

**AUGUSTA STATE UNIVERSITY
FACULTY TRANSACTIONS PROCEDURES MANUAL
(Current as of May 26, 2006)**

Contacts

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APPOINTMENT OF NEW FULL-TIME FACULTY

- STEP 1. The initiating unit will complete and submit for approval the Faculty Search Request Form.
- STEP 2. If request is approved, the initiating unit will follow the Faculty Search Regulations and select a candidate.
- STEP 3. When a candidate is selected, the initiating unit will complete and submit for approval the Employment Offer Approval Form.
- STEP 4. When an offer is accepted, the initiating unit will the complete the ASU Faculty Action Form Preliminary Information form at [\fsfs\ftf\ftf_prelim.pdf](#), requesting creation of a PeopleSoft employee identification number and a Banner record. Enter the following information for the individual and submit it to the FTF Processors:
- Department
 - Name
 - SSN
 - DOB
 - Title
 - Position Number
 - Effective Date
- STEP 5. The initiating unit will assemble the following documents/information on the individual being recommended for appointment:
- Completed Faculty Application Form
 - Notarized Security Questionnaire/Loyalty Oath
 - Employment Eligibility Verification (Form I-9)
 - Completed Applicant Clearing Houses Form (blue and green copies)
 - Pre-Appointment Personal Data Form
 - Affirmative Action Checklist
 - Official Transcripts from all institutions where degrees were awarded
 - Three letters of recommendation
 - Copy of applicant's resume or curriculum vitae
 - Copy of Social Security Card
 - Copy of I-9 verification documents – see back of form
 - Copy of Visa, if non-citizen
- STEP 6. The initiating unit will enter the necessary information on the Faculty Transaction Form at [\fsfs\ftf\faculty_action.pdf](#), electronically sign the form and send the notification to the appropriate approving unit.
Approvals: Dean, Vice President

NOTE: If making multiple appointments, after signing and sending form, use the Reset button to clear the form, save it under a unique name in the college's folder, and repeat STEP 6.

The initiating unit will deliver the following documents to the Personnel Office:

- (COPY) Completed Faculty Application Form
- (ORIGINAL) Notarized Security Questionnaire/Loyalty Oath
- (ORIGINAL) Employment Eligibility Verification (Form I-9)
- (Blue and Green COPIES) Completed Applicant Clearinghouse Form
- (COPY) Affirmative Action Information Form
- Copy of Social Security Card
- Copy of I-9 verification documents – see back of form
- Copy of Visa, if non-citizen

STEP 7. The initiating unit will send or maintain as appropriate the folder containing the documents in STEP 5.

STEP 8. Each approving office will review and electronically sign (if transaction is approved) the form and send the notification to the next approving office or to the processors, as appropriate.

STEP 9. Institutional Research will distribute copies of the faculty profile and BOR approval, as appropriate.

APPOINTMENT OF NEW DEANS AND VICE PRESIDENTS

STEP 1. When an offer is accepted, the initiating unit will complete the ASU Faculty Action Form Preliminary Information form at \\fsfs\ftf\ftf_prelim.pdf, requesting creation of a PeopleSoft employee identification number and a Banner record. Enter the following information for the individual and submit it to the FTF Processors:

- a. Department
- b. Name
- c. SSN
- d. DOB
- e. Title
- f. Position Number
- g. Effective Date

STEP 2. The initiating unit will assemble the following documents/information on the individual being recommended for appointment:

- Completed Faculty Application Form
- Notarized Security Questionnaire/Loyalty Oath
- Employment Eligibility Verification (Form I-9)
- Completed Applicant Clearinghouse Form (blue and green copies)
- Pre-Appointment Personal Data Form
- Affirmative Action Checklist
- Official Transcripts from all institutions where degrees were awarded
- Three letters of recommendation
- Copy of applicant's resume or curriculum vitae
- Copy of Social Security Card
- Copy of I-9 verification documents – see back of form
- Copy of Visa, if non-citizen

STEP 3. The initiating unit will enter the necessary information on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the President for approval when hiring a dean, or the processors when hiring a vice president.

STEP 4. The initiating unit will deliver the following documents to the Personnel Office:

- (COPY) Completed Faculty Application Form
- (ORIGINAL) Notarized Security Questionnaire/Loyalty Oath
- (ORIGINAL) Employment Eligibility Verification (Form I-9)
- (Blue and Green COPIES) Completed Applicant Clearing Houses Form
- (COPY) Affirmative Action Information Form
- Copy of Social Security Card
- Copy of I-9 verification documents – see back of form
- Copy of Visa, if non-citizen

- STEP 5. The initiating unit will maintain the folder containing the documents in STEP 2.
- STEP 6. The approving office will review and electronically sign (if transaction is approved) the form and send the notification to the processors, as appropriate.
- STEP 7. Institutional Research will distribute copies of the faculty profile and BOR approval, as appropriate.

APPOINTMENT OF NEW TEMPORARY FULL-TIME FACULTY

This process begins after an employment offer is made and accepted.

STEP 1. When an offer is accepted, the initiating unit will complete the ASU Faculty Action Form Preliminary Information form at \\fsfs\ftf\ftf_prelim.pdf, requesting creation of a PeopleSoft employee identification number and a Banner record. Enter the following information for the individual and submit it to the FTF Processors:

- a. Department
- b. Name
- c. SSN
- d. DOB
- e. Title
- f. Position Number
- g. Effective Date

STEP 2. The initiating unit (department or college) will assemble the following documents/information on the individual being recommended for appointment:

- Completed Faculty Application Form
- Notarized Security Questionnaire/Loyalty Oath
- Employment Eligibility Verification (Form I-9)
- Pre-Appointment Personal Data Form
- Official Transcripts from all institutions where degrees were awarded
- Three letters of recommendation
- Copy of applicant's resume or curriculum vitae
- Copy of Social Security Card
- Copy of I-9 verification documents – see back of form
- Copy of Visa, if non-citizen

STEP 3. The initiating unit will enter the necessary information on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the appropriate approving unit.
Approvals: Dean, Vice President

NOTE: If making multiple appointments, after signing and sending form, use the Reset button to clear the form, save it under a unique name in the college's folder, and repeat STEP 3.

STEP 4. The initiating unit will deliver the following documents to the Personnel Office:

- (COPY) Completed Faculty Application Form
- (ORIGINAL) Notarized Security Questionnaire/Loyalty Oath
- (ORIGINAL) Employment Eligibility Verification (Form I-9)
- Copy of Social Security Card
- Copy of I-9 verification documents – see back of form
- Copy of Visa, if non-citizen

STEP 5. The initiating unit will send or maintain as appropriate the folder containing the documents in STEP 2.

- STEP 6. Each approving office will review and electronically sign (if transaction is approved) the form and send the notification to the next approving office or to the processors, as appropriate.
- STEP 7. Institutional Research will distribute copies of the faculty profile and BOR approval, as appropriate.

REAPPOINTMENT OF TEMPORARY FULL-TIME FACULTY AND LECTURERS

This process is used for reappointing faculty with no break in service with the exception of an intervening summer term. It is **not** to be used for reappointment of part-time faculty.

STEP 1. The reappointing unit will complete the fields listed below on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the processors.

- Initiator
- Department/Unit
- Action (Reappointment)
- Date Request Initiated
- Last Name, First Name, Middle, Suffix as shown on documentation of name change
- Social Security Number
- Action Effective Date
- Appointment Rank
- Salary Sources (in Dollars)

STEP 2. Each approving office will review and electronically sign (if transaction is approved) the form and send the notification to the next approving office or to the processors, as appropriate.

NOTE: If making multiple appointments, after signing and sending form, use the Reset button to clear the form, save it under a unique name in the college's folder, and repeat STEP 2.

STEP 3. Institutional Research will distribute copies of the faculty profile and BOR approval, as appropriate.

APPOINTMENT OF NEW PART-TIME OR ADJUNCT FACULTY

This process begins after an employment offer is made and accepted.

STEP 1. When an offer is accepted, the initiating unit will complete the ASU Faculty Action Form Preliminary Information form at \\fsfs\ftf\ftf_prelim.pdf, requesting creation of a PeopleSoft employee identification number and a Banner record. Enter the following information for the individual and submit it to the FTF Processors:

- Department
- Name
- SSN
- DOB
- Title
- Position Number
- Effective Date

STEP 1. The initiating unit (department, college, vice president or president) will assemble the following documents/information on the individual being recommended for appointment:

- Completed Faculty Application Form
- Notarized Security Questionnaire/Loyalty Oath
- Employment Eligibility Verification (Form I-9)
- Pre-Appointment Personal Data Form
- Official Transcripts from all institutions where degrees were awarded
- Three letters of recommendation
- Copy of applicant's resume or curriculum vitae
- Copy of Social Security Card
- Copy of I-9 verification documents – see back of form
- Copy of Visa, if non-citizen

STEP 2. The initiating unit will enter the necessary information on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the appropriate approving unit.

Approval: Dean

NOTE: If making multiple appointments, after signing and sending form, use the Reset button to clear the form, save it under a unique name in the college's folder, and repeat STEP .

STEP 3. The initiating unit will deliver the following documents to the Personnel Office:

- (COPY) Completed Faculty Application Form
- (ORIGINAL) Notarized Security Questionnaire/Loyalty Oath
- (ORIGINAL) Employment Eligibility Verification (Form I-9)
- Copy of Social Security Card
- Copy of I-9 verification documents – see back of form
- Copy of Visa, if non-citizen

- STEP 4. The initiating unit will send or maintain as appropriate the folder containing the documents in STEP 2.
- STEP 5. Each approving office will review and electronically sign (if transaction is approved) the form and send the notification to the next approving office or to the processors, as appropriate.
- STEP 6. Institutional Research will distribute copies of the faculty profile.

REAPPOINTMENT OF PART-TIME FACULTY

- STEP 1. Institutional Research will compile and distribute to the deans departmental lists of currently approved part-time faculty.
- STEP 2. The deans will distribute the lists to department chairs, as appropriate.
- STEP 3. Department chairs will indicate faculty to be approved and salary to be paid for the following academic year and return lists to deans.
- STEP 4. The deans will forward their colleges' lists to IR for processing as bulk reappointments.
- STEP 5. IR will distribute faculty profiles as appropriate.

APPOINTMENT/REAPPOINTMENT OF PART TIME RETIREES

STEP 1. The appointing/reappointing unit will complete the fields listed below on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the approving office or processors, as appropriate.

- Initiator
- Department/Unit
- Action (Part-time Retiree Appointment)
- Date Request Initiated
- Last Name, First Name, Middle, Suffix Social Security Number
- Action Effective Date
- Termination/Appointment End Date
- Salary Sources (in Dollars)
- Activity Percentages

NOTE: If making multiple appointments, after signing and sending form, use the Reset button to clear the form, save it under a unique name in the college's folder, and repeat STEP 1.

STEP 2. The approving office (if one) will review and electronically sign (if transaction is approved) the form and send the notification to the processors.

STEP 3. Institutional Research will distribute copies of the faculty profile and BOR approval, as appropriate.

UPDATING NAME INFORMATION

STEP 1. Upon receipt of name change documentation, the unit housing the faculty folder will complete the fields listed below on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the processors.

- Initiator
- Department/Unit
- Action (Information Update)
- Date Request Initiated
- (New) Last Name, First Name, Middle, Suffix as shown on documentation of name change
- Social Security Number

STEP 2. The initiating unit will file copy of name change documentation in the faculty folder.

STEP 3. Faculty member must take documentation of name change to the Personnel Office

STEP 4. HR will update PeopleSoft, and IR will update Banner and distribute updated profile as appropriate.

UPDATING ADDRESS/TELEPHONE INFORMATION

STEP 1. Upon notification by faculty member of address change, the unit housing the faculty folder will complete the fields listed below on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the processors.

- Initiator
- Department/Unit
- Action (Information Update)
- Date Request Initiated
- Last Name, First Name, Middle, Suffix
- Social Security Number
- New Address/Telephone Number

STEP 2. The initiating unit will file copy of address/telephone number change documentation in the faculty folder.

STEP 3. IR and HR will update Banner and PeopleSoft, respectively.

UPDATING CITIZENSHIP STATUS INFORMATION

STEP 1. Upon receipt of citizenship status change documentation, the unit housing the faculty folder will complete the fields listed below on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the processors.

- Initiator
- Department/Unit
- Action (Information Update)
- Date Request Initiated
- Last Name, First Name, Middle, Suffix
- Social Security Number
- New Citizenship Status/Visa Change Information

STEP 2. The initiating unit will file copy of new citizenship documentation in the faculty folder.

STEP 3. The initiating unit will send documentation of citizenship status/visa change to the Personnel Office.

STEP 4. HR will update PeopleSoft, and IR will update Banner and distribute updated profile as appropriate.

UPDATING DEGREE INFORMATION

STEP 1. Upon receipt of official copy of transcript, the unit housing the faculty folder will complete the fields listed below on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the processors.

- Initiator
- Department/Unit
- Action (Information Update)
- Date Request Initiated
- Last Name, First Name, Middle, Suffix
- Social Security Number
- New Information Only on Degree Table (Degree, Level, Year Awarded, CIP Code Major, Awarding Institution, FICE Code)

STEP 2. The initiating unit will file the official transcript in the faculty folder.

STEP 3. IR will update Banner and PeopleSoft, and distribute updated profile as appropriate.

STATUS CHANGE

- STEP 1. The initiating department will complete the fields listed below on the Faculty Transaction Form at \\fsfs\ff\faculty_action.pdf, electronically sign the form and send the notification to the appropriate approving unit.
- Initiator
 - Department/Unit
 - Action (Status Change)
 - Date Request Initiated
 - Last Name, First Name, Middle, Suffix
 - Social Security Number
 - All information related **only** to status change in the **APPOINTMENT/ACTION DETAIL** section and **TENURE DATA** section, if applicable
- STEP 2. Each approving office will review and electronically sign (if transaction is approved) the form and send the notification to the next approving office or to the processors, as appropriate.
Approvals: Dean, Vice President – as appropriate to change
- STEP 3. The initiating unit will file or forward, as appropriate, any relevant documentation in the faculty folder.
- STEP 4. IR will update Banner and PeopleSoft, and distribute updated profile and BOR approval, as appropriate.

TERMINATION

- STEP 1. The initiating department will complete the fields listed below on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the appropriate approving unit.
- Initiator
 - Department/Unit
 - Action (Termination)
 - Date Request Initiated
 - Last Name, First Name, Middle, Suffix
 - Social Security Number
 - Reason (Resigned, Retired, Contract Not Renewed, Terminated, Deceased)
 - Termination Date
 - Emeritus Status Requested (if retirement is reason for action)
 - Emeritus Status Effective Term
 - Terms of Service (Rank Dates)
- STEP 2. Each approving office will review and electronically sign (if transaction is approved) the form and send the notification to the next approving office or to the processors, as appropriate.
Approvals: Dean, Vice President, President – as appropriate to change and for Emeritus Status
- STEP 3. The initiating unit will forward the appropriate documentation (letter of resignation or intent to retire, notification of intent not to renew, letter of termination) to the Personnel Office. Fax is acceptable.
- STEP 4. If retirement is the reason for termination and emeritus status is requested, the emeritus status request's narrative must be forwarded through the appropriate channels to the President, with each approval being noted by signature. Fax is acceptable.
- STEP 5. The initiating unit will file or forward, as appropriate, any relevant documentation in the faculty folder.
- STEP 6. IR and HR will update Banner and PeopleSoft systems, and IR will distribute updated profile and BOR approval, as appropriate.

LEAVE OF ABSENCE

- STEP 1. The initiating department will complete the fields listed below on the Faculty Transaction Form at \\fsfs\ftf\faculty_action.pdf, electronically sign the form and send the notification to the appropriate approving unit.
- Initiator
 - Department/Unit
 - Action (Leave of Absence)
 - Date Request Initiated
 - Last Name, First Name, Middle, Suffix
 - Social Security Number
 - Reason for Leave
 - Date Leave Begins
 - Date Leave Ends
 - Leave Pay Status
 - Leave Salary, if applicable
- STEP 2. Each approving office will review and electronically sign (if transaction is approved) the form and send the notification to the next approving office or to the processors, as appropriate.
Approvals: Dean, Vice President
- STEP 3. The initiating unit will file or forward, as appropriate, any relevant documentation in the faculty folder.
- STEP 4. IR and HR will update Banner and PeopleSoft, as appropriate.
- STEP 5. IR will distribute updated BOR approval, as appropriate.