# 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

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# Key Terms – Fixed-Term Modifiers & Ranks
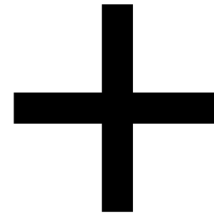
## Modifier

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

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/

# 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

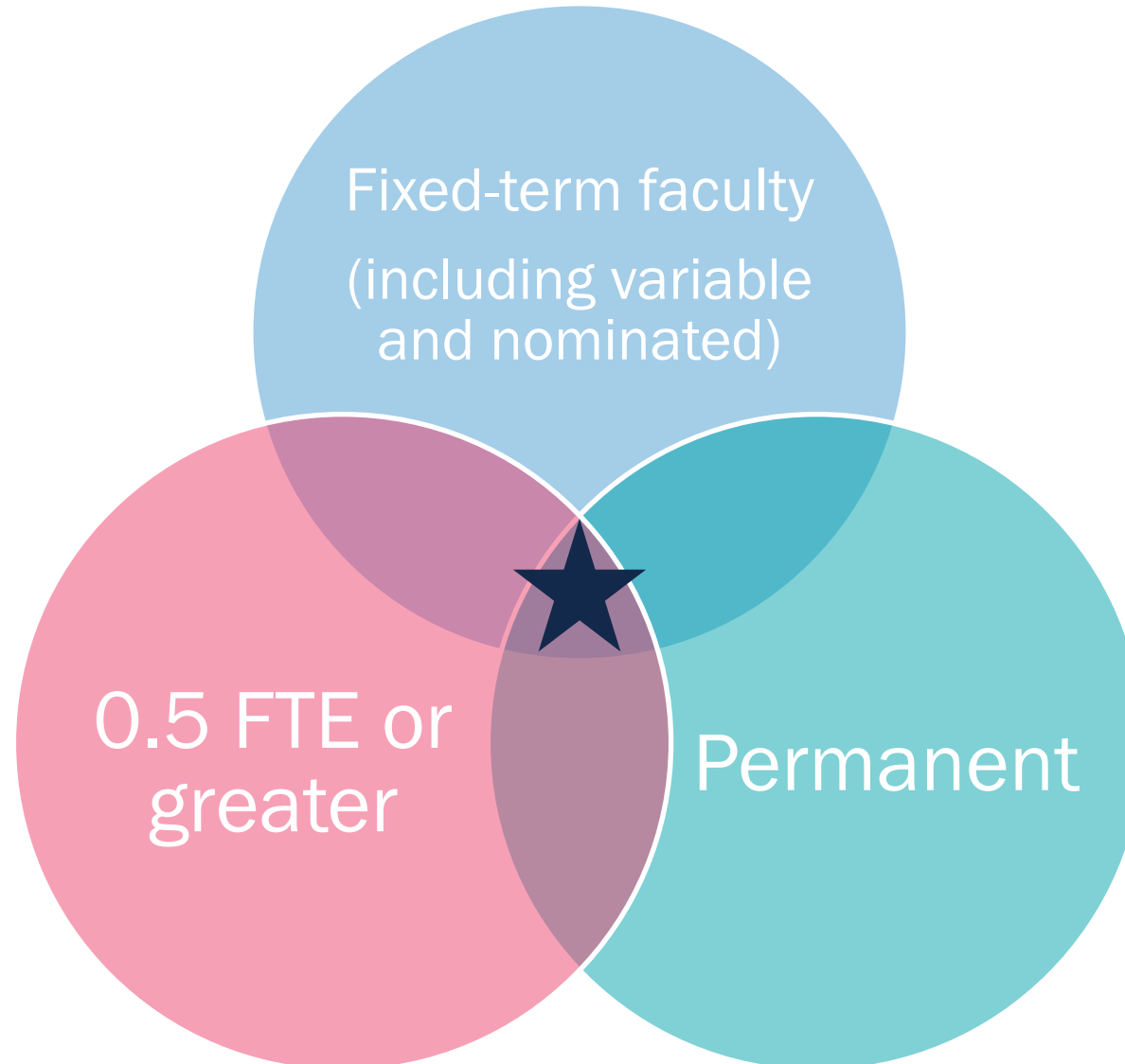| | | | |
|---|---|---|---|
| **Service Period** | **Term Length** (Duration of Appointment) | **Last Day Worked** | **Expected Job End Date (EJED)** |
| 9 months | 3 years starting 1/1/2023 | Last day on payroll would be 12/31/2025 | EJED would be 1/1/2026 |

# 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

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## 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

# REAPPOINTMENT OR EXTENSION

→

**Edit Existing Job**

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

We need to re-appoint Susan Trainington as a Clinical Associate Professor.

**Change Employment Status**

Use this eForm to submit a termination, leave of absence or return from leave action 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

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# Reappointment or Extension – Select an Employee

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



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# Reappointment or Extension – Job Change Details



**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

# Reappointment or Extension – Job Change Details



## 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

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

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

If no updates are needed, use the "Next" button to continue.

# Reappointment or Extension – 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 | Not Applicable |
| Tenure Track Start Date | | Probationary Faculty End Date | |
| *Tenure Home | 900140  Nutritional Science |
| Service Calculation Group | |

Accrue Tenure Services ☐

Mandatory Review Date

[ << Previous ]  [ Next >> ]

[ Hold ]

# Reappointment or Extension – Actions & Action Reasons

## Action Code

- ePAR will default to Action "Data Change"
- Update the Action from "Data Change" by clicking on the lookup and select "Job Change"



## Reason Code – choose code based on situation

### A. Reappointment

Select code "RAP" if the length of the appointment is 1 year or longer (ex. 01/01/18 to 01/01/19)



### B. Extension

Select code "EST" if the length of the appointment is less than 1 year (ex. 01/01/18 to 07/01/18)

# Reappointment or Extension – File Attachments & Comments



## 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

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# 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 |

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