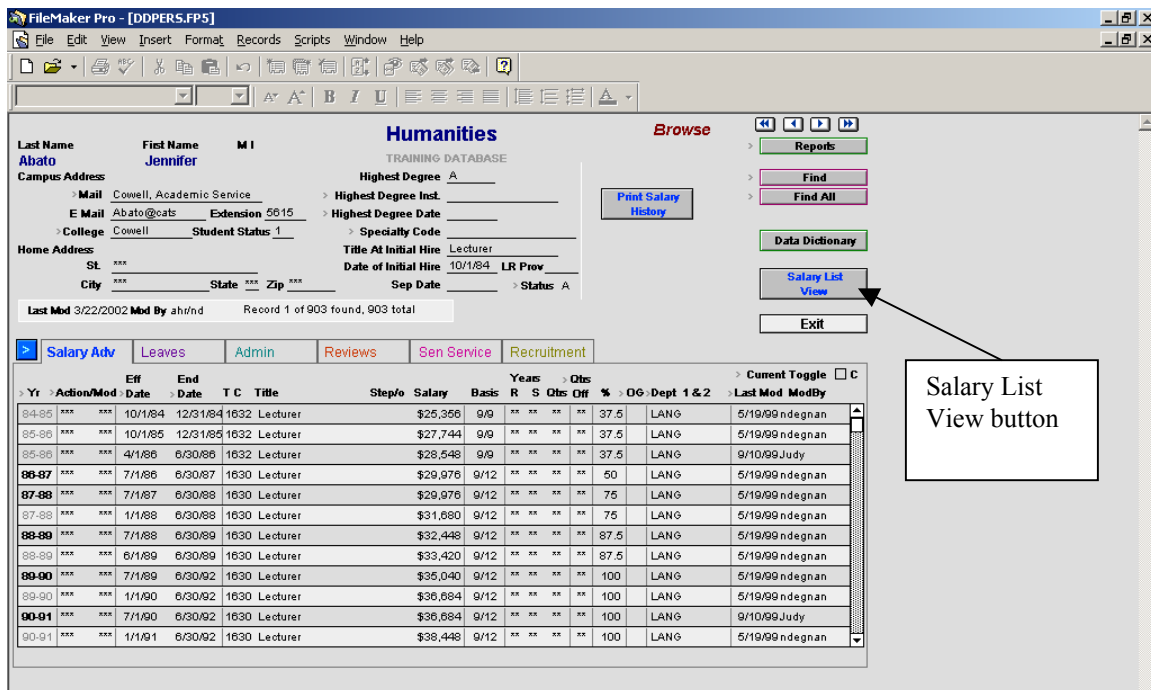


## FINDING FACULTY AT INDEFINITE STEPS FOR POSSIBLE REVIEW

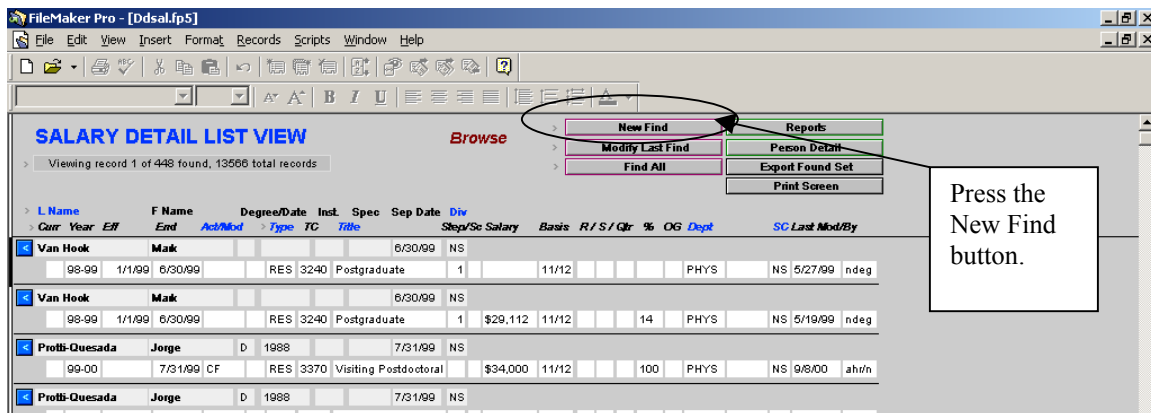
Faculties who are at “indefinite steps” are not listed on the ladder rank Call until they have served 6 years without review. They are then listed on the Call as requiring Mandatory Review.

Your department chair may want to take a look at faculty at indefinite steps who have served 3 years or more at step as part of the chair’s annual departmental review of faculty (see APM 220-80-b for a description of this requirement).

1. While on the Salary Adv tab in Person Detail view, press the Salary List View button to the right of the screen.

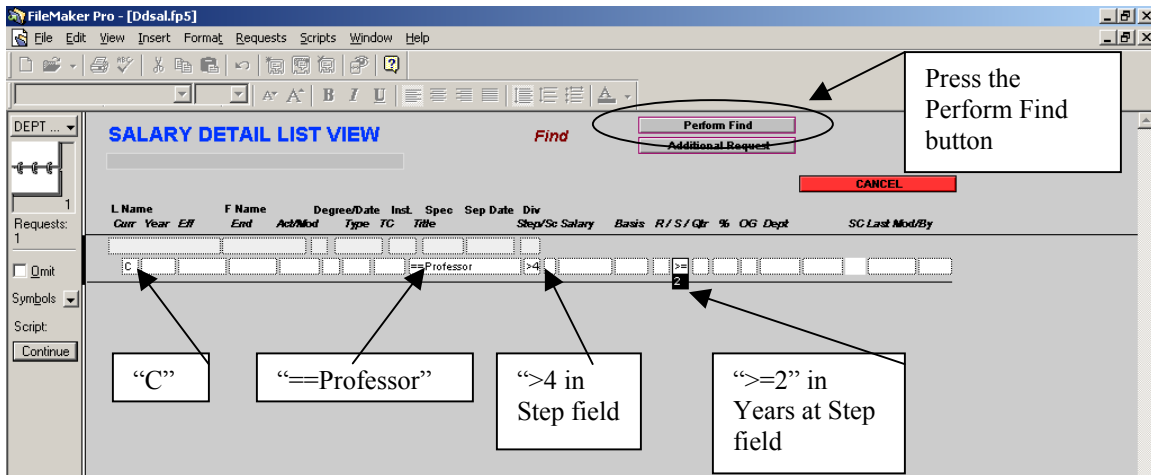


2. You will be taken to the Salary List View. The Salary List View is where you want to be if you're going to be doing finds that have to do with someone's appointment. You may want to refer to the manual section on doing finds in the Salary List View.

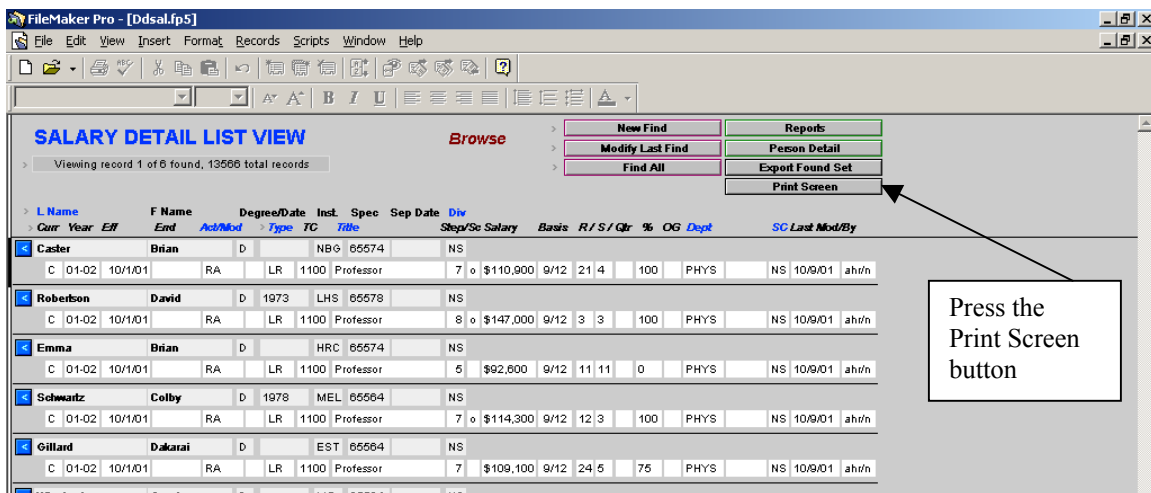


3. Press the New Find button to begin a new find session.
4. Once you are in Find Mode, enter a “c” into the Curr field to select current appointment records for your faculty. Type “==Professor” (that’s **two** equals signs) into the Title field to bring back all your full Professors. Enter “>4” (for “greater than 4”) in the Step field to bring back records for faculty who are at Professor, Step 5 or above – those are the so-called “indefinite steps.” Enter “>=2” (for “greater than or equal to 2”) into the step field. This will bring back records for faculty who have 2 or more years at step. If you are doing this find before 7/1/2002, your chair may want to look at faculty who have 2 years of service at step this year, because by **6/30/2003**, they will have 3 years of service at step. Right around July 1, 2002, Academic HR will do what we call the “carry forward” for all academic employees. We will then create records for 02-03 for our current faculty and we will accrue them a year of service at rank and step for the 02-03 academic year.

Once you have entered the find criteria, press the Perform Find button to perform your find.



5. You will be taken back to Browse mode with your found set of records sitting before you. At this point, you might want to press the Print Screen button to print out your records so you can work with them.



Alternatively, you might want to refer to the manual so that you can export the records if you would rather work with them in some other format.