# Banner 9PEAFACTEenure/Rank Process for Faculty

PEAFACis the banner form that maintains faculty rank and tenure dataithin this form the following information is st Q .(rm5ld)13(:)-3()9(P)-4(rim)8(ary)-3(Acti)13(v)-4(it)11(y)-3(()-3(i.)4(e.)11(In)3(structi)12(o)

## Step1: PEAFACT Form

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### job title, NOT the Rank.

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End Date	Begin Date 21.JAN-2019

- 1. Click onToolsand selecRank Records
- 2. <u>PLEASE NOTNEVE</u>R change or delete existing information
- 3. To enter new information go back to the bolsmenu and selective Date

- 6. ClickSavelocated in the bottom right hand corner.
- 7. ] CE P CE šZ Á CEv]vP šZ š Á]oo %W% & RNINDEG: }This šfaZcultyr aCE ion vis š š]vP not approved X\_

MESSAGE TO DISREGARD:

8. Click orNext Sectiontwice (located at the bottom left hand cornef the screen) to update the Decision for Rankield to anApprovedStatus. If it already statesporvedno action is required.

9. On theA

## Step3: Appt or Tenure Records

Click onStart Overand pressGoto return to the Faculty Action Trackinglockof the PEAFACfbrm. Thengo to Toolsand selectAppt or Tenure Records



If employee is moving from a netenure track position to a Tenure trackosition, please note the instructions inAppendix A For all othercasesplease follow the below:

- 1. Go toToolsand selectNew Date.Enter the below:
  - a. Enter theNew Action Date this is the date of the transaction
  - b. Enter the Proposed Effective **a**te- this is the start of the academic year regardless of which semester the faculty will be teaching in.

Creat	e New Action PEAFACT 9.3.11 (TSTR)	
	New Action Date	
	OK Cancel	

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

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

8. ]•CEPCE šZÁCEv]vPšZšÁ]oo %W%%RNINDEG: Thisšfa2cultyra60Eion vis monštš]vP ^ approvedX\_

MESSD9

#### APPENDIX A.

Faculty member moving from netrenure to tenure position

Follow the above step <u>EXCEPT for Step</u> Bstead, <u>6</u> llow the below instructions to update the Appointment and Tenure Records.

- 1. Go toToolsand click orAppt or Tenure Records
- 2. When on this form you will see the most recent ppt/Tenure record. Click dNext Section twice to check whether or not the record has an approval status. If there is an approval status, change the status to None. ClickSave Then click on the close button to return to the original form.