

How to request a Percent Time/Salary change in JFR

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:

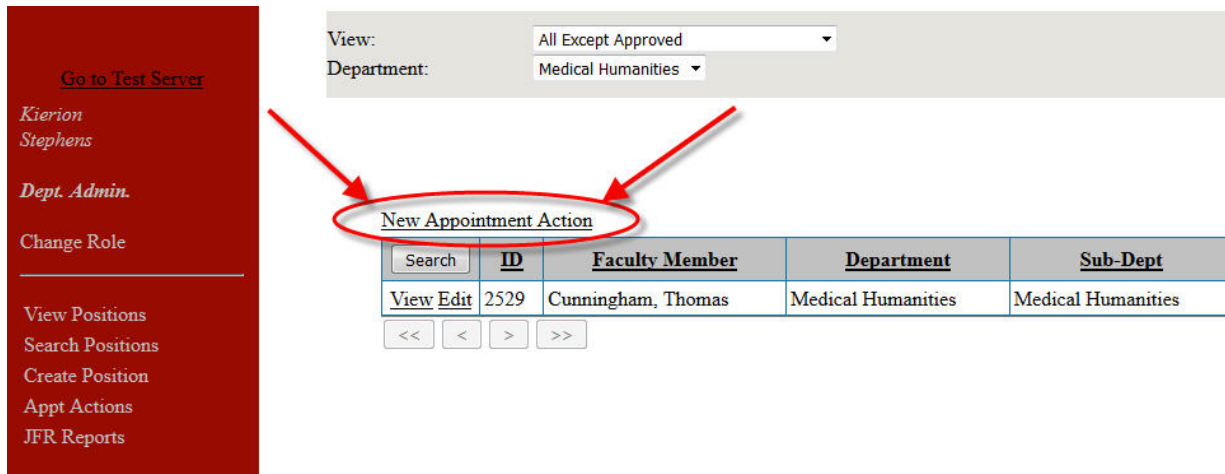
- **Percent Time/Salary Change**
- Secondary Appointment
- Promotion from Instructor to Assistant Professor
---Promotion requests for advanced rank go through the annual Promotion and Tenure Retreat that is held in late Fall.
- Separation Action (which are terminations or voluntary resignations)
---Patient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

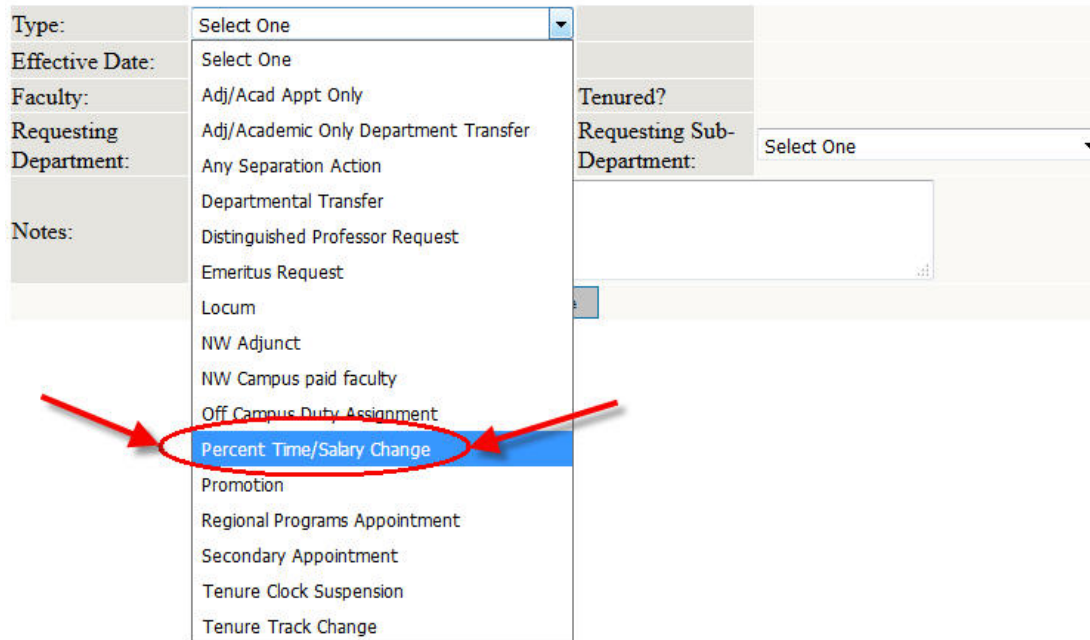
Click on 'New Appointment Action'



The screenshot shows a web interface with a dark red sidebar on the left containing navigation links: '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 has a header with 'View: All Except Approved' and 'Department: Medical Humanities'. Below this is a table with columns: Search, ID, Faculty Member, Department, and Sub-Dept. The first row of data shows 'View Edit', '2529', 'Cunningham, Thomas', 'Medical Humanities', and 'Medical Humanities'. The 'New Appointment Action' link in the table is circled in red, with two red arrows pointing to it from the left.

Then click on "Percent Time/Salary Change".

Create New Request



The screenshot shows a form titled 'Create New Request'. The 'Type:' dropdown menu is open, displaying a list of appointment action types. The 'Percent Time/Salary Change' option is highlighted in blue and circled in red, with two red arrows pointing to it from the left. Other options in the list include 'Adj/Acad Appt Only', 'Adj/Academic Only Department Transfer', 'Any Separation Action', 'Departmental Transfer', 'Distinguished Professor Request', 'Emeritus Request', 'Locum', 'NW Adjunct', 'NW Campus paid faculty', 'Off Campus Duty Assignment', 'Promotion', 'Regional Programs Appointment', 'Secondary Appointment', 'Tenure Clock Suspension', and 'Tenure Track Change'. Other form fields visible include 'Effective Date:', 'Faculty:', 'Requesting Department:', 'Notes:', 'Tenured?', and 'Requesting Sub-Department:'.

CANDIDATE INFORMATION SCREEN

Choose whether this is:

1. Salary Change
2. Percent Time Change
- ...or...
3. BOTH

Then fill out all appropriate information and SAVE.

Appointment Action:	Percent Time/Salary Change		
Effective Date:	<input type="text"/> (mm/dd/yyyy)		
Type of Change:	<input checked="" type="radio"/> Both <input type="radio"/> Salary Change Only <input type="radio"/> Percent Time Change Only		
Faculty:	Pick/Change	Tenured?	
Requesting Department:	Select One	Requesting Sub-Department:	Select One
Will this change impact ACH funding?:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Does this position have any service line attribution?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	If Yes, Select which Service Line:	Select One
Current Pathway:			
Current Rank:			
If Tenured and moving to PT, does faculty member wish to maintain tenure?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Current Physician Hourly?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Proposed Physician Hourly?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
FGP Benefits?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	If Yes, FGP Benefits Percentage:	<input type="text"/> % (0-100)
This change in percent time is proposed due to: (Please write in the note area).			
* Justification for change:	<input type="text"/>		
Required documents:	<ul style="list-style-type: none">• Letter of support from Chair for percent time change• Appt Action Business Plan (template: AAction Business Plan)• Service Line Director Letter is required if service line funding is impacted		
		<input type="button" value="Save"/>	

REQUIRED DOCUMENTATION

Then upload all required documents, which will be listed at the bottom of the request.

Required documents:	<ul style="list-style-type: none">• Letter of support from Chair for percent time change• Appt Action Business Plan (template: AAction Business Plan)• Service Line Director Letter is required if service line funding is impacted
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Once all documents have been uploaded click the “submit”.

Documents Listing

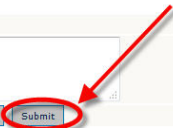
Upload Document Form

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 appointments go through before being finalized and approval.

Appointment Action Workflow

- Save – (Dept. Staff)
- Submit – (Dept. Staff)
- Faculty Center Review – (Faculty Center)
- Committee Review – (Dean’s Office)
- Request is Approved – All parties notified