

HOW TO: Request a **SECONDARY/ADJUNCT** Promotion

<https://jfr.uams.edu>

APPOINTMENT ACTIONS

An Appointment Action is a change to **existing** faculty appointments. If you would like to promote a faculty member's adjunct or secondary appointment choose the highlighted appointment action below:

- 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.
- **Secondary / Adjunct Promotions**
- 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 AN ADJUNCT / SECONDARY PROMOTION REQUEST

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:

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:

Department:

New Appointment Action

Search	ID	Faculty Member	Department	Sub-Dept
View Edit	2529	Cunningham, Thomas	Medical Humanities	Medical Humanities

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Click on the “**Secondary/Adjunct Promotion**” Appointment Action

Create New Request

CLICK HERE

Appointment Action:	Adjunct/Secondary Promotion
Effective Date:	Select One
Promotion Type:	Adj/Acad Appt Only
Faculty:	Adj/Academic Only Department Transfer
Requesting Department:	Adjunct/Secondary Promotion
Current Pathway:	Any Separation Action
Current Rank:	Distinguished Professor Request
Need UAMS/ACH/VA Credentialing?	Emeritus Request
Board Certified?	Locum
Notes:	NW Adjunct
	Off Campus Duty Assignment
	Percent Time/Salary Change
	Promotion to Assistant Prof.
	Regional Programs Appointment
	Secondary Appointment
	Tenure Clock Suspension
	Tenure Track Change

Will this be an adjunct promotion or a secondary promotion.

Appointment Action:	Adjunct/Secondary Promotion
Effective Date:	<input type="text"/> (mm/dd/yyyy)
Promotion Type:	Select One...
Faculty:	Select One...
Requesting Department:	Adjunct Secondary
Current Pathway:	
Current Rank:	
Need UAMS/ACH/VA Credentialing?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Board Certified?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Choose the appropriate promotion type

REQUIRED DOCUMENTS

Take note all **required documents** are based on the type of promotion you are requesting. After saving, upload the appropriate documentation for the secondary appointment.

Required documents:	Adjunct Promotion: <ul style="list-style-type: none">• Candidate Curriculum Vitae• Chair Letter
	Secondary Promotion <ul style="list-style-type: none">• Candidate Curriculum Vitae• Chair Letter from Primary Department• Chair Letter from Secondary Department
	Please be advised that all Chair letters must express: <ul style="list-style-type: none">• Support for the request of a promotion• Justification why the promotion request is fair (i.e. how does the candidate meet criteria for promotion)

HOW TO UPLOAD & DELETE

BROWSE & UPLOAD


Documents Listing Recreate Letter Upload

Upload Document Form

File: No file selected.

Type:

VIEW

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

DELETE Hide


Click **"SUBMIT"**

Upload Document Form

File: No file selected.

Type:

Hide

Document Title	Document Type	Upload Date	Last Modified	Uploaded By	
<input checked="" type="checkbox"/> <u>Secondary Appointment Request Letter</u>	<u>Secondary Appointment Letter</u>	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

Appointment Action Workflow

Here is the workflow of the appointment approval process.

Save	– (Staff)
Submit	– (Staff)
Faculty Center Review	– (Faculty Center)
P & T Committee Review	– (P&T Committee)
Dean Review	– (Dean's / Dean's delegate)
Request is Approved	– REQUEST COMPLETE

If you have any questions about this process or have any suggestions pertaining to this process please contact the Faculty Center at (501)526-5090.