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:

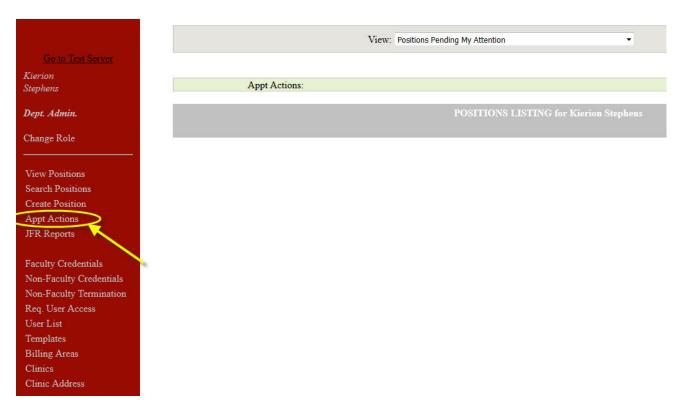
- Percent Time Change
- Secondary Appointment
- Promotion from Instructor to Assistant Professor
 ---All promotion requests to Associate Professor and Professor including tenure request are required to go through the annual Promotion and Tenure Retreat that is held every November.
- Tenure Track Change

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"

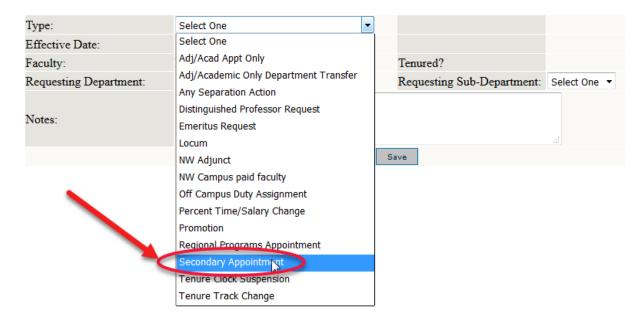


Click 'New Appointment Action'.

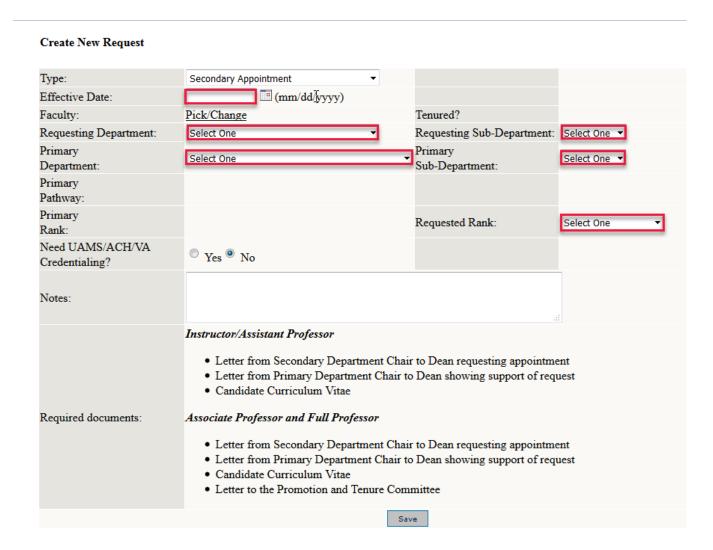


For "Type" Click "Secondary Appointment"

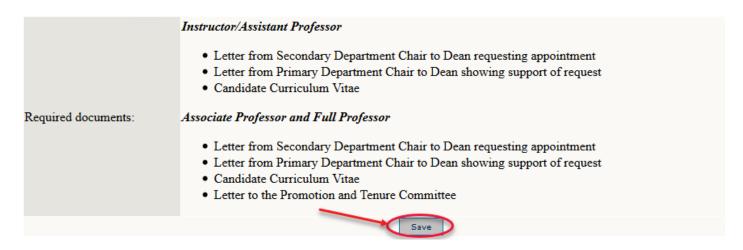
Create New Request



Fill out as much of the faculty and appointment information as possible and Click "SAVE".



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

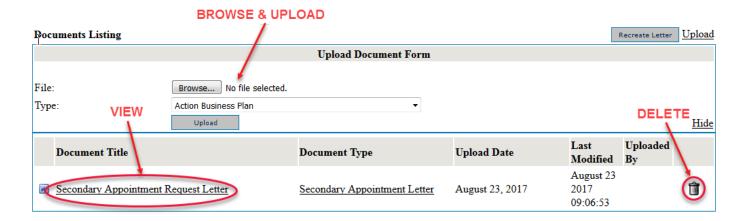


After saving, upload the appropriate documentation for the secondary appointment.

The documents required for secondary appointments are:

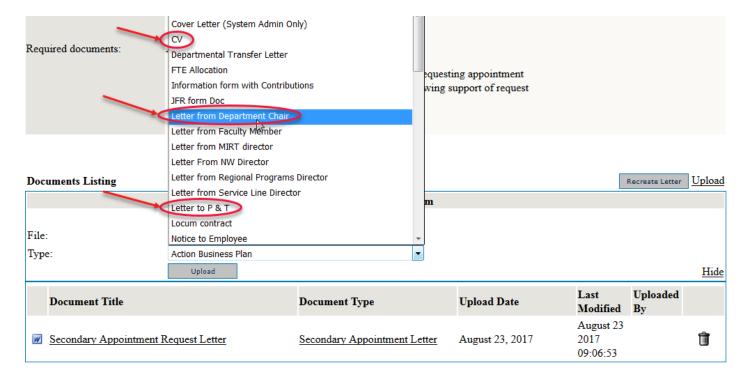
- 1. CV
- 2. Letter from Primary Dept. Chair supporting the secondary appointment
- 3. Letter from Secondary Dept. Chair supporting the secondary appointment
- 4. Letter to P&T committee for the advanced ranks. (this documentation is only needed for secondary appointment requests for those who will hold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

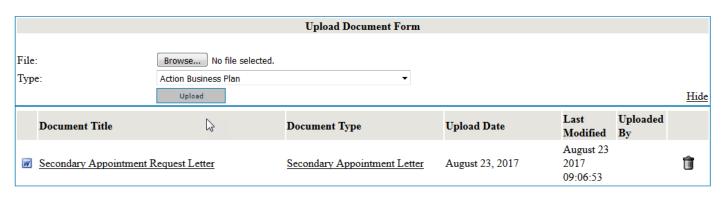


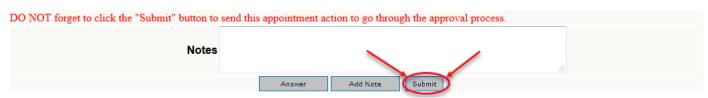
Upload the correct document types as you individually upload the files into the JFR request.

- 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"



Click the "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.