



Processing a Reappointment for Second Term Assistant Professor

What you need before proceeding with action: RPT (Rank, Promotion, and Tenure) approval paperwork.

Follow the navigation below to the **Job Data** panel within the HR system.

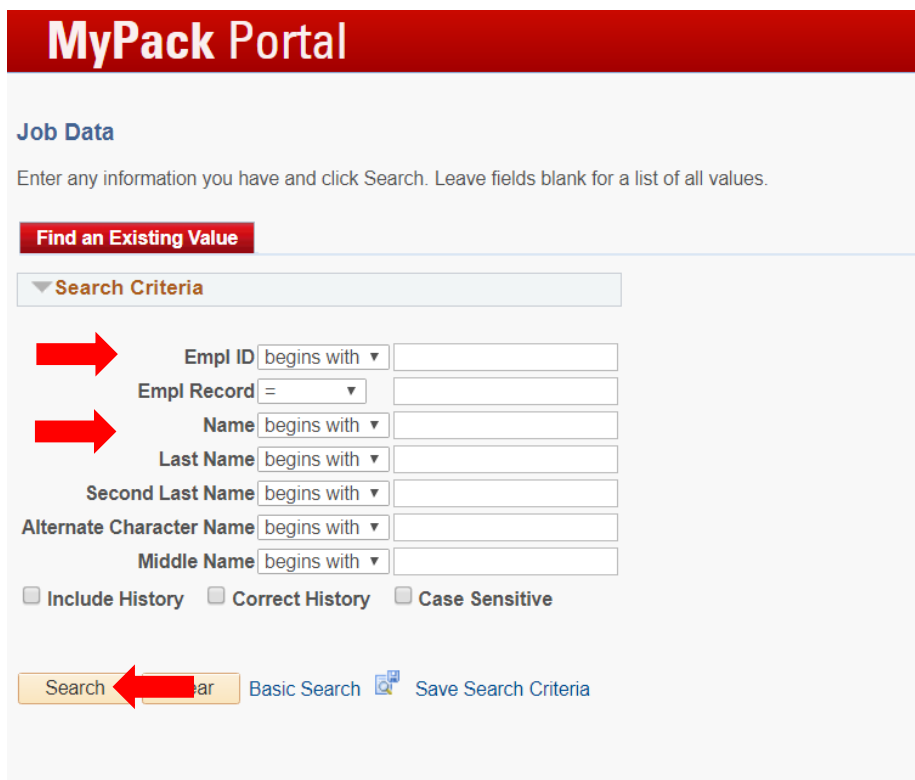
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the NavBar Navigator icon  .

Then follow this navigation through the menu options.

Human Resources Systems > Workforce Administration > Job Information > Job Data

Once the **Job Data** panel appears then type in the employee ID number (Empl ID) or name then click Search.



MyPack Portal

Job Data

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 begins with []

Empl Record = []

Name begins with []


Last Name begins with []

Second Last Name begins with []

Alternate Character Name begins with []

Middle Name begins with []

Include History Correct History Case Sensitive

Search [] Basic Search  Save Search Criteria

Note: The Empl ID number is 9 digits in length. To search by NAME type in the full first and last name then click Search.

Once the employee's information has been located in Job Data, you can now proceed with processing the action.

Work Location | Job Information | Payroll | Salary Plan | Compensation | Appointment Info | Rank/Tenure Info

Wilma Flinstone
Employee

Empl ID 000000001
Empl Record 0

Work Location ?

*Effective Date 07/01/2019

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Job Change

*Reason ? Reappt TT Asst Prof - 2nd Trm

*Job Indicator Primary Job

Future

Position Number 00001234 Asst Professor

Position Entry Date 07/01/2015

Position Management Record

Regulatory Region USA United States

Company NCS NC State University

Business Unit NCSU1 NC State Univ Business Unit

Department 111501 Horticultural Science

Department Entry Date 07/01/2015

Location 015 Horticultural Science

Establishment ID 001 NC State University

Date Created 01/05/2018

Last Start Date 07/01/2015

Expected Job End Date End Job Automatically

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Distribution Set Up

Note: To review the entire list of Actions/Reasons with definitions click on the question mark "?"

- Step 1:** click on the plus sign in the top right hand corner to add a row to Job Data
- Step 2:** the **Effective date** will default to the current date, update this with the confirmed effective date
- Step 3:** in the **Action** field, select Job Change from the drop down box
- Step 4:** in the **Reason** field, select Reappt TT Asst Prof – 2nd Trm from the drop down box
- Step 5:** click on Appointment Info tab

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Work Location | Job Information | Payroll | Salary Plan | Compensation | **Appointment Info** | Rank/Tenure Info

Wilma Flinstone
Employee

Empl ID 00000001
Empl Record 0

NCSU Additional Data

Effective Date 07/01/2019
Effective Sequence 0
Appointment Basis 12 Month
GRD Appointment End Date

Time Limited
SPA Probationary
Encumber to Appt End

Posting Number
Time Keeping Location

Step 5

Step 8

Contract Data

Appointment Begin Date 07/01/2019
Appointment End Date 06/30/2022
Anticipated Appt Length 3-4 Years
Comments 2nd term Asst Professor

Step 6

Vacation/Sick Leave Balances

Vaca Hours
Minutes
Sick Leave Hours Balance
Minutes

Step 7

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Distribution Set Up

Note: Typical 12 month fiscal contract appointment dates are 7/1 – 6/30. Typical 9 month academic contract appointment dates are 8/16 – 5/15.

Step 6: update the new **Appointment Begin** and **End Dates** which can be found in the reappointment letter

Step 7: update the **Anticipated Appt Length** by selecting the appropriate duration from the drop down box

Step 8: update the **Comments** box regarding any notes about the appointment

Step 9: click on Rank/Tenure Info tab

Work Location | Job Information | Payroll | Salary Plan | Compensation | Appointment Info | **Rank/Tenure Info**

Wilma Flinstone
Employee

Empl ID 000000001
Empl Record 0

Step 9

Tenure Data

Effective Date 07/01/2019 Effective Sequence

Tenure Status Faculty, On Tenure Track - TT

Tenure Type **Step 10** Second Term Assistant Prof

Acad. Home Dept. 111501 Horticultural Science

Academic Rank 031 Asst Professor

Date of Current Rank 07/01/2015

Orig Tenure Track Date 07/01/2015

Mandatory Review Date **Step 11** 08/16/2020

Tenure Granted Date

Change Reason Tenure Track Appointment

Tenure Clock Comments

Note: Mandatory Review Date is the year in which the faculty member is scheduled to go through the RPT process. The date is always 8/16 but the year varies based on contract dates. For more information, please visit the [Provost](#) website.

Faculty Senate

Vote Assignment CALS

Vote Assignment Date 07/16/2015

Step 12

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Distribution Set Up

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Step 10: update the **Tenure Type** by selecting Second Term Assistant Prof from drop down box

Step 11: update the **Mandatory Review Date**. In this example, the 2nd term Assistant Professor is reappointed to a 3 year contract. The University is required to give one year's notice to the faculty member so they will go up for review in 2019/2020, notified in 2021 and the action will be processed in the HR system in 2022.

Step 12: **Save** the action, once all updated tabs have been verified.

NOTE:

A copy of the reappointment letter must be emailed to your designated HRIM Specialist