



## 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

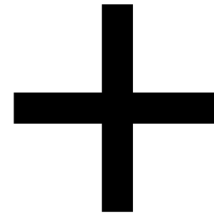
Clinical

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 End	
	Joint Unit			
	Joint Rank			
	Action Date	Effective End	Effective End	
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		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

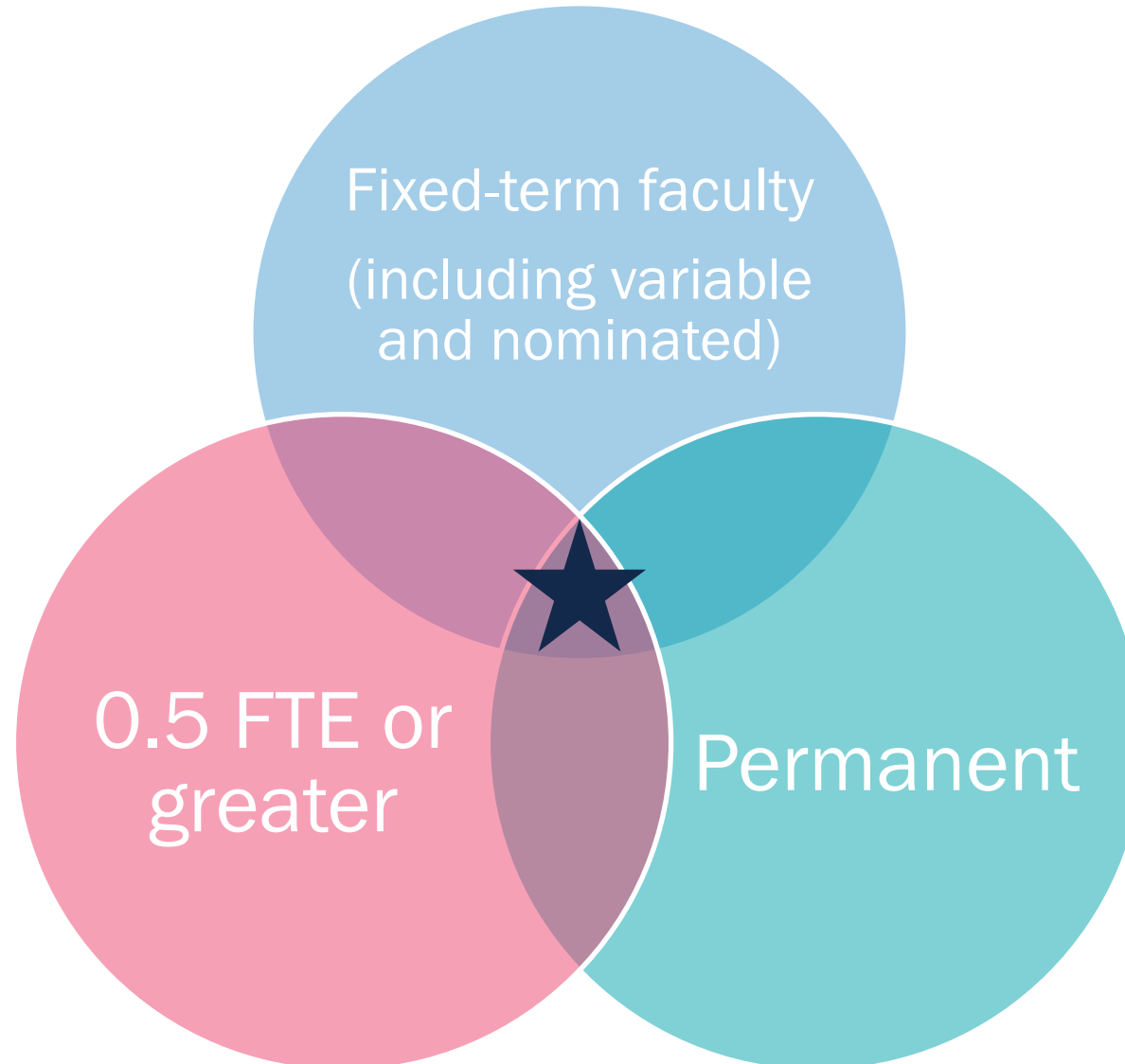


### Expected Job End Date (EJED)

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 – Reappointment or Extension

## REAPPOINTMENT OR EXTENSION

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

### 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](#)



# Reappointment or Extension – 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 =

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

## Search Results

View All

First

1-2 of 2

Last

Set ID	Empl ID	Empl Record	Name	Last Name	Department	Employee Group	Description	Descr	Description
UNCCH	730636068	0	Susan Trainington	TRAININGTON	900140	Faculty	Clinical Associate Professor	Nutritional Science	Clinical Associate Professor
UNCCH	730636068	1	Susan Trainington	TRAININGTON	900180	Faculty	Research Associate Professor	Organizational Training	Research Associate Professor



# Reappointment or Extension – Job Change Details

**Form Data**

\*Effective Date: 01/01/2018

Job Family: EPA

Employee Group: Faculty

Position Number: 20048974 Clinical Associate Professor

Department: 900140 Nutritional Science

Location Code: 800100

Job Code: 600011 Clinical Associate Professor

Expected Job End Date: 01/01/2019

Salary Grade

Regular/Temporary: Regular

Std Hrs/Wk: 40.00

FTE: 1.000000

Reports To: 20048970 Ellen Trainbow

TSERS Re-employed Retiree ☐

FLSA Status Exempt

☐ I do not wish to update compensation/funding on this action.

## 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

**Form Data**

\*Effective Date: 01/01/2018

Job Family: EPA

Employee Group: Faculty

Position Number: 20048974 Clinical Associate Professor

Department: 900140 Nutritional Science

Location Code: 800100

Job Code: 600011 Clinical Associate Professor

Expected Job End Date: 01/01/2019

Salary Grade

Regular/Temporary: Regular

Std Hrs/Wk: 40.00

FTE: 1.000000

Reports To: 20048970 Ellen Trainbow

TSERS Re-employed Retiree ☐

FLSA Status Exempt

☐ I do not wish to update compensation/funding on this action.

## 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



# Reappointment or Extension – Job Info UNC

**Change Job Data** Authorized by

**Step 2 of 5: 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:	730636068
Position:	20048974 Clinical Associate Professor	Empl Record:	0
Job Code:	600011 Clinical Associate Professor		<a href="#">Historical Data</a>
Dept ID:	900140 Nutritional Science		<a href="#">Job Data</a>
Empl Status:	Active		
eForm ID:	1734116		

[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 type="checkbox"/> AHEC	<input checked="" type="checkbox"/> OFG Voting Eligible
*Faculty Service Period:	<input type="text" value="12 Month"/>		<input type="checkbox"/> Visiting Faculty
Contract Length:	Annual contract		<input type="checkbox"/> Nominated Faculty
Faculty Category:	<input type="text" value="Ins/Rsc/PS"/>		<input checked="" type="checkbox"/> Funding Contingency

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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	<input type="text"/>	Probationary Faculty End Date	<input type="text"/>
*Tenure Home	<input type="text" value="900140"/>	Nutritional Science	
Service Calculation Group	<input type="text"/>		
Accrue Tenure Services	<input type="checkbox"/>		
Mandatory Review Date	<input type="text"/>		

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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”

**Change Job Data** Authorized by

**Step 4 of 5: Finalize Form**

Before submitting the eForm, please acknowledge any form messages, attach necessary documentation, and add any appropriate explanatory comment.

**Current Job Info**

Name:	Susan Trainington	Empl ID:	730636068
Position:	20048974 Clinical Associate Professor	Empl Record:	0
Job Code:	600011 Clinical Associate Professor		<a href="#">Historical Data</a>
Dept ID:	900140 Nutritional Science		<a href="#">Job Data</a>
Empl Status:	Active		
eForm ID:	1734116		

**Actions & Action Reasons**

Action Code	Action Description	Reason Code	Action Reason Description
1 DTA	Data 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)

**Actions & Action Reasons**

Action Code	Action Description	Reason Code	Action Reason Description
1 JRC	Job Change	RAP	Reappointment

### B. Extension

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

**Actions & Action Reasons**

Action Code	Action Description	Reason Code	Action Reason Description
1 JRC	Job Change	EST	Extend Appointment



# Reappointment or Extension – 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
<p>Your Comment:</p> <div><div></div></div>

## 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





## 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