

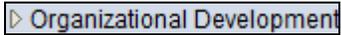
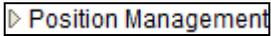
Academic Promotion

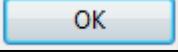
As a general rule, faculty academic positions should be inactivated and not reused when an employee separates from the position. When a faculty member receives promotions, the job code on the existing position should be updated to accommodate that change. Additionally, when a faculty member retires as Emeritus, the job code of the existing position should be updated to reflect the Emeritus title change.

Once the job code is changed in the Position, you will need to complete the Academic Promotion action in the faculty member’s job record. Go to the **Add/Update Position - Incumbents and Funding** page to click the **Job Data** link for the incumbent. This action will display the incumbent Job Data pages. Insert a row in the incumbent's **Job Data**, perform the "jiggle" (delete, tab out, and re-enter) procedure detailed in this topic, and complete the remaining fields to save the record.

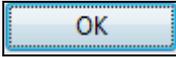
In this topic, you will learn how to perform an Academic Promotion by changing the job code on an existing position and then completing the Academic Promotion in the faculty member’s job record.

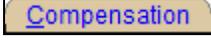
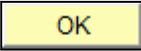
Effective 7-1-2013, Professor Harold Black is receiving an Academic Promotion from Associate Professor (job code 1200) to full Professor (job code 1100.)To proceed with the Academic Promotion, you will first change the job code on the position to reflect his new title and then complete the Academic Promotion action in Job Data.

Step	Action
1.	Begin by navigating to the Add/Update Position Info page. Click the Organizational Development link. 
2.	Click the Position Management link in the menu. 
3.	Click the Add/Update Position Info link in the Maintain Positions/Budgets folder. 
4.	The Add/Update Position Info search page displays. If you know the position number for job you are reclassifying, enter it into the Position Number field. (Example, enter 00030511 .) If you do not know the position number, use the various search fields. (Example, search for department HENGL and job code 1200)
5.	Click the Search button. 

Step	Action
6.	<p>The Position Description page displays. Remember, that when making updates to position, you will need to click the plus button to add a new row.</p> <p>Click the plus button. </p>
7.	<p>In the new row that appears, all data have defaulted from the previous row.</p>
8.	<p>Enter the appropriate Effective Date. Example 07/1/2013</p>
9.	<p>Action is already defaulted to Budgeted Position change (not shown). However, you will need to enter a qualifying Reason code for the change.</p> <p>Since this is an "Academic Promotion", enter the code for Academic Promotion (PRO) into the Reason field.</p>
10.	<p>Click in the Job Code field to replace the old code with the new one. Enter the new code into the Job Code field. Example, enter job code 1100.</p>
11.	<p>Press [Tab].</p> <p>Notice that the job description to the right of the Job Code field has updated.</p>
12.	<p>In this example, we are only changing the job code for the Position and making no other changes.</p> <p>Complete your changes by clicking the Save button. </p>
13.	<p>A message box will appear whenever the position you are updating is a filled position. The message will tell you whether or not the change in position has updated the incumbents Job Data.</p> <p>In this example, the field we changed (Job Code) does not automatically update in Workforce Administration Job Data. Therefore, the message indicates that in order for the changes to apply to the position incumbent, you must update the position information for the incumbent's job data in Workforce Administration.</p> <p>Click the OK button to close the message. </p>

Step	Action
14.	<p>Now that we have updated the position, we need to update the job code for the person occupying that Position.</p> <p>We will need to access the job data in Workforce Administration for the person in this position. There are two ways to get to the page.</p> <p>You can navigate by going to the Workforce Administration > Job Data. Or you click on the Budgets and Incumbents tab Budget and Incumbents and access the the Job Data link for the position incumbent.</p>
15.	<p>On the Budget and Incumbents page, click the Job Data link for the specific incumbent you wish to make updates to. Job Data</p>
16.	<p>The Job Data pages for the position incumbent display.</p> <p>Notice that the Position Title to the right of the Position Number field has not updated.</p>
17.	<p>As with all changes in Job Data, a new row will need to be added.</p> <p>In the upper right of the Work Location section, click the plus button. </p>
18.	<p>Every new row to job data requires you to verify/update the Effective Date and provide an Action and Reason for the change.</p> <p>Click in the Effective Date field and enter the appropriate date. Example: enter 07/1/2013.</p>
19.	<p>Click the Action drop-down list.</p> <p>Select Promotion. <input type="text" value="Promotion"/></p>
20.	<p>Click the Reason drop-down list.</p> <p>Select the Academic list item. <input type="text" value="Academic"/></p>

Step	Action
21.	<p>Refreshing the job data with the updated position will require a "jiggle". "Jiggle" is a term we will use to indicate a procedure that forces the system to look at the entry and pull in updated information.</p> <p>The "Jiggle" steps are:</p> <ol style="list-style-type: none"> 1. Delete the position number. 2. Tab out of the Position Number field to clear the position data from the row. 3. Re-enter the position number. 4. Tab out of the Position Number field to refresh the position data into the row.
22.	<p>Begin the "jiggle" procedure:</p> <p>Click in the Position Number field and delete the Position Number.</p>
23.	<p>Press [Tab] to make sure the system registers the empty field.</p>
24.	<p>Since positions are required by the system, you will receive a message indicating this requirement.</p> <p>Click the OK button to acknowledge the message. </p>
25.	<p>Re-enter the position number, into the Position Number field.</p> <p>Press the [Tab] key to make sure the system pulls in the updated job data information coming from the updated position. (In this example, the new job code should populate.)</p>
26.	<p>Because the job code for this position is step-based, a message box displays. As indicated by the message, you will need to go to the Salary Plan page and enter the step.</p> <p>Click the OK button on the message box. </p>
27.	<p>Review the information on Work Location and Job Information. Some of this may be changing due to the reclass/new job code.</p>

Step	Action
28.	<p>Because this example is using a step-based salary, we will need to enter a step. If you are working on a job code that is open range – you would click on the Compensation tab instead.</p> <p>Click the Salary Plan tab. </p> <p>Enter the Step. Example, 4.0 Press the [Tab] key to update the record.</p>
29.	<p>Click the Compensation tab. </p> <p>Review or update the compensation, including any additional pay components.</p>
30.	<p>Click the Earnings Distribution link. </p>
31.	<p>Verify or update the information on the Job Earning Distribution page.</p> <p>If this is a budgeted position in PRT, enter the FTE budgeted for the position into the Budgeted FTE field. Note: This field will only be used through end of fiscal year 2012/2013.</p> <p>Click in the Budgeted FTE field. </p> <p>Example: Enter 1.0 into the Budgeted FTE field.</p>
32.	<p>For this example, all the necessary changes for an Academic Promotion have been performed, click the OK button to save the changes.</p> <p></p> <p>Note: If you started this transaction by going to Workforce Administration> Job Data then click the SAVE button.</p>
33.	<p>You have entered an Academic Promotion by changing the Job Code in the Position and then updating the incumbent's Job Data in Workforce Administration.</p>