



**Human Resources
Faculty Supplement
New Hire Form
Instructions**

Deadlines for completed original to HR:

AS SOON AS POSSIBLE, no later than effective date or 10th of the month, whichever occurs first.

Purpose:

1. Must accompany Personnel Action Hire Form for Faculty appointments.
2. For additional faculty roles/appointments, the Employee Data Change Personnel Action Form should be completed and attached.

Practice Implications:

Separate approvals/signatures not required on this form when it accompanies the Personnel Action Hire Form or Employee Data Change Personnel Action Form.

Form Sections:

Personal Data

Last Name **Suffix - Sr., Jr., II, III, etc.** **First Name** **Middle Initial**

Employee ID #: Assigned by PeopleSoft.

Any employee can retrieve their own by following this path:

[Employee Self-Service](#) > [View Checks and History](#) > [View Paychecks](#) >

The Employee ID# is listed directly under the Employee's Name

Tenure/Continuing Contract Data:

Status Tenure Track: Tenure Eligible.
Tenure at Time of Appointment: Board of Trustee approval required.
Departmental peer committee approval required.

Academic Rank: Research Faculty Rank available at the ASSTP, ASSOC and PROF levels.

Probation Start Date: Begins the seven year probationary period. Tenure track appointments that occur after November 30 do not accrue service credit during that academic or fiscal year.

Tenure Home Dept: The faculty member's academic home.

Discipline Code: PeopleSoft provided codes. Use following trail to find the list of discipline codes:
[Home](#), [Develop Workforce](#), [Manage Faculty Events](#), [Use](#), [Tenure Data](#).

Primary Function: The percent of time that a faculty member devotes to teaching.

Prior Credit: Three years maximum for Assistant and Associate Professor rank. Professors appointed without immediate tenure receive a two-year term with reappointment carrying immediate tenure. Deadline for Tenure Decision. AFUM contractual deadline for notice (June 30 in the sixth year of service).