

# HOW TO: Request an **ADJUNCT** appointment

## 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:

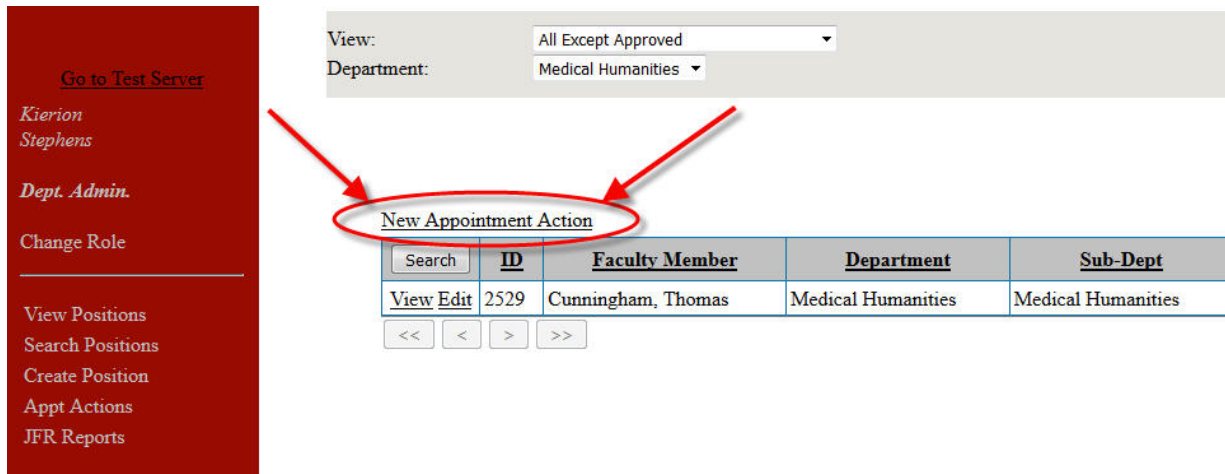
- Percent Time/Salary Change
- Secondary Appointment
- Promotion from Instructor to Assistant Professor  
---Promotion requests for advanced rank go through the annual Promotion and Tenure Retreat that is held in late Fall.
- Separation Action (which are terminations or voluntary resignations)  
---Patient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

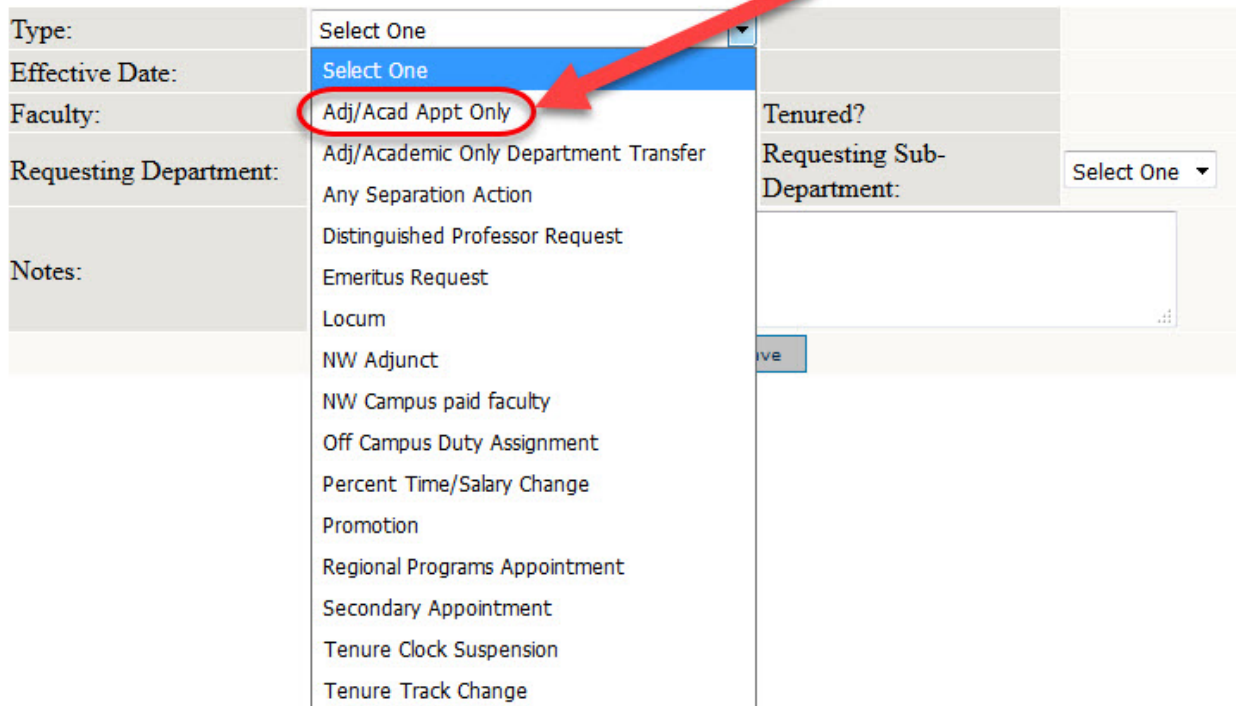
Click on the 'New Appointment Action' button to begin your request.



The screenshot shows a web interface with a dark red sidebar on the left containing navigation links such as 'Go to Test Server', 'Kierion Stephens', 'Dept. Admin.', 'Change Role', 'View Positions', 'Search Positions', 'Create Position', 'Appt Actions', and 'JFR Reports'. The main content area features a 'View:' dropdown set to 'All Except Approved' and a 'Department:' dropdown set to 'Medical Humanities'. Below these is a table with columns for 'Search', 'ID', 'Faculty Member', 'Department', and 'Sub-Dept'. The first row of data shows '2529', 'Cunningham, Thomas', 'Medical Humanities', and 'Medical Humanities'. A 'New Appointment Action' button is circled in red, with two red arrows pointing to it from the left. Below the table are navigation buttons: '<<', '<', '>', and '>>'.

Then click on "Adj/Acd Appt Only" for the type of appointment being requested.

### Create New Request



The screenshot shows the 'Create New Request' form. The 'Type:' dropdown menu is open, displaying a list of appointment types. The 'Adj/Acad Appt Only' option is circled in red, with a red arrow pointing to it. Other options in the list include 'Adj/Academic Only Department Transfer', 'Any Separation Action', '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', and 'Tenure Track Change'. The form also includes fields for 'Effective Date:', 'Faculty:', 'Requesting Department:', 'Notes:', 'Tenured?', and 'Requesting Sub-Department:'.

## CANDIDATE INFORMATION SCREEN

Be sure to click “No (Adjunct)”. This signifies where the faculty member will be volunteering their time with the college.

### Create New Request

Type:	Adj/Acad Appt Only	
Effective Date:	<input type="text"/> (mm/dd/yyyy)	
Is this candidate employed by ACH, ASH, VA, NCTR or ORTHO?:	<input type="radio"/> Yes (Academic Appt Only) <input checked="" type="radio"/> No (Adjunct)	Location: --

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.

## REQUIRED DOCUMENTATION

The required documentation for adjuncts will be listed at the bottom of the request.

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

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## SUBMITTING APPOINTMENT ACTION

Once all of the documentation has been uploaded click the “submit” button for the request to go through the review process.

**Documents Listing**

**Upload Document Form**

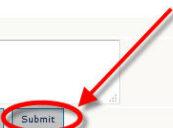
File:  No file selected.

Type:

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

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

Notes:



The workflow is the process appointments go through before being finalized and approval.

### **Appointment Action Workflow**

- 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 – All parties notified