

## Instructions for Completing the Briefing Document (BD)

A Briefing Document [BD] is required for the following appointments:

1. Major administrative appointments reporting to a dean or vice chancellor.
2. Tenured faculty appointments carrying the rank of Associate or full Professor.
3. Tenure-track assistant professor appointments (does not require prior approval unless above the normal range for that particular rank and discipline. The Excel BD should be submitted as an HRFE transaction at the time of the hire.
4. Faculty appointments (tenured or non-tenured) with a salary level above the normal range for that particular rank and discipline.)

**BECAUSE MACROS ARE EMBEDDED IN THIS FORM DO NOT CUT AND PASTE ANY SECTIONS OF THIS FORM.**

**Note: The drop down menu must be used where applicable.**

### Steps Action

- 1) **Employee Name and UIN:** The name of the employee should be listed exactly as submitted on the NESSIE new hire documents. The name must be listed in NESSIE and on the BD as it appears on their legal documents (SSN and international documents). If available, the employee UIN should be provided.
- 2) **Search/Waiver for Position:** If a search was performed or waiver granted for the position, please indicate such along with the approved search or waiver number. If a search was not required for the position (for example, a zero percent administrative increment for appointments other than department head), please indicate not applicable (N/A) from the drop down menu in this section.
- 3) **A. Proposed Appointment (s):** This section should list separately each position that is being offered. In addition, any current appointment that is continuing (salaried or non-salaried, with a percent time or at 0%) should be included in this section. The exact title, unit type (e.g., Department, Center, Division, etc.), the unit, campus location, tenure status, and service basis should be listed. Under the "Proposed" section the percent time (FTE), annual salary and source of funds, and the effective date of the permanent appointment should be listed. NOTE: There are several fund type variations to select since multiple fund sources could be used on one job. If you do not see your fund source combination, please make that notation in the "comments" section on the BD when submitted to FAHR. Be sure to list any and all non-service non-tenured appointments that will continue with the proposed appointment. NOTE: If the permanent appointment is preceded by a temporary appointment, see the Comments section below.  
  
**B. Current Appointment (s):** If the individual is a current employee at any of the U or I campuses, then this section should be completed and reflect the FTE, total annual salary, and funding source of their current U of I appointment (s). Otherwise, the only section that needs to be completed for a new hire to UIC is the proposed appointment section. In addition to the percent time appointments for a current employee, be sure to list any and all non-service non-tenured appointments currently held by the employee.
- 4) **Continuing/Previous Appointment (s):** This section should list separately each position currently held by the employee. This position (these positions) could be either internal or external and should include only the exact title, and unit and campus location. The unit and campus location must include the appropriate city and state as well as the year the prospective hire has held his/her previous position (for example, since 2002 should be entered in the column heading Held Since).
- 5) **Administrative Summer Appointment:** This section should be completed when an administrative summer appointment precedes the academic year administrative appointment for a nine-month administrative appointment. For example: Dr. (Name) will receive two months summer salary (base salary plus administrative stipend) during his head service period beginning June 16, 2011 through August 15, 2011. Therefore, his total yearly salary for 2011-2012 will be (\$amount).

- 6) **Administrative Visiting/Interim Appointment:** If the permanent appointment is preceded by a temporary status appointment, this section should reflect the statement: “(Name) was appointed to serve as Interim Chair of the Department of (Name) under the same conditions and salary arrangements beginning May 1, 2009.” NOTE: If the terms of the temporary status appointment (interim, acting, visiting) do not match the proposed terms of the permanent appointment, then the terms of the temporary status appointment must be detailed under the Current Appointment (s) section.
- 7) **Comments:** This section should be completed if there is any additional information regarding the proposed appointment (s) that cannot be reflected in the Proposed Appointment (s) section. For example, base salary increase or other pertinent information that needs to be provided to the Provost.
- 8) **Education:** This section requires the listing of the degree granting institution, the city and state where the institution is located, the type of degree awarded, and the year the degree was awarded. Information for each degree must be listed on a separate line. For example: Johns Hopkins University, Baltimore, Maryland, M.D., 1975; next line: Johns Hopkins University, Baltimore, Maryland, Ph.D., 1977. Note: If the City or State is in the name of the school (i.e. Arkansas State University), it is not necessary to repeat the state on that line. You would simply list the City, Degree and year obtained. No residency or fellowship data should be listed – degree data only.
- 9) **Comparable Salary Data:** Applicable salary survey data should be used for the position and discipline from the national association of the specific college, if one exists. For example, the salary data from the Association of American Medical Colleges, the Association to Advance Collegiate Schools of Business, Committee on Institutional Cooperation and the American Association of Colleges of Pharmacy are acceptable sources of salary data. The data should include low, average, and high ranges (or 25<sup>th</sup> percentile, median, 75<sup>th</sup> percentile, and mean).

If you are assigning a standard stipend for an administrative appointment, a simple statement to that effect under the “comments” section will satisfy the comparable salary data requirement. For example: If your standard stipend is \$10,000 for all of your associate deans, this statement is sufficient.

**Rank, Discipline**

	<b>100 %</b>
25 <sup>th</sup> Percentile	\$ 198,000
Median	\$ 220,000
75 <sup>th</sup> Percentile	\$ 242,000
Mean	\$ 228,000

**EXAMPLE**

**Source:** AAMC (Association of American Medical Colleges), 2008-2008

**Rank (Associate Professor, Assistant Professor, or Professor), Discipline**

	<b>UW-Milwaukee</b>	<b>Northwestern</b>	<b>UW Madison</b>
<b>Low</b>	\$ 59,814	\$ 75,000	\$ 55,493
<b>Median</b>	\$ 66,312	\$ 75,000	\$ 60,986
<b>High</b>	\$ 70,191	\$ 75,000	\$ 63,869
<b>Mean</b>	\$ 65,272	\$ 75,000	\$ 60,421

**Source:** CIC (Committee on Institutional Cooperation) Salary Survey, 2008 – 2009

If the college does not have a national association, the unit/college may use a source such as the College and University Professional Association for Human Resources, the Oklahoma State University Faculty Salary Survey, or the American Statistical Association. The source of the salary should include the date of the survey and the full name of the source. No acronyms or abbreviations. **NOTE: Internal comparable salary data is no longer acceptable.**

**Rank**

	<b>100%</b>
<b>Low</b>	\$ 45,641
<b>Average</b>	\$ 64,967
<b>High</b>	\$ 101,079

**Source:** Oklahoma State University Faculty Salary Survey, 2001-2002

- 10) Justification in bullet format (an excerpt from the candidate's CV is not acceptable):** In addition to comparable salary survey data, the candidate's accomplishments, area expertise/distinction, benefits to the college/unit, board certifications and licensures (if applicable) and/or major awarded research grants (with dollar figures) should be provided in bullet format. *This additional justification is **required only** if the candidate's salary falls within the high salary range based on the salary source data provided by the college/unit.*

**Good justification**

- Expertise is primarily within the field of health psychology & health education & spans the age spectrum from children through the elderly. Expertise will greatly enhance the College's existing program.
- He has a national reputation in the area of diabetes self-management as well as behavioral interventions targeted towards smoking cessation.
- He has a strong background in health promotion theory and his current research applying the Transtheoretical Model of Change in diabetes care management is highly recognized for its contribution to theory development.
- Further, and perhaps most important to the College, Dr. Smith applies his research to community based public health issues including smoking cessation among low income pregnant women.
- He also has an impressive record of external funding for his research with over \$7 million from federal funding with \$1.6 million from the National Institute of Health.

**Poor justification**

- Professor Smith received his Ph.D. in May 2001 from Carnegie Mellon University at the Heinz School and the Institute of Complex Engineered Systems.
- His dissertation is based on Scientific Discovery (human and machine thinking), context-aware and concept learning, behavior intelligence, and the social impacts of information technology.
- He is currently an instructor at Carnegie University.
- He earned his B.S. in Computer Science from Hunan University, P.R.C.
- He was the preferred candidate of the search committee.