

How to request a NW Paid & Adjunct Appointment in JFR

<https://jfr.uams.edu>

APPOINTMENT ACTIONS

An Appointment Action is a change to a current faculty appointment. Appointment actions 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

Below is a list appointment actions for faculty members whom NOT paid by the College of Medicine and a Financial Business Plan is not required. These are:

- Locum (Contract)
- Adjunct Appointment
- Academic Only Appointment
(these faculty members are paid by ACH, ASH, CAVHS and NCTR)
- Regional Programs Appointment
- **NW Campus Appointments** (Paid and Adjunct)

APPOINTMENT ACTION SCREEN

Role: NW User

Click “Appt Actions”

[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](#)

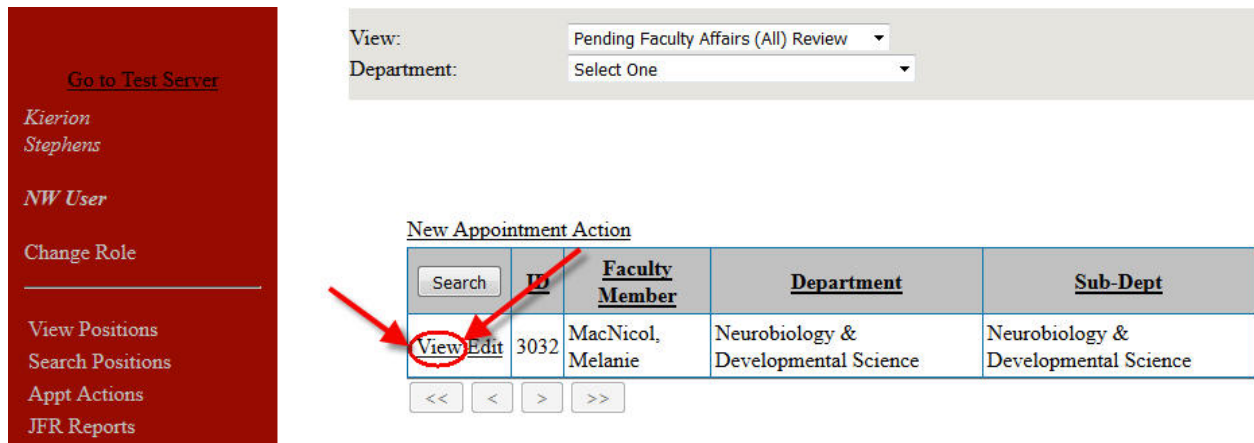
View:

Department:

New Appointment Action

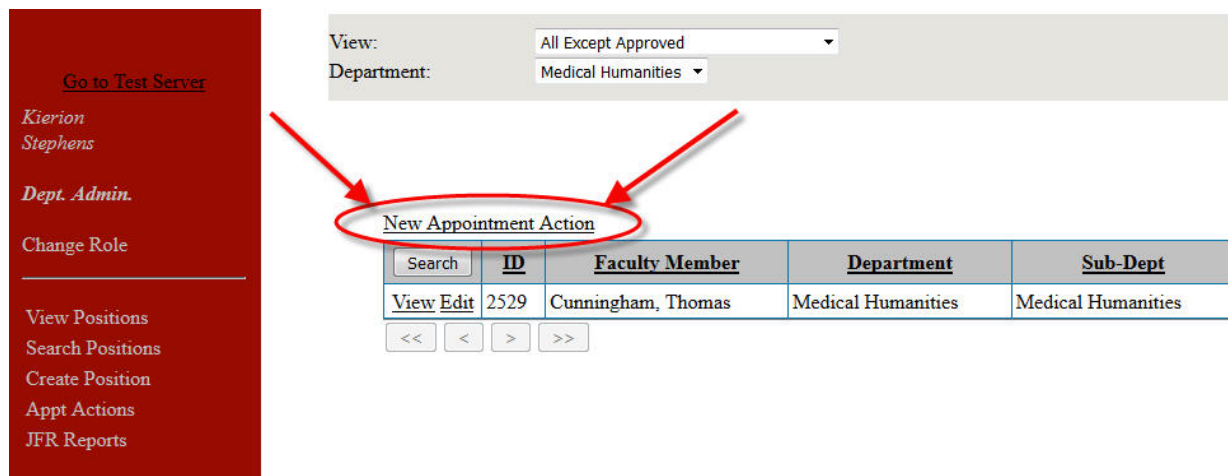
<input type="button" value="Search"/>	<u>ID</u>	<u>Faculty Member</u>	<u>Department</u>
View Edit	3577	Seaton, Victoria D.	Medicine
View Edit	3576	Byrum, Stephanie	Biochemistry & Molecular Biology
View Edit	3575	Wilkerson, Danny	Anesthesiology
View Edit	3574	Elser, Joseph M	Pediatrics
View Edit	3571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

Click “**View**” to review the details of any appointment action.



The screenshot shows a sidebar on the left with navigation options: [Go to Test Server](#), *Kierion*, *Stephens*, *NW User*, [Change Role](#), [View Positions](#), [Search Positions](#), [Appt Actions](#), and [JFR Reports](#). The main content area has a header with 'View: Pending Faculty Affairs (All) Review' and 'Department: Select One'. Below this is a table titled 'New Appointment Action' with columns: Search, ID, Faculty Member, Department, and Sub-Dept. The first row contains 'View Edit', '3032', 'MacNicol, Melanie', 'Neurobiology & Developmental Science', and 'Neurobiology & Developmental Science'. The 'View Edit' button is circled in red, and a red arrow points to it from the left. Another red arrow points to the 'ID' column header. Below the table are navigation buttons: '<<', '<', '>', and '>>'.

Click ‘**New Appointment Action**’ to create a new appt. action.



The screenshot shows the same sidebar as above. The main content area has a header with 'View: All Except Approved' and 'Department: Medical Humanities'. Below this is a table titled 'New Appointment Action' with columns: Search, ID, Faculty Member, Department, and Sub-Dept. The first row contains 'View Edit', '2529', 'Cunningham, Thomas', 'Medical Humanities', and 'Medical Humanities'. The 'New Appointment Action' link above the table is circled in red, and a red arrow points to it from the left. Another red arrow points to the 'View Edit' button in the first row of the table. Below the table are navigation buttons: '<<', '<', '>', and '>>'.

Choose the appropriate request “Type”.

1. Percent Time/ Salary Change

(...for current faculty who need to change their percent time or any salary changes)

2. NW Campus Paid Faculty

(...for all paid faculty and executive leadership position)

3. NW Adjunct

(...for all adjunct request)

Create New Request **Choose what type of request this is.**

The screenshot shows a web form for creating a new request. The 'Type' dropdown menu is open, showing three options: '1. Percent Time/Salary Change', '2. NW Campus paid faculty', and '3. NW Adjunct'. A red arrow points to the dropdown, and a red box highlights the 'NW Adjunct' option. Other fields include 'Effective Date', 'Faculty', 'Requesting Department', 'Tenured?', 'Requesting Sub-Department', and 'Notes'. A 'Save' button is at the bottom.

CANDIDATE FORM SCREEN

Create New Request **Fill out as much of the candidate info as possible**

The screenshot shows a 'Candidate Form Screen' with various input fields. Red boxes highlight the following fields: 'Type' (set to NW Adjunct), 'Effective Date', 'Candidate Title' (set to Mr.), 'Candidate Name' (First, Middle, Last), 'Date of Birth', 'SSN', 'Spouse's Name', 'Address', 'City', 'State' (set to Arkansas), 'Zip Code', 'Country' (set to USA), 'Email', 'Requesting Department', 'Requesting Sub-Department', 'Requested Pathway', 'Requested Rank', 'UAMS Percentage', 'VA Percentage', and 'Board Certified?' (radio buttons for Yes and No).

Click **“Save”**.

(All request included a required documents section)

Notes:

Required documents:

- Faculty member's Curriculum Vitae
- Letter from the NW Director
- NW Adjunct Faculty Information form

Save

REQUIRED DOCUMENTATION

The required documents for regional program and NW appointments are:

1. Faculty CV
2. Letter from NW Director
3. Letter to P&T Committee
(only for advanced ranks: Associate Professor & Professor)
4. Recommendation Letters
(only for advanced ranks: Associate Professor & Professor)

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

Upload Document Form

File: No file selected.
Type:

[Hide](#)

Document Title	Document Type	Upload Date	Last Modified	Uploaded By	
P&T Letter.pdf	Letter to P & T	March 14, 2019	March 14 2019 09:19:31	Kierion Stephens	
Recommendation Letter.pdf	Recommendation Letter	March 14, 2019	March 14 2019 09:09:37	Kierion Stephens	
Recommendation Letter.pdf	Recommendation Letter	March 14, 2019	March 14 2019 09:09:30	Kierion Stephens	
Recommendation Letter.pdf	Recommendation Letter	March 14, 2019	March 14 2019 09:09:24	Kierion Stephens	
NW Director's Letter.pdf	Letter from NW Director	March 14, 2019	March 14 2019 09:08:48	Kierion Stephens	
CV.pdf	CV	March 14, 2019	March 14 2019 09:08:18	Kierion Stephens	

SUBMITTING APPOINTMENT ACTION

Click “submit” for 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.

NW Appointment Action Workflow

- Save – (NW User)
- Submit – (NW User)
- Dept. Approval – Dept. Admin (NW User)
- Faculty Affairs Review/Approval – Systems Admin
- Dean Review/Approval – Dean’s Administrator
- Vice Chancellor Review/Approval – VC’s Admin.
- Request is Approved – **Appt. Action Complete**