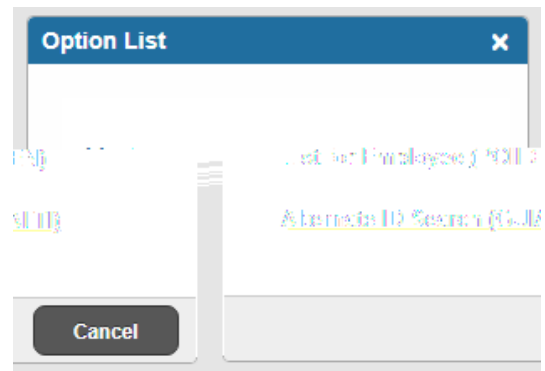
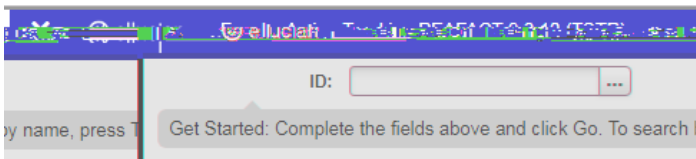


Banner 9 PEAFACT: Tenure/Rank Process for Faculty

PEAFAC is the banner form that maintains faculty rank and tenure data. Within this form the following information is stored: (rm5ld)13(:)-3()9(P)-4(rim)8(ary)-3(Acti)13(v)-4(it)11(y)-3()-3(i.)4(e.)11(ln)3(structi)12(o)

Step 1: PEAFACT Form



job title, NOT the Rank.



1. Click on Tools and select Rank Records
2. PLEASE NOTE NEVER change or delete existing information
3. To enter new information go back to the Tools menu and select New Date

6. Click Save located in the bottom right hand corner.
7.]•œ P œ š Z Á œ v]v P š Z š Á]o o %WARNING: This faculty action is •š š]v P not approvedX_

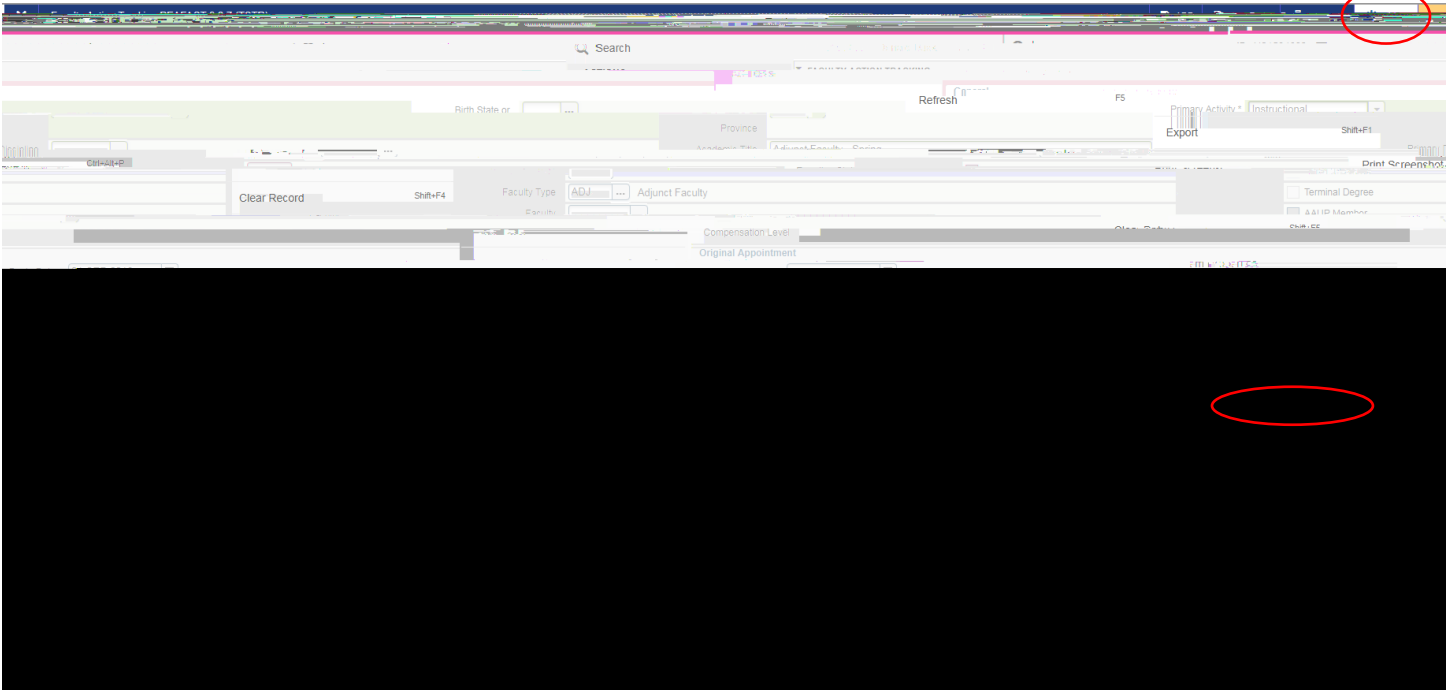
MESSAGE TO DISREGARD:

8. Click on Next Section twice (located at the bottom left hand corner of the screen) to update the Decision for Rank field to an Approved Status. If it already states Approved no action is required.

9. On the A

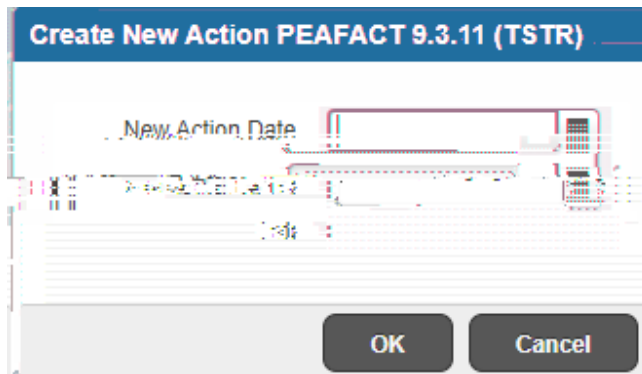
Step3: Appt or Tenure Records

Click on Start Over and press Goto to return to the Faculty Action Tracking block of the PEAFACT form. Then go to Tools and select Appt or Tenure Records



If employee is moving from a non-tenure track position to a Tenure track position, please note the instructions in Appendix A. For all other cases please follow the below:

1. Go to Tools and select New Date. Enter the below:
 - a. Enter the New Action Date - this is the date of the transaction
 - b. Enter the Proposed Effective Date - this is the start of the academic year regardless of which semester the faculty will be teaching in.



2. Ignore the warning message that appears by clicking into the yellow box with the bar:

3. Update the information in the below fields and click save:
 - a. Appt or Reappt Begin Date should be the current academic year.
 - b. Effective Date

8.]•Œ P Œ šZ Á Œv]vP šZ š Á]oo %WARNING: This faculty action is not approvedX_ š]vP ^

MESSD9

APPENDIX A.

Faculty member moving from non-tenure to tenure position

Follow the above steps EXCEPT for Step 1. Instead, follow the below instructions to update the Appointment and Tenure Records.

1. Go to Tools and click on Appt or Tenure Records
2. When on this form you will see the most recent Appt/Tenure record. Click on Next Section twice to check whether or not the record has an approval status. If there is an approval status, change the status to None. Click Save Then click on the Close button to return to the original form.