

Creating a Faculty Position

ISR Action - OM-JHU Position Create

Approver Details

Begin Date 03/01/2012

The Begin Date should be the employee's date of hire or today's date; whichever is earlier.

JHU Position Action Details

Object

Job Short Text PROF-FAC
Position Title PROFESSOR

The Position Title should match the Job Code name. This field also interfaces to JHED, once the employee is hired.

Related Object

Organizational Unit
Supervisor's Position #
Job Code 30000997 Professor-FAC
Exempt/Non-Exempt 1 Exempt

Select Faculty Job

Planned Compensation

Pay Grade

Pay grade type FA Faculty
Pay grade area U JHU
Pay grade FACULTY
Pay grade level 01

Pay Scale

Pay scale type
Pay Scale Area
Pay Scale Group
PS level

Pay Scale is not used for Faculty

See Faculty Planned Compensation Doc.

Account Assignment Features

Personnel area UW02 School of Medicine
Personnel Subarea U010 Faculty

Home Cost Center

*Refer to comments at the end of document.

Employee Group/Subgroup

Employee Group Full Time
Employee Subgroup 03 Salaried Exmpt

ARRA

ARRA Funded
ARRA Position Type
ARRA Fund End Date

Always enter "03- Salaried Exmpt"

JHEN Additional Position Attributes

Compliance

JCAHO Compliant
HIPAA Training

Officer Status N
Required Attendance

Licensing / Certification

License 1
License 2
License 3
License 4
License 5

Certification 1
Certification 2
Certification 3
Certification 4

IPEDS

IPEDS Required Y
IPEDS Service %
IPEDS Instructional % 60
IPEDS Research % 40

The total percentage among all the fields should always be equal to 100%.

This field represents the total # of months out of the year the faculty member will be working in their position.

Time Collection Indicator 00 None
Annual # Months Worked 12

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***Personnel Subarea/Employee Group-**

The Personnel Subarea (PSubarea) combined with the Employee Group is what determines the faculty members benefit eligibility.

PSubarea U010 (faculty) - will place the faculty member in the 6% or 12% savings contribution plan. This Psubarea would be used if the faculty member is considered core faculty by your specific school's definition.

Core Faculty is defined as: JHU benefit eligible employees whose primary responsibilities are, or are some combination of, research, teaching and professional practice and whose appointment and/or promotion is approved by an advisory board or academic council chaired by the University Provost. They must also hold titles that under applicable division policy are titles that carry tenure or are on the tenure track, or are titles within a core faculty track of the division requiring review and approval by the division's appointment and promotions committee process.

PSubarea U020 (faculty) - will place the faculty member in the 4% or 8% savings contribution plan. This Psubarea is used for those whom are not considered core faculty.