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.

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**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.

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

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

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 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.