

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
---take note Promotion requests for advanced rank (Associate Professor or Professor) as well as tenure request are all required to go through the annual Promotion and Tenure Retreat that is held in late Fall. Questions about this please call the Faculty Center @ (501)526-4661
- 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 not processed through New Appointments process 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 Appointment
- 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

Role: Regional Programs User

Click on the “Appt Actions” button to begin request.

[Go to Test Server](#)

*Kierion
Stephens*

NW User

Change Role

View Positions
Search Positions
Appt Actions
JFR Reports

Faculty Credentials
Non-Faculty Credentials
Non-Faculty Termination
User List
Billing Areas
Clinics
Clinic Address

View:

Department:

New Appointment Action

<input type="text" value="Search"/>	<u>ID</u>	<u>Faculty Member</u>	<u>Department</u>
View Edit	3577	Seaton, Victoria D.	Medicine
View Edit	3576	Byrum, Stephanie	Biochemistry & Molecular Biology
View Edit	3575	Wilkerson, Danny	Anesthesiology
View Edit	3574	Elser, Joseph M	Pediatrics
View Edit	3571	Sexton, Kevin Wayne	Surgery
View Edit	3570	Kimbrough, Mary	Surgery

Then click the 'New Appointment Action' button.

The “Create New Request” screen should display. (See Below)
Choose the appropriate type of request.

1. New Appointment (...for creating a new faculty appointment)
2. Promotion (...for current faculty members seeking a promotion)

Create New Request **Choose what type of request you need**

Appointment Action: Regional Programs Appointment ▾

Effective Date: (mm/dd/yyyy)

Action Requested: New Appointment ▾

Candidate Title: 1. New Appointment

Candidate Name: 2. Promotion Middle: Last: M.D. ▾

Date of Birth: SSN:

Gender: Male Female Spouse's Name:

Address: City:

State: Arkansas ▾ Zip Code: Country: USA ▾

Phone: Email: (*)

Requesting Department: Select One ▾ Requesting Sub-Department: Select One ▾

Current Pathway: Requested Pathway: Select One ▾

Current Rank: Requested Rank: Select One ▾

Board Certified? Yes No Patient Care? Yes No

Notes:

Required documents:

- Regional Programs - Adjunct Information Form with Contributions (Template see Useful Links)
- Faculty member's Curriculum Vitae
- Letter from Regional Programs Director
- Regional Programs Appointment Request Letter

CANDIDATE FORM SCREEN

Create New Request

Fill out as much of the candidate info as possible

Appointment Action:	Regional Programs Appointment ▾		
Effective Date:	<input type="text"/> (mm/dd/yyyy)		
Action Requested:	New Appointment ▾	AHEC Location:	Select One ▾
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 type="radio"/> Female	Spouse's Name:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
State:	Arkansas ▾ Zip Code: <input type="text"/>	Country:	USA ▾
Phone:	<input type="text"/>	Email:	<input type="text"/> (*)
Requesting Department:	Select One ▾	Requesting Sub-Department:	Select One ▾
Current Pathway:		Requested Pathway:	Select One ▾
Current Rank:		Requested Rank:	Select One ▾
Board Certified?	<input type="radio"/> Yes <input type="radio"/> No	Patient Care?	<input type="radio"/> Yes <input type="radio"/> No
Notes:	<input type="text"/>		
Required documents:	<ul style="list-style-type: none">• Regional Programs - Adjunct Information Form with Contributions (Template see Useful Links)• Faculty member's Curriculum Vitae• Letter from Regional Programs Director• Regional Programs Appointment Request Letter		
<input type="button" value="Save"/>			

Notes:	<input type="text"/>
Required documents:	<ul style="list-style-type: none">• Regional Programs - Adjunct Information Form with Contributions (Template see Useful Links)• Faculty member's Curriculum Vitae• Letter from Regional Programs Director• Regional Programs Appointment Request Letter
<input type="button" value="Save"/>	

Be aware documents are required to submit your request.

REQUIRED DOCUMENTATION

The required documentation for regional program and NW appointments are:

1. Regional Programs – Adjunct Information Form with Contributions
2. Faculty member’s CV
3. Letter from Regional Programs Director
4. Regional Programs Appointment Request Letter
(should be automatically generated by the system once the appointment has been submitted and approved by the department.)

Documents Listing Recreate Letter Upload

Upload Document Form

File: No file selected.

Type: Hide

Document Title	Document Type	Upload Date	Last Modified	
K Malik_MD RP Adj Form.pdf	Regional Programs - Adjunct Information with Contributions	December 16, 2014	December 16 2014 12:37:23	
K Malik_MD Dir Lit.pdf	Letter from Regional Programs Director	December 16, 2014	December 16 2014 12:37:05	
K Malik_MD CV.pdf	CV	December 16, 2014	December 16 2014 12:36:36	
<input checked="" type="checkbox"/> Regional Programs Appointment Request Letter Edit	Regional Programs Appointment Request Letter	December 16, 2014	December 16 2014 12:28:02	

SUBMITTING APPOINTMENT ACTION

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

Documents Listing

Upload Document Form

File: No file selected.

Type:

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

The workflow is the process of approval all NW appointment actions go through before being finalized and approved.

Regional Programs Appointment Action Workflow

Save	– (Regional Programs User)
Submit	– (Regional Programs User)
Dept. Approval	– Dept. Staff Admin
Faculty Affairs Review/Approval	– Systems Administrators
Dean Review/Approval	– Dean’s Administrator
Vice Chancellor Review/Approval	– VC’s Admin.
Request is Approved	– Everyone is notified