Overview/Description

This document describes the steps to end or terminate a faculty appointment in another department such as Joint, Secondary, or Graduate School for those institutions tracking this via the Other Departments List section in Create Tenure Data (on the Faculty Data tab).

Considerations

Prerequisite(s)

Instructions

Example

A faculty member has held an approved appointment in another department and now it is ending – and the institution is utilizing ‘Other Departments List’ in Create Tenure Data to track this information.

1. End Joint/Secondary/Graduate appointment

Navigation

NavBar > Navigator > Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

Search for EmplID
Click **Search**

**Create Tenure Data**

```plaintext
Faculty Data
*Effective Date 07/01/2014*  
CIP Teaching Code 263002  
Tenure Status: Tenure  
Tenure Status Date 07/01/2014  
*Tenure Status Date 07/01/2014*  
Tenure Track Start Date  
Service Curr Group  
Probation (Number of Years)
 Total Required 0.000000  
Extended By 0.000000  
Time Assumed 9000000  
Time To Achieve 9000000  
First Year Awarded By President  
Terminal Year  
3rd Year Review  
Last Review Date  
Tenure Mandatory Review Date  
Post Tenure Review Date Date 2000  
Promotion Eligible  
Notes

Other Departments List
<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Grant</th>
<th>Rank</th>
<th>Rank Description</th>
<th>Tenure Status</th>
<th>Effective Date</th>
<th>FTE</th>
<th>Joint Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 01000000</td>
<td>O-9 Graduate Studies</td>
<td>N</td>
<td>001</td>
<td>Professor</td>
<td>Tenure</td>
<td>07/01/2014</td>
<td>50%</td>
<td>Joint</td>
</tr>
<tr>
<td>2 01200000</td>
<td>MCO-Cellular Biology &amp; Anatomy</td>
<td>N</td>
<td>001</td>
<td>Professor</td>
<td>Tenure</td>
<td>07/01/2014</td>
<td>50%</td>
<td>Joint</td>
</tr>
</tbody>
</table>
```

a. Add a new row by clicking on the

b. Enter the appropriate effective date in the **Effective Date** field under

c. Select the **Change Reason** from the drop down list

   *Change Reason* Change Other Departments

   💡

d. In the **Other Departments List** section at the bottom of the page:
e. Identify the appointment ending and click the [ ] on that row.

f. Click **Save**