

INSTRUCTIONS FOR UPDATING FACULTY WORKING TITLE, RANK, AND TENURE STATUS IN THE **PEAFACT** FORM IN BANNER

All benefited faculty should have a rank and tenure status in Banner and some faculty with administrative responsibilities may also have a working title (e.g. Dean, Chair, Director, Academic Advisor, etc.). When new faculty are hired or there is a change in the faculty member's, title, rank, or tenure status (usually as part of the University's Promotion and Tenure process), Personnel Administrators are responsible for entering the working title, rank, and tenure status data in the PEAFACT forms in Banner.

The PEAFACT forms are the only place designated for entering faculty working title, rank, and tenure status in Banner. An automated process is run each evening to synchronize faculty working title and rank information between multiple forms (PEAFACT, NBAJOBS, and NBAPOSN) in Banner. Accordingly, PAs **should not send PAFs to HR Operations with working title, rank, or tenure status changes** for any benefited faculty. Instead, PAs should communicate these changes to their Super PAs and update PEAFACT with the appropriate changes.

The title, rank, and tenure status information in Banner is used for a variety of reasons, including institutional reporting. Therefore, it is important for Super PAs/PAs to periodically check the title, rank, and tenure status of faculty by reviewing the "Faculty Rank and Tenure" report in the SAS web reports and update any missing or incorrect data in the PEAFACT forms, as needed.

Below are the steps for entering **Working Title, Rank, and Tenure Status** data in PEAFACT.

ENTERING A WORKING TITLE IN PEAFACT

Note the following regarding Academic Title field in PEAFACT:

- Enter "Working Title" **only** (e.g. Dean, Chair, Director, Academic Advisor, etc.) in the **Academic Title** field in PEAFACT. Once a "Working Title" is entered by the PA in PEAFACT, this title will automatically (next day) appear in NBAJOBS and in NBAPOSN.
- **If the faculty member does not have a working title (e.g. Dean, Chair, Director, etc.), leave this field blank and** rank (e.g. Professor, Instructor, etc.) will automatically (next day) appear in the title field in PEAFACT, NBAJOBS, and NBAPOSN. For faculty without a title, if a rank shows in the **Academic Title** field, leave as is.
- Long working titles should be abbreviated so that the title does not exceed 30 characters.

To Enter a "Working Title":

1. Go to PEAFACT.
2. Enter V# of faculty member. If V# is not known, use the Search function on the right-hand side of the **ID** field.
3. Click Next Block.
4. Enter the working title (e.g. Dean, Chair, Director, etc.) in the **Academic Title** field.
5. If a new hire, enter the faculty member's original hire date into the benefited faculty position at VCU in the **Begin Date** field under Original Appointment.
6. Click Save.

To enter Tenure Status or Rank, go to Options, select either Appt./Tenure Records or Rank Records, as applicable, and follow the instructions below.

ENTERING RANK DATA IN PEAFACT (Initial Record)

1. Go to PEAFACT.
2. Enter V# of faculty member. If V# is not known, use the Search function on the right-hand side of the **ID** field.
3. Click Next Block.
4. Go to Options – Select **Rank Records**.

5. “**This Action Date**” will default to today’s date.
6. Click the **Initial Record** checkbox, if this is a new faculty appointment.
7. Double-click in the **Rank** field and select the rank the faculty member currently holds or has been promoted to (usually through the University’s Promotion and Tenure Process).
8. Enter the date the new rank becomes effective in the **Rank Effective Date** field. For new hires, this is usually the date of the original appointment.
9. Click Save.

To enter Tenure Status data, go to Options, select Appt or Tenure Records, and follow the instructions below starting with step #5.

CHANGING RANK DATA IN PEAFACT

1. Go to PEAFACT.
2. Enter V# of faculty member. If V# is not known, use the Search function on the right-hand side of the **ID** field.
3. Click Next Block.
4. Go to Options – Select **Rank** Records.
5. The current Rank data will be displayed.
6. Click **Record** - select **Next**.
7. **Action Date** will default to today’s date.
8. Double-click in the **Rank** field and select the rank the faculty member currently holds or has been promoted to (usually through the University’s Promotion and Tenure Process).
9. Enter the date the new rank becomes effective in the **Rank Effective Date** field. The promotion date is usually July 1.
10. Click Save.

To enter Tenure Status data, go to Options, select Appt or Tenure Records, and follow the instructions below starting with step #5.

ENTERING TENURE STATUS IN PEAFACT

1. Go to PEAFACT.
2. Enter V# of faculty member. If V# is not known, use the Search function on the right-hand side of the **ID** field.
3. Click Next Block.
4. Go to **Options** – select **Appt or Tenure Records**.
5. Enter the **Action Date** (either the effective date of the appointment or effective date of the change in tenure status).
6. If applicable, enter the effective date in the **Appt or Reappt Begin Date** field.
7. Double-click in the **Tenure Code** field and select a code that describes the tenure status (the **Tenure Status** field will default from the selected code).
 - a. For collateral faculty, select **ineligible**
 - b. For tenure-eligible faculty select, **tenure-track**
 - c. Only select **tenured** if faculty member has been awarded tenure
8. If the faculty member has been awarded tenure, enter the date he/she was awarded tenure in the **Tenured On** field. Tenure is usually awarded effective July 1.
9. If the faculty member is in a tenure-track (tenure-eligible) position, enter the **Tenure Review Date**. The tenure **review year** can be found at the top of the faculty member’s current contract. As PEAFACT uses a date instead of a year, use **July 1** of the date in which the tenure review year begins (e.g., if the tenure review year is 2011-2012, use 7/1/11 as the tenure review date).
10. Click Save.