

ADMINISTRATIVE TAB OVERVIEW

PURPOSE

The portal on the Admin tab is used for posting administrative appointments academic employees may hold in addition to another academic appointment. For example, a Professor may also hold an appointment as a Dean, Provost or Department Chair. For the purposes of this database, appointments to the following titles are considered to be administrative appointments which would be posted on the administrative appointment screen:

Chancellor Executive Vice Chancellor Faculty Advisor Director, Acting Director Associate Director	Assistant Director Dean, Acting Dean Associate Dean Assistant Dean Faculty Asst to the VC	Provost, Acting Provost Department Chair, Acting Chair Program Chair Dept Vice Chair EAP Director
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CARRY FORWARDS

Each employee with a current administrative appointment will have a new administrative record created each July 1. These records are called Carry Forward records. They are created to allow for accrual of service counts and to make reporting easier. Carry Forward records will be created centrally by the data base manager. Appointments with a posted end date after the current academic year will be carried forward to the next academic year. Appointments with a posted end date which is on or before the end of the current academic year will not be carried forward.

ACCESS

Departments have access to administrative appointments for their faculty only. If you have a business need to know the details of an administrative appointment outside your unit, call your academic division office, or APO.

The screenshot shows a web-based interface for managing appointments. At the top, it displays 'Natural Sciences' and a 'Browse' button. Below this, there are several tabs: 'Salary Adv', 'Leaves', 'Admin', 'Reviews', 'Sen Service', and 'Recruitment'. The main area contains a form for an employee named Brian Wheatly, with fields for 'Last Name', 'First Name', 'M I', 'Campus Address', 'Home Address', 'Highest Degree', 'Highest Degree Inst', 'Highest Degree Date', 'Specialty Code', 'Title At Initial Hire', 'Date of Initial Hire', 'Sep Date', and 'Status'. A table below the form shows appointment records for Brian Wheatly, with columns for 'Yr', 'Action', 'Eff Date', 'End Date', 'TC', 'Title', 'Salary', 'Stipend', 'Basis', '%', 'Years Service', 'Extra Sabb Credit', 'Unit', and 'Last Mod ModBy'. The table shows two records: one for 1997-98 as 'Acting Department' and one for 01-02 as 'Department Chair'. At the bottom, there is a 'Sum of Extra Sabbatical Credits' field showing 0.

Yr	Action	Eff Date	End Date	TC	Title	Salary	Stipend	Basis	%	Years Service	Extra Sabb Credit	Unit	Last Mod	ModBy
97-98	AP	11/1/19	2/28/19	1095	Acting Department	0	0	0/0	0	0	0	MATH	6/30/19	6/30/199
01-02	AP	11/1/19	2/28/19	1095	Department Chair	0	0	0/0	0	1	0	MATH	6/30/19	6/30/199