

Faculty Affairs HR

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HIGHLIGHT ON: NON-TENURED APPOINTMENTS— ADJUNCT AND DEPARTMENT/INSTITUTE AFFILIATE

Adjunct Prefix

The use of "adjunct" as a prefix to a faculty rank indicates that the position is not the individual's primary position. The proposal for "adjunct" was designed to make possible the enrichment of instruction in various fields through the part-time employment of highly qualified individuals in the Chicago and the surrounding area who are regularly engaged in non-university activities. The individual to be appointed should be recognized in his or her field. Departments and units should exercise appropriate review procedures before making an adjunct appointment

Appointments to adjunct faculty positions shall not be made for periods longer than one year and

are generally part-time appointments. Reappointments may be made, but should not be made on an ongoing year to year basis. Indefinite tenure may not be granted or implied with such appointments.

By this definition, adjunct titles should not be used for individuals visiting from another university or for additional appointments for individuals who have appointments in another unit of the University of Illinois.

Departmental or Institute Affiliate

The position of "affiliate" is to be used only for people who otherwise have a faculty position on the campus; this distinguishes it from the term "adjunct". Use of the "affiliate"

title does not preclude the use of the traditional joint appointment, i.e., a 0% non-tenured faculty appointment.

The position conveys no voting rights in the affiliated department, no rights of attendance at faculty meetings of the affiliated department, and no tenure commitments from the affiliated department or the University.

Affiliate appointments can be paid or non-paid and will appear on the staff member's notice of appointment from the Board of Trustees either as a zero percent appointment or a percentage appointment.

For more information contact the Office of Faculty Affairs Human Resources.

<http://www.uic.edu/depts/oa/faculty>

SUFFIXES... WHY DO WE USE THEM?

Over the past several months, FAHR has seen inconsistent use of suffixes by many. By default, the '00' suffix must be used, however there are times when a different suffix is necessary.

Some examples when to create a new suffix:

- An employee who is a 9- or 10- month service basis paid over 12 months has resigned after the first paycalc in the academic year. A new job with a DP suffix must be added.
- A retroactive job change that cannot be modified under the existing job number.
- Faculty who receive a percent time administrative appointment plus a 0% administrative stipend for the same job.
- FTE or Salary changes for 9-month service basis paid over 12 months (9/12) employees not effective either on 8/16 or 1/1 (2/16 pay day).
- Employee who is at 1 FTE and accepts an overload job in the same unit with the same duties.

Test your knowledge...

Correctly identify the below statements as True or False:

- A 12/12 faculty resigns on 12/31/05. A job with a DP suffix is needed.
- An employee resigns and the unit tries to submit a DART separation. However the employee was incorrectly coded as not accruing vacation. FAHR needs to add a new job with a VA suffix in order to allow the adjustment to be submitted with the correct earn codes.
- A 9/12 adjunct lecturer receives an FTE change on 12/16. A DP job is not needed.
- A 100% faculty converts to a 100% administrative appointment with a 0% stipend. In order to keep the 100% administrative base separate, the stipend is set up on a different suffix.
- The Dean is taking an educational leave. The Associate Dean will be acting Dean. It is okay to use the Dean's position number but use a 01 suffix.
- An additional FOAPAL needs to be added to an employee's current job. A new job suffix must be used.
- A Professor who is currently at 1 FTE will temporarily teach additional courses in his home department. The Faculty Overcomp form should be submitted with the current position number and the next sequential suffix.

Answers on back...

CONTACT INFORMATION

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UPCOMING.....

Faculty BioSketches

Biosketches due 02/27/06 for April 2006 BOT Meeting

Biosketches due 03/31/06 for May 2006 BOT Meeting

HR Quarterly Meeting

02/07/06 2pm-4pm
2850 UH

PITR Deadline Date

- PITRs due 02/27/06 for March calc day
- PITRs due 03/28/06 for April calc day
- PITRs due 04/26/06 for May calc day

Faculty Loss Data

02/10/06 Initial Submission

Monthly Leave Report for Deans and VC Due

02/24/06

TENURE HOLD VS ROLLBACK

The key difference between a tenure hold and a tenure rollback is timing. A tenure hold may be requested for circumstances that a tenure track faculty member may be experiencing in the current year that they know will affect their progress toward tenure. A tenure rollback may be granted for circumstances or situations

that occurred in prior academic years that the faculty member now realizes has affected their progress toward tenure. Tenure holds and rollbacks must be requested in writing by the employee to the department head and endorsed by the Dean of the college. The request should be forwarded to FAHR.

For a tenure hold, an approval letter addressed to the employee will be returned to the college. The tenure rollback requires a written agreement signed by the employee, department head, Dean and the Provost. See the tenure policy on Faculty Affairs' website for more details.

PAY DATES VS SERVICE DATES

Confusion still exists with Pay Dates and Service Dates, especially when dealing with 9- or 10-month service employees paid over 12 months. Service refers to the dates the employee actually works or provides service. Pay Dates are the corresponding dates for which the employee is paid for those services. A 9/12 faculty who is providing service from 08/16-12/31 is actually getting paid from 08/16 to 02/15.

Status changes to a 9- or 10- month service basis may require additional payment if the status change occurred other than the end of a semester or the beginning of an academic year.

For example, an FTE change of 11/16/05. Let's say, the current faculty is at an FTE of .3 and increases his load midterm to .6. His current monthly rate is \$3000. To determine his new monthly salary, we would take his monthly salary (or current annual) divide by his current FTE and multiply by his new FTE. $(3000 / .3) * .6 = \$6000$. Since the change is occurring on 11/16, you will still need to adjust the monthly rate. First determine the adjusted annual to determine the adjusted monthly. Take the $\$4500 * 6$ (months to May) and then divide by 9 (months to August). This gives use a monthly rate of \$4000 that should be used on the PITR.

However, since this change is occurring on 11/16/05, the employee has not been paid out for all of his service from 08/16-11/15. An additional job (DP suffix) must be added in order to pay the differential for the initial 3 months. Need to see the math to believe?

Amount employee should receive

Payment for 3 month Services.

Multiply the annual by 1/9.

$\$120,000 * 1/9 \text{ rate} = \$13,333 * 3 \text{ mo} =$

39,999

Amount employee actually received

Payment for 3 month Pay Dates.

Multiply the annual by 1/12.

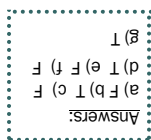
$\$120,000 * 1/12 \text{ rate} = \$10,000 * 3 \text{ mo} =$

30,000.

So in this particular case, a DP job must be added. The DP job's monthly rate would be the 1/9 rate $(\$13,333) - 1/12 \text{ rate } (\$10,000) = \$3333 * 3 \text{ mo} = \underline{\$9,999}$. Adding the original payment of \$30,000 and the DP payment \$9,999 equals to \$39,999! Please take this into consideration when you makes your changes to current employees, especially when the employee is 9/12 or 10/12.

SALARY FORMULAS

Faculty Affairs HR has developed a Quick Guide for salary formulas. Contact FAHR for your copy...



DART SEPARATION—IT'S JUST NOT FOR BENEFIT ELIGIBLE EMPLOYEES

Over the past several months, Faculty Affairs HR has noticed that DART separations are not always being submitted when needed.

While DART Separations are always submitted for benefit eligible employees who leave the university, there are other occasions in which DART separations must be processed.

Some examples are:

- An employee switching from a vacation accruing position to a non-vacation accruing position. The DART separation is required to calculate the vacation payout balance or to report no balance due.
- A non-benefit eligible employee who is employed at 1% or more over the duration of one term or 4 months, whichever is less. The employee is SURS eligible and

a DART separation must be submitted in order to process the SURS refund.

It is important to submit the Separation in a timely manner. Action on your part up-front will allow the employee to receive a faster refund and will avoid additional work down the road.