

Appointment, Promotion & Tenure Faculty Status Form Instructions



GENERAL INFORMATION INSTRUCTIONS

Date Form Completed: *Required.* Enter the date the faculty status form was completed/submitted

Gender: *Required.* Choose from the drop-down box

Faculty Name: *Required.* Enter full, legal name. Make sure the spelling is correct.

Degree: *Required.* Enter full degrees

Work Address: *Required for new appointments.* Enter **FULL** work address including institution name, street address, state & zip code.

Work Phone #: *Required for new appointments.* Enter work phone #

Work E-mail: *Required for new appointments.* Enter work e-mail address

Home Address: Enter home address. Optional, but preferred especially- for affiliate faculty

Home Phone #: Enter home phone #. Optional.

Home E-mail: Enter home e-mail. Optional.



AFFILIATION INFORMATION INSTRUCTIONS

Primary Department: *Required.* Choose the department from the drop-down box

Division: Enter Division, if applicable

Joint/Secondary: choose drop-down for joint or secondary appt. Choose the department from drop-down

Division/Campus: Enter Division or Regional Campus, if applicable

Program/Center: Enter Program/Center, if applicable



PERSONNEL ACTION INSTRUCTIONS

Effective Date: *Required.* Enter the effective date of the action

Type of Action: *Required.* Select from the list of checkboxes for the type of action.

Rank: *Required.* Select from the drop box the type of action

Category: *Required.* Select from the drop box the type of action

Track: *Required.* Select from the drop box the type of action

Primary Area of Distinction: *Required for appointments & promotions.* Select from the drop box the type of action

Secondary Area of Distinction: Select from the drop box the type of action, if applicable. **MOST** faculty will not have a secondary area of distinction. Education is **never** a secondary area of distinction.

Comments: Additional comments not covered by the fields above.

Completed by & Extension : The name & extension of the person filling out the form in case there are questions.

Definitions:

Types of Appointments:

Primary Appointment. The department that the faculty member is primarily appointed in.

Joint Appointment. Joint appointments are where the departments share the fiscal responsibility for the faculty member.

Secondary Appointment. Secondary appointments are where the faculty member contributes and participates in another department, but the secondary department does not share any fiscal responsibility.

Category Types:

Academically-Salaried - Employees of UMass Chan who are hired into a Faculty position to conduct Academic Activities as a primary and independent responsibility.

Adjunct - Individuals who hold a primary faculty appointment at another academic or research institution who are contributing to UMass Chan's educational and research programs.

Affiliate - Individuals who are not employed by UMass Chan, UMMH, or a University-approved external foundation or agency and who are not eligible for appointment as Adjunct (see above) or Visiting Faculty who are contributing to UMass Chan's educational and research programs.

Foundation or Agency - Individuals primarily employed by contract with a University-approved external foundation (such as the Howard Hughes Medical Institute) or agency (such as the Veterans Administration).

Per diem- UMMH Employed - Faculty who are employed by the clinical system on a per diem basis.

Per diem- Professionally Salaried - Faculty who are employed by UMass Chan School of Medicine on a per diem basis.

Professionally-Salaried - Employees of UMass Chan who are hired into a Faculty position to provide services to support a research, educational or clinical area. This category includes but is not limited to, research investigators, scientists in core facilities, and individuals hired to provide services under a Department/business unit or institutional contract with an external entity, such as a federal, state or private agency.

Professional Staff - Individuals who are employed by UMass Chan or UMMH in a staff position may be appointed to the Faculty based on their expected contributions to UMass Chan's educational and research programs. This category includes, but is not limited to, professional staff and administrators, medical, nursing or other health professionals, clinical fellows participating in non-ACGME approved fellowship programs, chief residents who have completed residency training, and retired UMass Chan Faculty who have been approved for post-retirement employment.

UMMH-Dual Doc - Faculty employed as a dual doc (paid by both the clinical system and UMass Chan Medical School).

UMMH-Employed - Faculty employed by the clinical system ONLY.