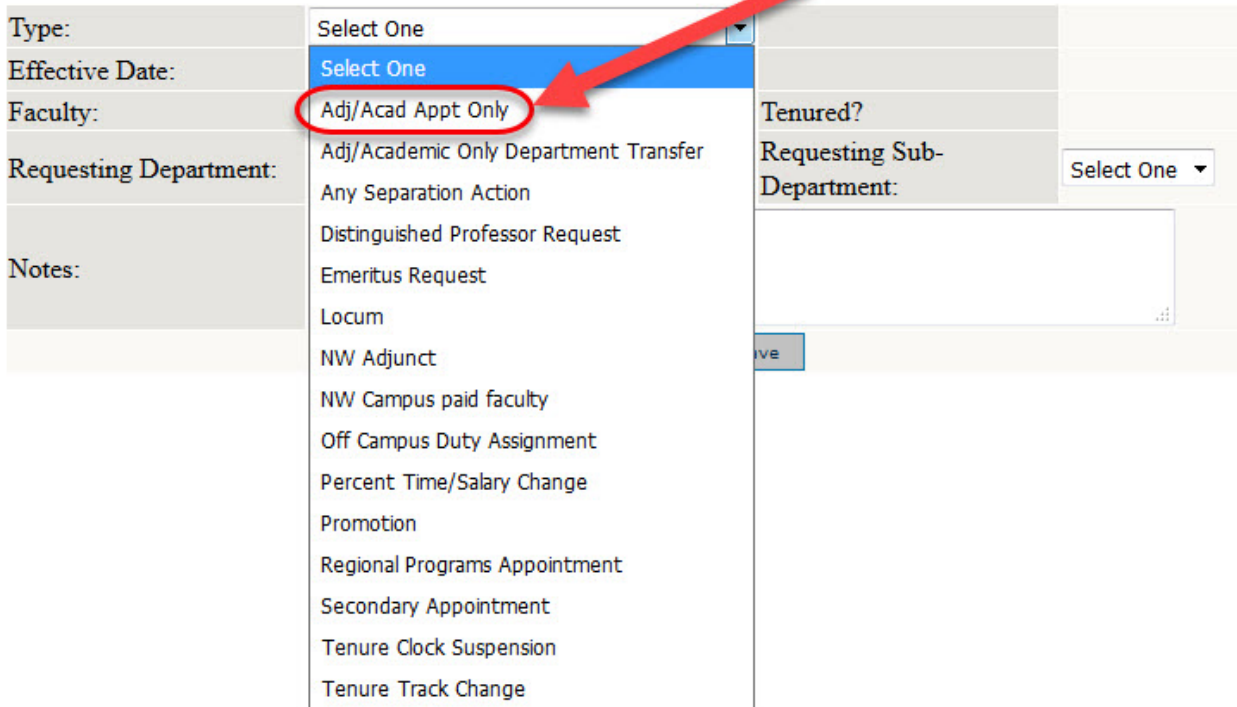
New Appointment Action

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

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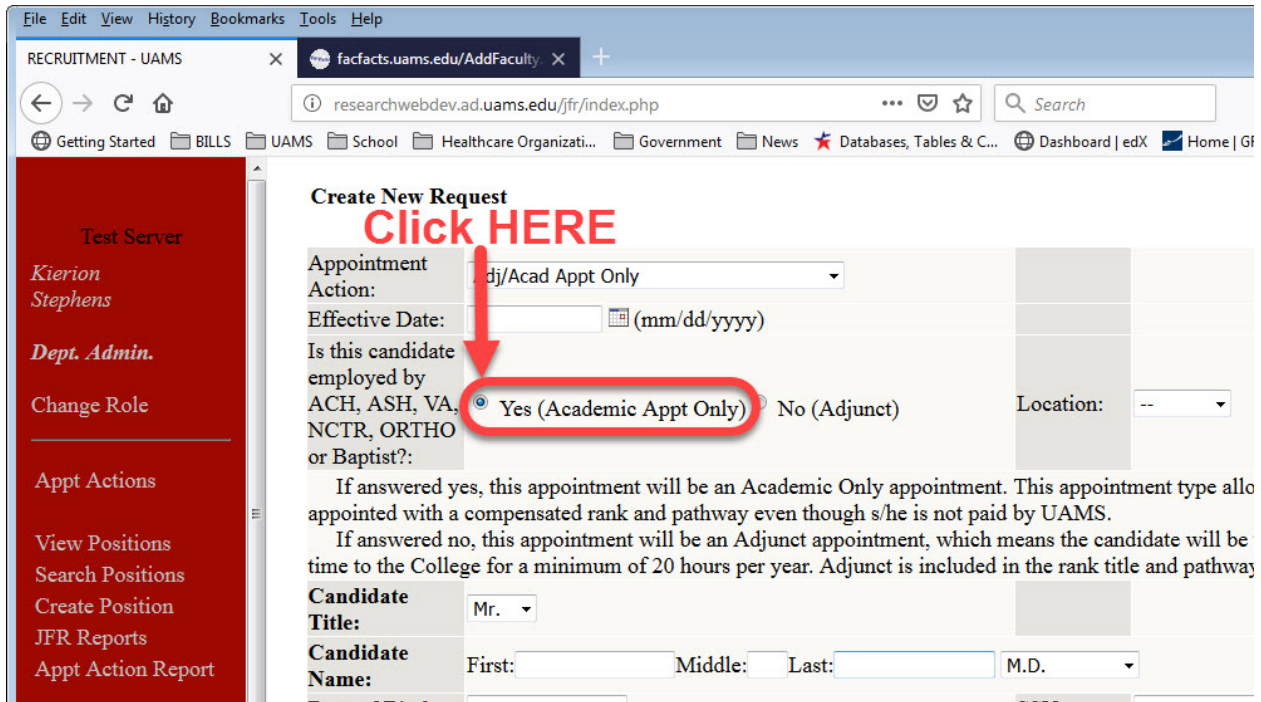
Click “Adj/Acd Appt Only”.

Create New Request



The screenshot shows a web form titled "Create New Request". A dropdown menu is open for the "Type:" field, which currently shows "Select One". The menu lists several options, with "Adj/Acad Appt Only" circled in red. A red arrow points from the top right towards this option. Other visible fields include "Effective Date:" (Select One), "Faculty:" (Adj/Academic Only Department Transfer), "Requesting Department:" (Any Separation Action), "Notes:" (Distinguished Professor Request, Emeritus Request, Locum, NW Adjunct, NW Campus paid faculty, Off Campus Duty Assignment, Percent Time/Salary Change, Promotion, Regional Programs Appointment, Secondary Appointment, Tenure Clock Suspension, Tenure Track Change), "Tenured?" (checkbox), and "Requesting Sub-Department:" (Select One).

Click “Yes(Academic Appt. Only)”.



The screenshot shows the "Create New Request" form in a browser window. The browser address bar shows "researchwebdev.ad.uams.edu/jfr/index.php". The form has a red sidebar on the left with navigation links like "Test Server", "Kierion Stephens", "Dept. Admin.", "Change Role", "Appt Actions", "View Positions", "Search Positions", "Create Position", "JFR Reports", and "Appt Action Report". The main form area has the title "Create New Request" and a large red text overlay "Click HERE" with a red arrow pointing to the "Yes (Academic Appt Only)" radio button. The "Appointment Action:" dropdown is set to "Adj/Acad Appt Only". The "Effective Date:" field is empty with a calendar icon. The "Is this candidate employed by ACH, ASH, VA, NCTR, ORTHO or Baptist?:" section has two radio buttons: "Yes (Academic Appt Only)" (selected and circled in red) and "No (Adjunct)". The "Location:" dropdown is set to "--". Below this, there is a "Candidate Title:" dropdown set to "Mr." and a "Candidate Name:" section with fields for "First:", "Middle:", "Last:", and "M.D.".

CANDIDATE INFORMATION SCREEN

Fill out all appropriate information

Appointment Action:	Adj/Acad Appt Only	
Effective Date:	<input type="text"/> (mm/dd/yyyy)	
Is this candidate employed by ACH, ASH, VA, NCTR, ORTHO or Baptist?:	<input checked="" type="radio"/> Yes (Academic Appt Only) <input type="radio"/> No (Adjunct)	Location: <input type="text"/>
<p>If answered yes, this appointment will be an Academic Only appointment. This appointment type allows for candidates to be appointed with a compensated rank and pathway even though s/he is not paid by UAMS. If answered no, this appointment will be an Adjunct appointment, which means the candidate will be volunteering his/her time to the College for a minimum of 20 hours per year. Adjunct is included in the rank title and pathway.</p>		
Candidate Title:	Mr.	
Candidate Name	First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/> M.D.	
Date of Birth	<input type="text"/>	SSN: <input type="text"/>
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female	Spouse's Name: <input type="text"/>
Address	<input type="text"/>	City: <input type="text"/>
State	Arkansas	Zip Code: <input type="text"/>
Phone	<input type="text"/>	Country: USA
Requesting Department:	Psychiatry	Email: <input type="text"/> (*)
Current Pathway:		Requesting Sub-Department: <input type="text"/>
Current Rank:		Requested Pathway: <input type="text"/>
UAMS Percentage:		Requested Rank: <input type="text"/>
Need UAMS/ACH/VA Credentialing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	VA Percentage: <input type="text"/> / 8 (Leave empty if not applicable.)
Board Certified?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Patient Care? <input type="radio"/> Yes <input checked="" type="radio"/> No

REQUIRED DOCUMENTATION

The documents required for Academic Appointment only is listed at the bottom of the request. (See screen shot below)

Required documents:	<i>Instructor/Assistant Professor</i> <ul style="list-style-type: none">• Letter from Department Chair to Dean showing support of request• Candidate Curriculum Vitae
	<i>Associate Professor / Full Professor</i> <ul style="list-style-type: none">• Letter from Department Chair to Dean showing support of request• Candidate Curriculum Vitae• Letter to the Promotion and Tenure Committee• Academic Appt Only: 3 Recommendations letters• Adjunct: No Recommendation letter required
	<input type="button" value="Save"/>

Click “Save”

Required documents:	<i>Instructor/Assistant Professor</i>
	<ul style="list-style-type: none">• Letter from Department Chair to Dean showing support of request• Candidate Curriculum Vitae
	<i>Associate Professor / Full Professor</i>
	<ul style="list-style-type: none">• Letter from Department Chair to Dean showing support of request• Candidate Curriculum Vitae• Letter to the Promotion and Tenure Committee• Academic Appt Only: 3 Recommendations letters• Adjunct: No Recommendation letter required
	<div style="text-align: right;"><input type="button" value="Save"/></div>

SUBMITTING APPOINTMENT ACTION

To submit your request:

1. Have all candidate information filled out.
2. Upload all required documents
3. Click “Submit” at the bottom of the page

Documents Listing

Document Title	Document Type	Upload Date
<input checked="" type="checkbox"/> Adjunct Appointment Request Letter Edit	Voluntary Appointment Request Letter	March 3, 2016

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

Notes

Appointment Action Workflow

Here is the workflow of the appointment approval process.

Save	– (Staff)
Submit	– (Staff)
Faculty Center Review	– (Faculty Center)
Dean Review	– (Dean's / Dean's delegate)
Vice Chancellor Review/Approval	– (VC / VC delegate)
Request is Approved	– REQUEST COMPLETE