

HOW TO: Request a **SECONDARY** 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)

Creating a Secondary Position

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 “Type” Click “**Secondary Appointment**”

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	
	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 as much of the faculty and appointment information as possible and Click “**SAVE**”.

Create New Request

Type:	Secondary Appointment	
Effective Date:	<input type="text"/> (mm/dd/yyyy)	
Faculty:	Pick/Change	Tenured?
Requesting Department:	Select One	Requesting Sub-Department: Select One
Primary Department:	Select One	Primary Sub-Department: Select One
Primary Pathway:		
Primary Rank:		Requested Rank: Select One
Need UAMS/ACH/VA Credentialing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Notes:	<input type="text"/>	
Required documents:	Instructor/Assistant Professor	
	<ul style="list-style-type: none">• Letter from Secondary Department Chair to Dean requesting appointment• Letter from Primary Department Chair to Dean showing support of request• Candidate Curriculum Vitae	
Required documents:	Associate Professor and Full Professor	
	<ul style="list-style-type: none">• Letter from Secondary Department Chair to Dean requesting appointment• Letter from Primary Department Chair to Dean showing support of request• Candidate Curriculum Vitae• Letter to the Promotion and Tenure Committee	

Save

Take note all **required documents** are listed above the save button according to faculty rank.

Instructor/Assistant Professor

- Letter from Secondary Department Chair to Dean requesting appointment
- Letter from Primary Department Chair to Dean showing support of request
- Candidate Curriculum Vitae

Required documents:

Associate Professor and Full Professor

- Letter from Secondary Department Chair to Dean requesting appointment
- Letter from Primary Department Chair to Dean showing support of request
- Candidate Curriculum Vitae
- Letter to the Promotion and Tenure Committee

[Save](#)

After saving, upload the appropriate documentation for the secondary appointment.

The documents required for secondary appointments are:

1. CV
2. Letter from Primary Dept. Chair supporting the secondary appointment
3. Letter from Secondary Dept. Chair supporting the secondary appointment
4. Letter to P&T committee for the advanced ranks.
(this documentation is only needed for secondary appointment requests for those who will hold the Associate Prof. or Professor rank)

****Similar to the newly hired faculty process in JFR, all requests at the Associate Professor and Professor ranks must be voted upon by the COM P&T Committee.****

BROWSE & UPLOAD

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

Upload Document Form

File: No file selected.

Type:

VIEW **DELETE** [Hide](#)

Document Title	Document Type	Upload Date	Last Modified	Uploaded By
<input checked="" type="checkbox"/> Secondary Appointment Request Letter	Secondary Appointment Letter	August 23, 2017	August 23, 2017 09:06:53	<input type="button" value="Delete"/>

Upload the correct document types as you individually upload the files into the JFR request.

- 1. CV – select “CV”
- 2. Primary Dept. Chair letter – select “Letter from Department Chair”
- 3. Secondary Dept. Chair Letter – select “Letter from Department Chair”
- 4. P&T Letter – select “Letter to P&T”

Required documents:

- Cover Letter (System Admin Only)
- CV**
- Departmental Transfer Letter
- FTE Allocation
- Information form with Contributions
- JFR form Doc
- Letter from Department Chair**
- Letter from Faculty Member
- Letter from MIRT director
- Letter From NW Director
- Letter from Regional Programs Director
- Letter from Service Line Director

Documents Listing

- Letter to P & T**
- Locum contract
- Notice to Employee
- Action Business Plan

File: [Browse...]

Type: [Action Business Plan]

Upload

Document Title	Document Type	Upload Date	Last Modified	Uploaded By	
<input checked="" type="checkbox"/> Secondary Appointment Request Letter	Secondary Appointment Letter	August 23, 2017	August 23, 2017 09:06:53		

Click the “**SUBMIT**”

Upload Document Form

File: [Browse... No file selected.]

Type: [Action Business Plan]

Upload

Document Title	Document Type	Upload Date	Last Modified	Uploaded By	
<input checked="" type="checkbox"/> Secondary Appointment Request Letter	Secondary Appointment Letter	August 23, 2017	August 23, 2017 09:06:53		

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

Notes

Answer Add Note **Submit**

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

If you have any questions about this process or have any suggestions pertaining to this process please contact Donté Stephens at (501)526-5226 or KDStephens@uams.edu.