



# Key Terms - Types of Tracks

## Fixed-term

- Appointed for a certain term length
- May never acquire tenure

## Variable track (NEW)

- Hired as fixed-term faculty
- At the end of 3 years, they become either fixed-term track or tenure-track

## Nominated

- Nominated for tenure/tenure track and appointed as fixed-term for 1 year while paperwork is processed

## Tenure/tenure-track

- Can be probationary or tenured



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL



# Key Terms – Fixed-Term Modifiers & Ranks



## Modifier

Teaching

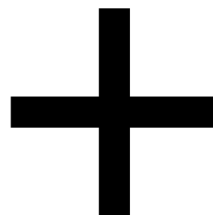
Clinical

Research

Adjunct

Visiting (not letter generating)

Nominated\*



## Rank

Professor

Associate Professor

Assistant Professor

Instructor

Professor of the practice (doesn't need a modifier)

\*Nominated for tenure/tenure track and appointed as fixed-term for 1 year while paperwork is processed



# Types of Letters

## Appointment

- A faculty member is getting appointed within a school

## Promotion

- A faculty member is moving to a position of higher rank
- Sometimes a faculty member will get promoted before the salary increase is processed. In the letter template it includes a disclaimer that the salary increase may not be updated yet.

## Re-appointment

- A faculty member is re-appointed to the same rank
- Reappointment for 1-5 years

## Extension

- A faculty member's appointment is getting extended
- Typically, less than 1 year



# AP-2

An AP-2 form is completed for a new appointee who is Exempt from the Human Resources Act (EHRA) and effects any subsequent changes in appointment, reappointment, or promotion.

The form can be found on the Academic Personnel website under employment forms

<https://academicpersonnel.unc.edu/hr-resources/employment-forms/>

RECOMMENDATION FOR EHRA PERSONNEL ACTION				
<input type="checkbox"/> INITIAL APPOINTMENT <input type="checkbox"/> REAPPOINTMENT <input type="checkbox"/> REAP CONFERRING TENURE <input type="checkbox"/> PROMOTION <input type="checkbox"/> OTHER (specify):				
CURRENT INFORMATION (TO BE COMPLETED BY CANDIDATE)				
1	Name	Legal Last	Legal First	Legal Middle
2	Preferred Name			
3	Are you related by blood or marriage to any person now employed by The University of North Carolina at Chapel Hill? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, give the relative's name, relationship and department name (See page 2 of form):
4	Education	Name and Location of College or University	Degree, Diploma, or Certificate	Date Conferred
	Baccalaureate			
	Graduate or Professional			
	Other			
5	Experience	Name of Employer	Rank or Title	Employment Dates
	Current			
	Previous			
6	Include curriculum vita. See <a href="#">Dossier Format &amp; Tenure and Tenure-Track Standard Order Tables</a> CV attached: <input type="checkbox"/> Yes <input type="checkbox"/> No			
7	I hereby certify that all information above is accurate and complete to the best of my knowledge: Signature: _____ Date: _____			
TO BE COMPLETED BY INITIATING UNIT				
8	Is this position contingent on the availability of funds? <input type="checkbox"/> Yes <input type="checkbox"/> No <a href="#">Service Period</a> <input type="checkbox"/> 9-month <input type="checkbox"/> 12-month			
9	Date of nominee's first UNC-CH EHRA appointment	Rank	Department	
TO BE COMPLETED FOR FACULTY NOMINEE ONLY				
10	Present Appointment (if applicable)		Proposed Appointment	
	Base Unit			
	Rank			
	Action Date	Effective	End	Effective
	Joint Unit			
	Joint Rank			
	Action Date	Effective	End	Effective
	If the nominee is currently holding tenure to retirement, indicate the initial date tenured			
11	Term Proposed <input type="checkbox"/> Tenure to Retirement <input type="checkbox"/> Probationary term of _____ years <input type="checkbox"/> Fixed term of _____			
12	Is the proposed appointment <input type="checkbox"/> Early <input type="checkbox"/> On-time <input type="checkbox"/> Late			Vacancy ID
	If initial appointment (including initial tenure track), interviewed by			
13	Letters of recommendation by			
RECOMMENDED BY				
14	This recommendation meets the University's requirements as follows		Employment of Related Persons Policy <input type="checkbox"/> Yes <input type="checkbox"/> No	
15	Has a background check been initiated for the position? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exception Received		Credentials Verification <input type="checkbox"/>	
	Affirmative Action Plan <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			
	Signature:	Title:	Date:	



# Service Period vs Appointment



## Service Period

9 or 12 months



## Term Length (Duration of Appointment)

1-5 years



## Last Day Worked

Last day on payroll



## Expected Job End Date (EJED)

The day after the last day worked



## Example



### Service Period

9 months



### Term Length (Duration of Appointment)

3 years  
starting 1/1/2023



### Last Day Worked

Last day on payroll would be 12/31/2025

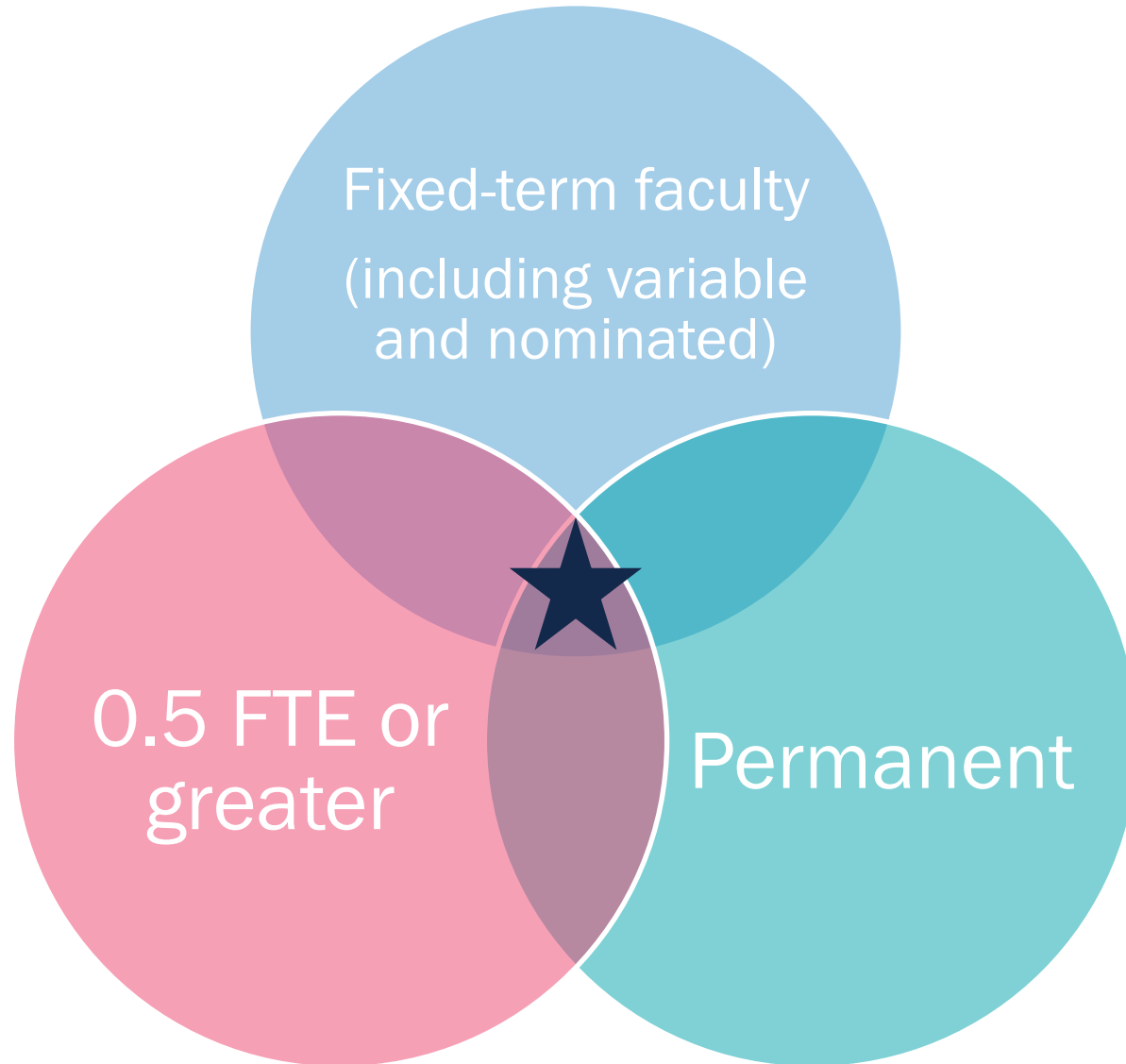


### Expected Job End Date (EJED)

EJED would be 1/1/2026



# Scope for Training





## Why are ePARs so important for the appointment letter process?

An ePAR is foundational to the generation of appointment letters.

If it is completed correctly, it will...

Reduce the number of ePARs needed

Ensure letters are accurate

Reduce the number of approvals required

Reduce the need to triple-check the data

Increases data integrity





# ePAR Quick Guides – Promotion

## Promotion

We need to promote Susan Trainington.

Once the position ePAR has been approved, and written into ConnectCarolina. Then you can start the “Edit Existing Job” ePAR.

### Create a New ePAR



#### Hire an Employee

Use this eForm to hire a new employee into your department, to transfer an employee from one department to another, or to add a secondary appointment for an employee.

[Hire an Employee](#)



#### Edit Existing Job

Use this eForm to edit the job of an employee currently working in your department.

[Edit Existing Job](#)



#### Change Employment Status

Use this eForm to submit a termination, leave of absence or return from leave action for an employee.

[Change Employment Status](#)



#### \*NEW\*- Add/Update Position

Use this ePAR to add, update or inactivate a position.

[\\*NEW\\*- Add/Update Position](#)



# Promotion – Select an Employee

- ★ Input the Employee ID (PID) and use the search button (magnifying glass) to find the faculty member

## Select An Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

★ \*Empl ID = ▾ 730636068 🔍

Empl Record = ▾

Name begins with ▾ 🔍

Last Name begins with ▾ 🔍

Department begins with ▾ 🔍

Employee Group = ▾

Description begins with ▾

Descr begins with ▾

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria



# Promotion – Job Code & Form Data

## Job Code & Appointment Title

- Confirm the appropriate job code and rank are showing.
- If it is incorrect, close the Edit Existing Job ePAR to make corrections to the position.

## Effective Date

- The first day of the new appointment term
- The Effective Date of the ePAR should match the Expected Job End Date that auto populates for continuous service (i.e. no employment gap).

## Expected Job End Date

- Last day worked + 1 day
- For example, if 06/30 is the last day worked, EJED would be 07/01

**Change Job Data** Authored by

**Step 1 of 5: Enter Job Change Details**

Please enter the date the change should go into effect, and verify the Employee Group that the employee should be in after the change.

▼ Current Job Info

Name:	Susan Trainington	Empl ID:	730636068
Position:	20048974 Clinical Professor	Empl Record:	0

**Job Code:** 600010 Clinical Professor [Historical Data](#)

Dept ID: 900140 Nutritional Science [Job Data](#)

Empl Status: Active

eForm ID: 1734125

[View original job data](#)

**Form Data**

\*Effective Date:

Job Family: EPA

Employee Group: Faculty

Position Number: 20048974 Clinical Professor

Department: 900140 Nutritional Science

Location Code: 800100

Job Code: 600010 Clinical Professor

Expected Job End Date: 01/01/2019



# Promotion– Form Data

## Std Hrs & FTE

- Review the standard hours and the full-time equivalent
- If it is incorrect, close the Edit Existing Job ePAR to make corrections on the position.

## Compensation/funding checkbox

- If you would like to enter a pay increase leave this box unchecked
- If you do not need to update compensation or funding, check the box to bypass the compensation page

Form Data		
*Effective Date:	<input type="text"/>	
Job Family	EPA	
Employee Group:	Faculty	
Position Number:	20048974	Clinical Professor
Department:	900140	Nutritional Science
Location Code:	800100	
Job Code:	600010	Clinical Professor
Expected Job End Date:	01/01/2019	
Salary Grade		
Regular/Temporary	Regular	
Std Hrs/Wk:	40.00	
FTE:	1.000000	
Reports To:	20048969	Steve Beltrain
TSERS Re-employed Retiree	<input type="checkbox"/>	
		FLSA Status Exempt
<input type="checkbox"/> I do not wish to update compensation/funding on this action.		



# Promotion– Long Title & Faculty Indicators

**Change Job Data** Authorized by

Step 2 of 6: Job Info UNC

Please fill in the fields below, which are needed for all part-time employees.

**Current Job Info**

Name:	Susan Trainington	Empl ID:	730638068
Position:	20048974 Clinical Professor	Empl Record:	0
Job Code:	600010 Clinical Professor		<a href="#">Historical Data</a>
Dept ID:	900140 Nutritional Science		<a href="#">Job Data</a>
Empl Status:	Active		
eForm ID:	1734125		

[View original UNC data](#)

Severe Weather Essential  
 Subject to HIPAA  
 Supervisory Duties

\*UNC Long Title:

Communicable Disease Mandatory:

**Faculty & EPA NF Indicators**

*Primary Faculty:	<input type="text" value="Primary"/>	<input checked="" type="checkbox"/> OFG Voting Eligible
*Faculty Service Period:	<input type="text" value="12 Month"/>	<input type="checkbox"/> Visiting Faculty
Contract Length:	Multi-year contract	<input type="checkbox"/> Nominated Faculty
Faculty Category:	<input type="text" value="Ins/Rsd/PS"/>	<input checked="" type="checkbox"/> Funding Contingency

AHEC

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Hold

## UNC Long Title

- Review the title and make any needed adjustments.
- This title will be displayed in the UNC directory.
- Some schools/depts may decide to drop the modifier (teaching, research, clinical, adjunct etc.) that pre-populates
- 40-character limit

Review the pre-populated information to see if any updates are needed for the following:

- Severe Weather Essential
- Subject to HIPAA
- Communicable Disease Mandatory
- Funding Contingency

If no updates are needed, use “Next”



# Promotion – Faculty Data

## Tenure Status

- "Not Applicable" for all fixed-term, nominated, and variable track faculty.

## Tenure Track Start Date/Probationary End Date

- Leave blank for all fixed-term faculty

## Tenure Home

- The department ID

## Service Calculation Group

- Leave blank

## Mandatory Review Date

- Not required for fixed-term faculty

**Faculty Data**

Academic Rank: Clinical Professor

\*Tenure Status:

Tenure Track Start Date:  Probationary Faculty End Date:

\*Tenure Home:  Nutritional Science

Service Calculation Group:

Accrue Tenure Services:

Mandatory Review Date:

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Hold



# Promotion – Compensation\*

## Annual Rate

- Enter new base salary (if applicable)
- Secondary supplements and stipends should not be included
- If you are hiring also for an administrative job (such as dept chair), consult with your Dean’s Office

[View original compensation data](#)

Form Data

Annual Salary @ FTE1.0

\*Annual Rate:  135,000.00

Flat Rate:  0.00

## Chartfield String

Finance should provide this information to you

Effective Date 04/01/2018 + -

Eff Sequence 0

Budget Amount \$135,000.00

Basic Mode Expanded Mode

	Delete	Budget Sequence	Old Budget Amount	Old Percent Of Distribution	Budget Amount	Percent of Distribution	Combo Code	Combo Code Description	Fund	Source	Account	Department
1	<input type="checkbox"/>	1	\$125,000.00	100.000	\$135,000.00	100.000	000200981	20101-12001-513120-330100	20101	12001	513120	330100

New Total \$135,000.00    Percent 100.000    Unfunded Amount \$0.000   

Old Total \$125,000.00

## Unfunded Amount

If changes are made the unfunded amount needs to equal “0”

\*You will not see this section if you checked “I do not wish to update compensation on this action”



# Promotion– Actions & Action Reasons

## Actions & Action Reasons

- Be sure to overwrite any default selections with the correct action
  - Action 1: Promotion (PRO)
  - Action 2+ if applicable
    - For a pay rate change select “PAY”
    - For a change to any other indicators select “DTA” (Data Change)

## Promotion Only

Actions & Action Reasons					
	Action Code	Action Description	Reason Code	Action Reason Description	
1	PRO	Promotion	FPM	Faculty Promotion	+ -

## Promotion + changing other indicators (i.e., funding)

Actions & Action Reasons					
	Action Code	Action Description	Reason Code	Action Reason Description	
1	PRO	Promotion	FPM	Faculty Promotion	+ -
2	DTA	Data Change	JDC	Job Data Change / Other	+ -

## Promotion + pay increase

Actions & Action Reasons					
	Action Code	Action Description	Reason Code	Action Reason Description	
1	PRO	Promotion	FPM	Faculty Promotion	+ -
2	PAY	Pay Rate Change	PRO	Promotion	+ -

## Promotion + pay increase + other indicators

Actions & Action Reasons					
	Action Code	Action Description	Reason Code	Action Reason Description	
1	PRO	Promotion	FPM	Faculty Promotion	+ -
2	PAY	Pay Rate Change	PRO	Promotion	+ -
3	DTA	Data Change	JDC	Job Data Change / Other	+ -





# Promotion – File Attachments & Comments

File Attachments					
	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text"/>		<input type="button" value="Delete"/>

Comments	
Your Comment:	<input type="text"/>

## File Attachments

- Use the [permanent fixed-term faculty standard order table](#) to determine what you need to upload
- Upload each document individually
- You will need to choose the “Description” before you can upload the document

## Comments

- Add a comment to clarify why you have created the ePAR and added documents



## Knowledge Check – ePAR Education

If a fixed-term faculty member has a one-year appointment that starts on January 1, 2023, what is their expected job end date?

January 1, 2024

What document do you use to find out if a faculty member has a funding contingency?

AP-2



## Thank you to our partners!

Tonya Entrekin  
HRIM

Chris Minter  
HR Change  
Management

Derek Scupin  
HRIM

Madison Wood  
School of Education

Jana Ross  
School of Medicine

Matt Hawkins  
School of Medicine

Ethan Pitts  
School of Medicine

Angie Schmidt  
School of Medicine

Alfredo Ruiz  
School of Medicine

Kip Hutchins  
School of Medicine

Teresa Wilkinson  
College of Arts &  
Sciences

Janet Farrell  
College of Arts &  
Sciences