

Maintaining Faculty Data

Infotype 9020

Overview

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- **Reviewing Faculty Data infotype**
- **Steps for maintaining the Faculty Data infotype**
- **Types of Tenure Status**
- **Field Definitions**
- **Resources**

Faculty Data- Infotype 9020

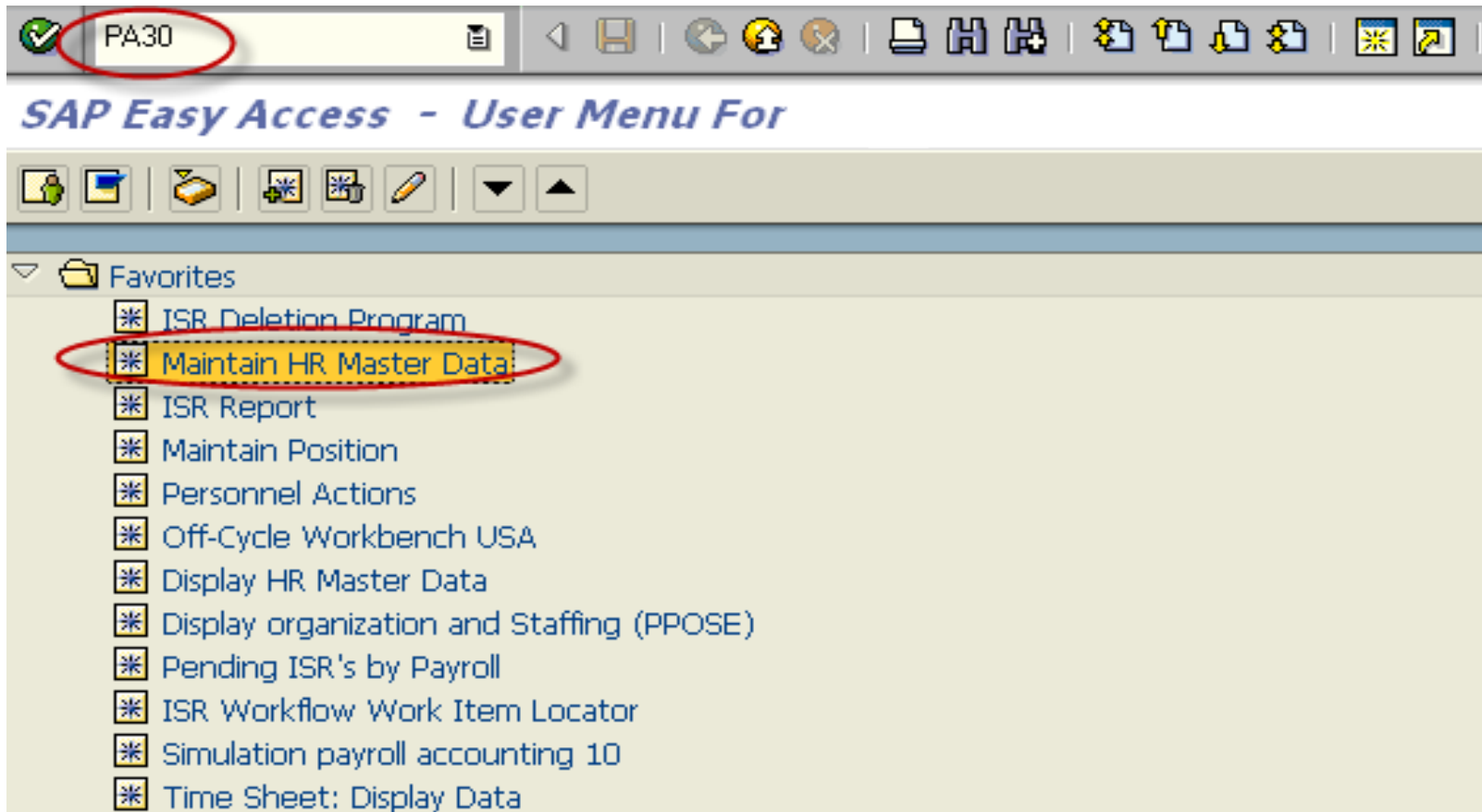
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- The Faculty Data infotype stores information regarding the faculty members tenure status.
- This section is *initially* filled out on the Hiring-Faculty or Reassignment ISR.
- After the initial hiring, it will be the departments responsibility to update and maintain the Faculty Data infotype (IT9020).
- The SAP security role that is needed in order to maintain this infotype is:
 - ZRHR_PA_FACULTY_ALL

Initial Step

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Access Maintain HR Master Data (PA30)- Through your SAP Easy Access Menu

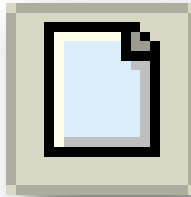


Then decide if you need to..

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- **Change** - to make a correction to an existing record.
- *Note: Be sure to review the effective dates being used; if a retro date is used in error, it may overwrite/delete the previous entries that were entered.*



- **Create** - to create a new entry and keep previous record history.
- *Note: Be sure to review the effective dates being used; if a retro date is used in error, it may overwrite/delete the previous entries that were entered.*



- **Delete** – to delete an existing entry
- *Note: Be sure to review the entry selected b/c it will be permanently deleted.*

Changing an Existing Entry

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Highlight entry you want to change. Make desired changes and save.

List Faculty Data (9020)



Pers. No. 90000110 Pers. Assgn PROFESSOR 90000110 (Active)

Name Faculty Example Position PROFESSOR Active

EE group 1 Full Time PersArea UN04 Whiting School of Engine...

EE subgroup 03 Salaried Exmpt PSubarea U010 Faculty

Choose 01/01/1800 To 12/31/9999 STy.

Start Date	End Date	Te	Tenure Dat	Tennr Begda	Pos. Date	Current	Rank Date	Di
03/01/2012	12/31/9999	T...	07/01/2010		01/01/2008	30000997	03/01/2012	
07/01/2010	02/29/2012	T...	07/01/2010		01/01/2008	30000997	07/01/2010	
01/01/2008	06/30/2010	N...		01/01/2008	01/01/2008	30000999	01/01/2008	

Change Faculty Data (9020)

Pers. No. 90000110 Pers. Assgn PROFESSOR 90000110 (Active)

Name Faculty Example Position PROFESSOR Active

EE group 1 Full Time PersArea UN04 Whiting School of Engi

EE subgroup 03 Salaried Exmpt PSubarea U010 Faculty

Start 02/01/2012 To 12/31/9999 Chngd 03/06/2012 CE01NKAMEIK1

Faculty Data

Tenure Status **TEN** Tenured Tenure Clock Start

Tenure Date 07/01/2010

Current Position PROFESSOR Named Faculty

Current Positon Date 01/01/2008

Pri. Appt Rank

Current Rank/Job 30000997 Professor-FAC

Current Rank Date 03/01/2012

Divisional Rank

Divisional Rank Date

Academic Department WSE00002 WSE Engineering Management

Leadership Role

Leadership Role Start Leadership Role End

Appointment Type **PRI** Primary Contract Type 09 09/10

Faculty Track

Creating a New Entry

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Select Create Icon. Fill in all required information then save.

List Faculty Data (9020)



Pers. No. 90000110 Pers.Assgn PROFESSOR 90000110 (Active)

Name Faculty Example Position PROFESSOR Active

EE group 1 Full Time PersArea UW04 Whiting School of Engine...

EE subgroup 03 Salaried Exmpt PSubarea U010 Faculty

Choose 01/01/1800 To 12/31/9999 STy.

Start Date	End Date	Te	Tenure Dat	Tenn Begda	Pos. Date	Current	Rank Date
07/01/2010	12/31/9999	TEN	07/01/2010		07/01/2010	30000998	07/01/2010
01/01/2008	06/30/2010	NTE		01/01/2008	01/01/2008	30000999	01/01/2008

Create Faculty Data (9020)

Pers. No. 90000110 Pers.Assgn PROFESSOR 90000110 (Active)

Name Faculty Example Position PROFESSOR Active

EE group 1 Full Time PersArea UW04 Whiting School of Engine...

EE subgroup 03 Salaried Exmpt PSubarea U010 Faculty

Start 03/01/2012 To 12/31/9999

Faculty Data

Tenure Status Tenure Clock Start

Tenure Date

Current Position PROFESSOR Named Faculty

Current Position Date 01/01/2008

Pri. Appt Rank

Current Rank/Job 30000997 Professor-FAC

Current Rank Date

Divisional Rank

Divisional Rank Date

Academic Department

Leadership Role

Leadership Role Start Leadership Role End

Appointment Type Contract Type

Faculty Track

Deleting an Entry

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Highlight entry you want to delete. Then select delete again.

List Faculty Data (9020)

Mobile, Edit, Print, **Delete**, Lock

Pers. No. 90000110 Pers. Assgn ASSOCIATE PROFESSOR 9000011...

Name Faculty Example Position ASSOCIATE PROFESSOR Active

EE group 1 Full Time PersArea UN04 Whiting School of Engine...

EE subgroup 03 Salaried Exmpt PSubarea U010 Faculty

Choose 01/01/1800 To 12/31/9999 \$Ty.

Start Date	End Date	Te	Tenure Dat	Tennr Begda	Pos. Date	Current	Rank Date	Di
07/01/2010	12/31/9999	T...	07/01/2010		07/01/2010	30000998	07/01/2010	09
01/01/2008	06/30/2010	N...		01/01/2008	01/01/2008	30000999	01/01/2008	05

Delete Faculty Data (9020)

Mobile, Edit, Print, **Delete**, Lock

Pers. No. 90000110 Pers. Assgn PROFESSOR 90000110 (Active)

Name Faculty Example Position PROFESSOR Active

EE group 1 Full Time PersArea UN04 Whiting School of Engine...

EE subgroup 03 Salaried Exmpt PSubarea U010 Faculty

Start 07/01/2010 To 12/31/9999 Chngd 03/06/2012 CE01NKAMEIKI

Faculty Data

Tenure Status **TEN** Tenured Tenure Clock Start

Tenure Date 07/01/2010

Current Position PROFESSOR Named Faculty

Current Positon Date 01/01/2008

Pri. Appt Rank

Current Rank/Job 30000997 Professor-FAC

Current Rank Date 07/01/2010

Divisional Rank

Divisional Rank Date

Academic Department 10001486 WSE Chemical and Biomolecular Engineering

Leadership Role

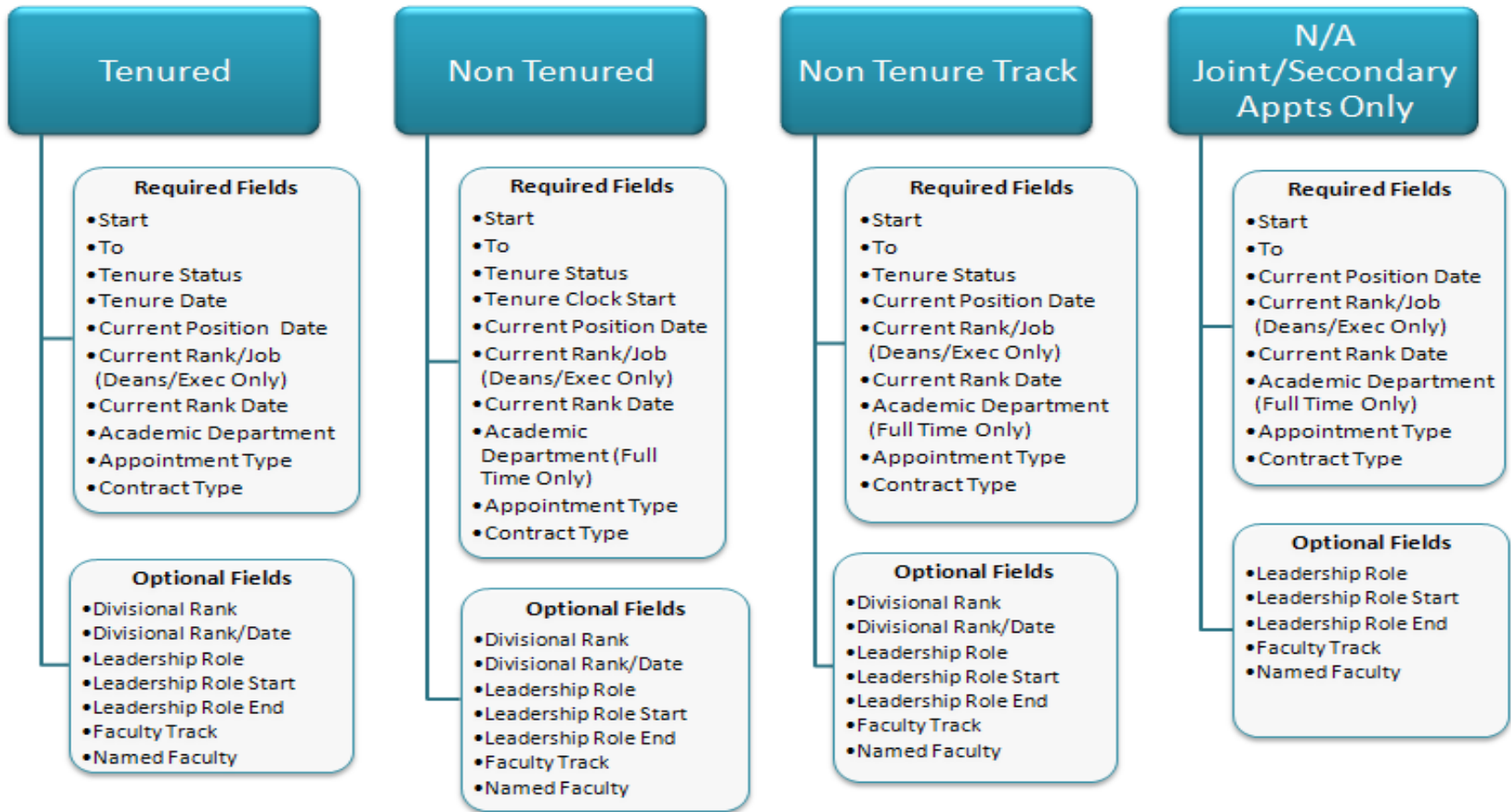
Leadership Role Start Leadership Role End

Appointment Type **PRI** Primary Contract Type 09 09/10

Faculty Track

Faculty Data Field Names in SAP

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Definitions:

Tenured: Tenure status achieved; Non-Tenured: Tenure status not yet achieved; Non-Tenure Track: Position not eligible for tenure; N/A: Tenure status is not applicable

Note: The field names are slightly different than how they appear on the Hiring Faculty ISR's.

Field Definitions

Field Name	Definition
Start	The date the appointment started
To	The date the appointment ended or infinity for current records.
Tenure Status	Current tenure status
Tenure Clock Start	Start date for period in which tenure must be achieved
Tenure Date	Date tenure received
Current Position	Current position title
Current Position Date	Date the current position began
Named Faculty	If the faculty member is in a named position then this box should be checked.
Primary Rank	Display only field that shows the current job assigned to the Primary Appointment. Any other appointments should have the same rank, with some exceptions.
Current Rank/Job	The current job assigned to the position. Signifies faculty rank. (i.e., Professor-FAC, Associate Professor-FAC, Assistant Professor-FAC). Note: will automatically default job code from position if the personnel subarea is faculty.
Current Rank Date	Date when the faculty member was granted current rank.

Field Definitions cont'd

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Field Name	Definition
Divisional Rank	In addition to the rank designated by the job, each school may wish to assign a rank, which is organization specific. (i.e., Homewood Professor.)
Divisional Rank Date	Date the divisional rank is granted.
Academic Department	Department which grants the appointment. This can differ from the Org. Unit on the Organizational Assignment Infotype (IT0001). Note: required for all full time faculty.
Leadership Role	The name of the Leadership Role (i.e., Chairman) in the Academic Department, School, or for the University; if applicable.
Leadership Role Start	The date the role became effective
Leadership Role End Date	The date the role was terminated
Appt. Type	Designates whether this is the primary appointment
Contract Type	Length of contract, the number of months worked per year. Note: does not refer to the number of months actually paid.
Faculty Track	Research interest track (i.e., Education)

Resources

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HR/Payroll Shared Services Website:

http://ssc.jhmi.edu/hr_payroll/job_aids.html

Fast Facts Faculty Presentations:

<http://www.hopkinsfastfacts.org/>