Maintaining Faculty Data
Infotype 9020

Overview

- Reviewing Faculty Data infotype

- Steps for maintaining the Faculty Data infotype

- Types of Tenure Status

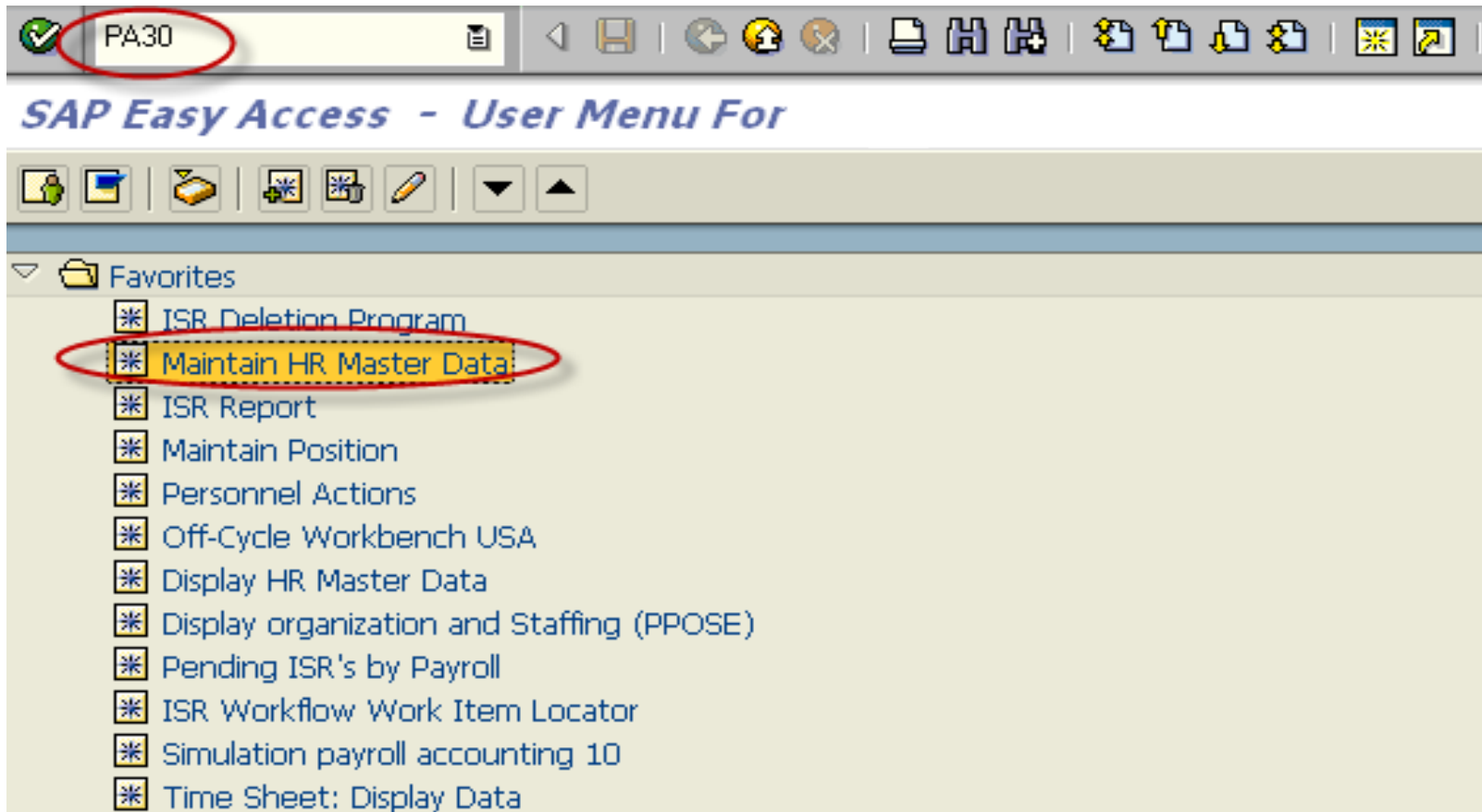- Field Definitions

- Resources

Faculty Data- Infotype 9020

- 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

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

Overview of Faculty Data Infotype (9020)

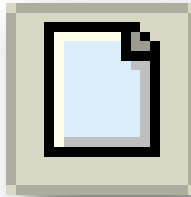*Always perform an overview of the infotype before making any edits*

Then decide if you need to..

- **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

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

Creating a New Entry

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

Deleting an Entry

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

Faculty Data Field Names in SAP

Tenured

Required Fields
- Start
- To
- Tenure Status
- Tenure Date
- Current Position Date
- Current Rank/Job (Deans/Exec Only)
- Current Rank Date
- Academic Department
- Appointment Type
- Contract Type

Optional Fields
- Divisional Rank
- Divisional Rank/Date
- Leadership Role
- Leadership Role Start
- Leadership Role End
- Faculty Track
- Named Faculty

Non Tenured

Required Fields
- Start
- To
- Tenure Status
- Tenure Clock Start
- Current Position Date
- Current Rank/Job (Deans/Exec Only)
- Current Rank Date
- Academic Department (Full Time Only)
- Appointment Type
- Contract Type

Optional Fields
- Divisional Rank
- Divisional Rank/Date
- Leadership Role
- Leadership Role Start
- Leadership Role End
- Faculty Track
- Named Faculty

Non Tenure Track

Required Fields
- Start
- To
- Tenure Status
- Current Position Date
- Current Rank/Job (Deans/Exec Only)
- Current Rank Date
- Academic Department (Full Time Only)
- Appointment Type
- Contract Type

Optional Fields
- Divisional Rank
- Divisional Rank/Date
- Leadership Role
- Leadership Role Start
- Leadership Role End
- Faculty Track
- Named Faculty

N/A Joint/Secondary Appts Only

Required Fields
- Start
- To
- Current Position Date
- Current Rank/Job (Deans/Exec Only)
- Current Rank Date
- Academic Department (Full Time Only)
- Appointment Type
- Contract Type

Optional Fields
- Leadership Role
- Leadership Role Start
- Leadership Role End
- Faculty Track
- Named Faculty

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

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

HR/Payroll Shared Services Website:

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

Fast Facts Faculty Presentations:

http://www.hopkinsfastfacts.org/