Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone 618.650.2190 | Fax 618.650.2696

Use:
To request approvals for a new or renewing tenure track faculty appointment.
This form may be used for represented or non-represented tenure track faculty appointments.
Access:
You may access the Tenure Track Faculty Appointment form at the HR Forms website.
Scenarios:
- Single-line appointment [1]
- Single position, multiple funding accounts [2]
- Single position, multiple funding accounts with salary holds [3]
- Multiple positions, different funding accounts [4]
Instructions:

1. In the **Legal Name** field, enter the appointee's name.
2. In the **Banner ID** field, enter the appointee's Banner ID number, if known. If the appointee is new to the University, they will not have a Banner ID assigned until all paperwork is received by Human Resources.
3. Under **Position/Job Information**, select whether this appointment is for a new appointee, or if the contract is an appointment renewal.
4. In the **Personnel Bulletin No.** field, enter the posting number for the specific position.
5. In the **Previous Incumbent** field, enter the name of the faculty member that held this position prior to the current appointee.
6. Next to **Campus**, select which of the five campus locations will be the primary location for this appointee.
7. In the **Box** field, enter the assigned campus mailbox number that is assigned to the department.
8. In the **Bldg. & Rm. No.** field, enter the building abbreviation and office number provided for the employee.
9. In the **Phone w/ Prefix** field, enter the 7-digit phone number provided for the employee.
10. In the position table, refer to the scenarios below.
    a. Notes on columns:
        i.   The **Position/Title Rank** is a dropdown field, with no custom entry.
        ii. The **Posn. No.** will be completed by the Office of the Provost.
        iii. The **Full-Time Semi-Mo. Sal. Base** is the annual salary divided by 24 pay periods per year for a 12 month appointment or 18 pay periods for a 9 month appointment.
    b. The **Appt. Pct.** is a percent of 81.56 hours per pay period. This can be one part-time position (< 100%); one full-time (100%) that is split between multiple accounts; or multiple part-time positions.
    c. The **Hours Per Pay** and **Actual Assigned Salary** fields are automatically calculated, and you cannot edit them.
    d. If a funding account and/or the nature of the appointment declares a position as ineligible for salary increases, check the **Sal. Hold** box.
        i.   If a position is split between multiple accounts and one of the accounts and/or the nature of the assignment deems the position ineligible for salary increase but another does not, only the **Appt. Pct.** of the ineligible account will receive a salary hold. The remaining appointment funding will receive the increase.
        ii. If you are unsure if a position is eligible for salary increases because of a source of funds and/or the nature of the position, check with your Budget Director.
    e. The **Account Title** is the name of the account from which this line is paid from, as shown in AIS.
    f. The **Org/DDU** is the organization code that corresponds to the account paying the position.
    g. The **AIS Budget Purpose** is the last six digits of the account paying the salary (if 100%) or this portion of the salary (if <100%).
11. If the appointment is for an interim or acting position, such as Interim Director, select the appropriate checkbox below the position table.
12. If the title is not represented by a union, check the **Non-represented** box. *Non-represented faculty include Deans, Associate Deans, Assistant Deans, Coordinators, Department Chairs in the School of Nursing, and tenure-track and tenured faculty from the School of Pharmacy and Dental Medicine.*
13. If the title is represented by a union, check the **Represented** box. *Represented faculty include all faculty at the ranks of assistant professor, associate professor and professor holding a tenure or tenure-track faculty appointment of .5 or greater employed at the Edwardsville campus.*
14. Leave the Grants Office Approval section blank, to be completed by the Grants Office if applicable.
15. In the section for Appointment Type and Period, determine whether the appointment is continuing or term, select the appropriate period, and enter the beginning date. For a Term Appointment, also enter the end date.
16. In the box below the Conditions of Appointment/Description of Responsibilities heading, enter the position description and responsibilities of this title.
17. If the appointment exceeds a current budgeted contract and will not affect the performance of that prior contract, check the box below the Responsibilities text field.
18. The Relationship to a member of the Board to the Appointee's Signature & Date field and the SURS annuitant status fields are to be reviewed and completed by the appointee.
19. The Office of the Provost will determine whether the appointee will need to file Statements of Economic Interest - do not check this box.
20. Appropriate signatures (Chair/Supervisor, Dean/Director/Fiscal Officer) should be obtained.

Additional Notes: After the appropriate signatures have been received, if the appointee is being paid from a grant (76) account, the contract and all required accompanying paperwork must be submitted to the Graduate School for grant accountant approval; if the appointee is paid from non-grant accounts, the contract and all required accompanying paperwork must be submitted to the Office of the Provost.