

HOW TO: ***TERMINATE*** a Faculty Appointment

<https://jfr.uams.edu>

APPOINTMENT ACTIONS

An Appointment Action is a change to **existing** faculty appointments. If you would like to terminate a faculty members appointment choose the highlighted appointment action:

- Separation Action (which are terminations)
---Patient letters can be created in this process

These are additional appointment action changes available in JFR:

- Percent Time Change
- Secondary Appointment
- Promotion from Instructor to Assistant Professor
---All promotion requests to **Associate Professor** and **Professor** including **tenure** request are required to go through the annual Promotion and Tenure Retreat that is held every November.
- Tenure Track Change

Certain documents, like the financial business plans, are not required for the below faculty appointment actions because these faculty are NOT paid by the College of Medicine.

- 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)

Submitting a Termination

Click 'Appt Actions'

[Go to Test Server](#)
Kierion Stephens
Dept. Admin.
Change Role

View Positions
Search Positions
Create Position
Appt Actions
JFR Reports

Faculty Credentials
Non-Faculty Credentials
Non-Faculty Termination
Req. User Access
User List
Templates
Billing Areas
Clinics
Clinic Address

View: Positions Pending My Attention

Appt Actions:

POSITIONS LISTING for Kierion Stephens

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

<< < > >>

For the “Type” of action select “**Any Separation Action**”

Create New Request

Type:	Select One	
Effective Date:	Select One	
Faculty:	Adj/Acad Appt Only	Tenured?
Requesting Department:	Adj/Academic Only Department Transfer	Requesting Sub-Department: Select One
Notes:	Any Separation Action	
	Departmental Transfer	
	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	

Save

Fill out ALL appropriate information.

Side Notes:

- If requesting patient notification letters, Check yes for the question highlighted below.
(Also please be aware there is a template you can view called “Patient Letter Template” once you click save)
- Also have the account information in which you’ll be charging the patient letters to.

Create New Request

Type:	Any Separation Action		
Effective Date:	<input type="text"/> (mm/dd/yyyy)		
Separation type:	Select One...		
Faculty:	Pick/Change	Tenured?	
Is this a CRNA/APN	<input type="radio"/> CRNA <input type="radio"/> APN <input checked="" type="radio"/> None		
Requesting Department:	Select One	Requesting Sub-Department:	Select One
Location to terminate privileges:	<input type="checkbox"/> UAMS <input type="checkbox"/> ACH <input type="checkbox"/> VA		
Does this faculty member have a medical license?	<input type="radio"/> Yes <input type="radio"/> No	If yes, is this an education license or a standard Arkansas Medical license?	<input type="radio"/> Educational <input type="radio"/> Standard
Does this faculty member have a NPI number?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Are you requesting distribution of a patient notification letter? <i>(No department or individual notices may be released outside of the approved process)</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No If patient letters are needed, please generate the template below. Make adjustments as needed and upload prior to submitting. It will be snet to Communications. Patient Letter Template	If no, why not?	
Forwarding Address:	<input type="text"/>	Account to charge for patient letters:	<input type="text"/>
Reason for Separation:	Select One		
Are you requesting an Adjunct Appt for this faculty?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Current Pathway:			
Current Rank:			
Notes:	<input type="text"/>		

Click “Save”

Required documents:

If Voluntary Resignation:

- Resignation Letter from Employee

If APN/CRNA

- Resignation Letter from Employee

If Involuntary Separation:

- Notice to Employee

If Retiring Faculty Member:

- Resignation Letter from Employee

If requesting distribution of a patient letter:

- Patient Letter

If Request an Adjunct appointment with this separation, Please upload:

- **Once this appointment is submitted, a new Adjunct Appointment Action will be created. Please handle any following Adjunct process on the new Appointment Action.**
- Letter from department chair
- CV
- Letter to P&T (for Advanced Rank only)



Once saved, upload documents for the termination request.

The required documents consist of the following:

1. Resignation Letter from Employee
(If voluntarily resigning or retiring)
2. Resignation Letter from Employer to Employee
(If Involuntary resigning)
3. If requesting a patient letter upload an edited template as well

Below is a screen shot of where you can review, upload, and remove documents.

Documents Listing Recreate Letter Upload

Upload Document Form

File: No file selected.

Type: Appointment Approved By Dean Hide

Document Title	Document Type	Upload Date	Last Modified	
<input checked="" type="checkbox"/> Adjunct Appointment Request Letter Edit	Voluntary Appointment Request Letter	March 3, 2016	March 03 2016 15:49:06	

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

Notes

Choose the right document type when uploading files.

Required documents:

- Notice to Employee
- NPI termination notice
- NW Adjunct Faculty Information Form
- Offer Letter
- Other info document
- Pathway Change Request
- Patient Letter
- Promotion Request Letter
- Recommendation Letter
- Regional Programs - Adjunct Information with Contributions
- Regional Programs Appointment Request Letter
- Resignation Accepted from Administrator
- Resignation Approved from Dean
- Resignation Approved Letter from Dean
- Resignation Letter from Faculty Member
- Resignation Recommendation Letter from Chair
- Resolution
- Secondary Appointment Letter
- Service Line Director letter
- Support Letter to P & T
- Notice to Employee

Documents Listing

File:

Type:

Upload

Document Title	Document Type
----------------	---------------

Click the “submit”.

Documents Listing

Upload Document Form

File: No file selected.

Type:

Upload

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

Once you submit your adjunct appointment request it goes through the approval process. The complete workflow of the approval process and the responsible party is listed below:

Workflow

Reviewing Party

(Party that pushes the process to the next step)

Save	-	Dept. Admin (You)
Submit	-	Dept. Admin (You)
Faculty Affairs Review	-	Faculty Center
Approved	-	REQUEST COMPLETE

If you have any questions about this process or have any suggestions pertaining to this process please contact Donté Stephens at (501)526-5090 or KDStephens@uams.edu.