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 <u>adjunct</u> or <u>secondary</u> 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

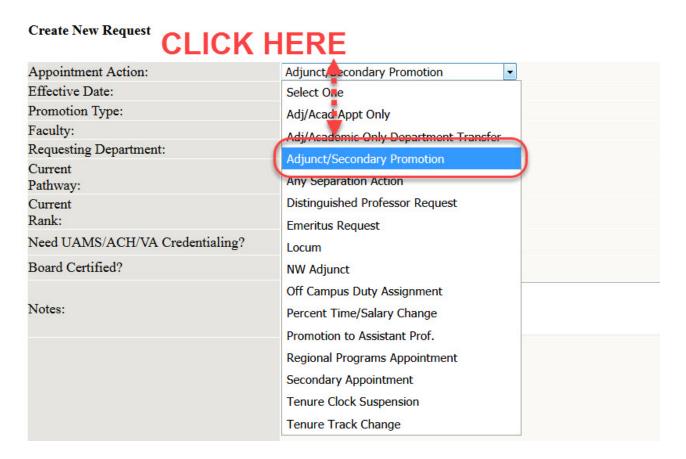
Click "APPT ACTIONS"

		View: Positions Pending My Attention	•
Go to Test Server			
Kierion	N 2020 1002		
Stephens	Appt Actions:		
Dept. Admin.		POSITIONS LISTING for	Kierion Stephen
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			

Click 'New Appointment Action'.

	View:		All Except Approved	•	
Go to Test Server	Departme	nt:	Medical Humanities 🔻		
Kierion Stephens	\mathbf{N}				
Dept. Admin.	Nu	w Appointme			
Change Role		Search		<u>Department</u>	Sub-Dept
View Positions	Vi	iew Edit 252	9 Cunningham, Thomas	Medical Humanities	Medical Humanities
Search Positions	<	< < >			
Create Position					
Appt Actions					
JFR Reports					

Click on the "Secondary/Adjunct Promotion" Appointment Action

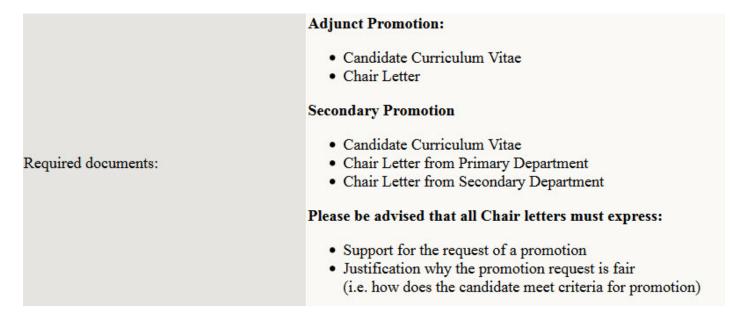


Will this be an adjunct promotion or a secondary promotion.

Appointment Action:	Adjunct/Secondary Promotion		
Effective Date:	(mm/dd/yyyy)		
Promotion Type:	Select One		
Faculty:	Select One	5	
Requesting Department:	Adjunct]	
Current Pathway:	Secondary Choose the appropriate promotion type	1	
Current Rank:]	
Need UAMS/ACH/VA Credentialing?	[◎] Yes [◎] No		
Board Certified?	◎ Yes [◎] No	1	

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.



HOW TO UPLOAD & DELETE

	BROWSE & UPL	_OAD				
Bocuments Listing					Recreate Letter Uplo	oad
		Upload Document Form				
File: Type: VIEW	Browse No file selected. Action Business Plan	•			DELETE	
	Upload					ide
Document Title		Document Type	Upload Date	Last Modified	Uploaded By	
Secondary Appointmen	t Request Letter	Secondary Appointment Letter	August 23, 2017	August 23 2017 09:06:53	Ì)

Click "SUBMIT"

		Upload Document Form				
File: Type:	Browse No file selected Action Business Plan Upload	•				Hide
Document Title	ß	Document Type	Upload Date	Last Modified	Uploaded By	
Secondary Appointmen	nt Request Letter	Secondary Appointment Letter	August 23, 2017	August 23 2017 09:06:53		Û

DO NOT forget to click the "Submit" button to send this appointment action to go through the approval process.

Notes
Answer
Add Note
Submit

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.