Maintaining Faculty Data

*Infotype 9020*
Overview

• Reviewing Faculty Data infotype
• Steps for maintaining the Faculty Data infotype
• Types of Tenure Status
• Field Definitions
• Resources
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
Access Maintain HR Master Data (PA30) - Through your SAP Easy Access Menu
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.

- **Create** - to create a new entry and keep previous record history.

- **Delete** – to delete an existing entry

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

**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.
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

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

- Non Tenured:
  - Start
  - To
  - Tenure Status
  - Tenure Date
  - Current Position Date
  - Current Rank/Job
  - Current Rank Date
  - Academic Department
  - Appointment Type
  - Contract Type

- Non Tenure Track:
  - Start
  - To
  - Tenure Status
  - Tenure Date
  - Current Position Date
  - Current Rank/Job
  - Current Rank Date
  - Academic Department
  - Appointment Type
  - Contract Type

- N/A Joint/Secondary Appts Only:
  - 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**
- Tenured:
  - Divisional Rank
  - Divisional Rank/Date
  - Leadership Role
  - Leadership Role Start
  - Leadership Role End
  - Faculty Track
  - Named Faculty

- Non Tenured:
  - Divisional Rank
  - Divisional Rank/Date
  - Leadership Role
  - Leadership Role Start
  - Leadership Role End
  - Faculty Track
  - Named Faculty

- Non Tenure Track:
  - Divisional Rank
  - Divisional Rank/Date
  - Leadership Role
  - Leadership Role Start
  - Leadership Role End
  - Faculty Track
  - Named Faculty

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

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
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>The date the appointment started</td>
</tr>
<tr>
<td>To</td>
<td>The date the appointment ended or infinity for current records.</td>
</tr>
<tr>
<td>Tenure Status</td>
<td>Current tenure status</td>
</tr>
<tr>
<td>Tenure Clock Start</td>
<td>Start date for period in which tenure must be achieved</td>
</tr>
<tr>
<td>Tenure Date</td>
<td>Date tenure received</td>
</tr>
<tr>
<td>Current Position</td>
<td>Current position title</td>
</tr>
<tr>
<td>Current Position Date</td>
<td>Date the current position began</td>
</tr>
<tr>
<td>Named Faculty</td>
<td>If the faculty member is in a named position then this box should be checked.</td>
</tr>
<tr>
<td>Primary Rank</td>
<td>Display only field that shows the current job assigned to the Primary Appointment. Any other appointments should have the same rank, with some exceptions.</td>
</tr>
<tr>
<td>Current Rank/Job</td>
<td>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.</td>
</tr>
<tr>
<td>Current Rank Date</td>
<td>Date when the faculty member was granted current rank.</td>
</tr>
</tbody>
</table>
## Field Definitions cont’d

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divisional Rank</td>
<td>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.)</td>
</tr>
<tr>
<td>Divisional Rank Date</td>
<td>Date the divisional rank is granted.</td>
</tr>
<tr>
<td>Academic Department</td>
<td>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.</td>
</tr>
<tr>
<td>Leadership Role</td>
<td>The name of the Leadership Role (i.e., Chairman) in the Academic Department, School, or for the University; if applicable.</td>
</tr>
<tr>
<td>Leadership Role Start</td>
<td>The date the role became effective</td>
</tr>
<tr>
<td>Leadership Role End Date</td>
<td>The date the role was terminated</td>
</tr>
<tr>
<td>Appt. Type</td>
<td>Designates whether this is the primary appointment</td>
</tr>
<tr>
<td>Contract Type</td>
<td>Length of contract, the number of months worked per year. Note: does not refer to the number of months actually paid.</td>
</tr>
<tr>
<td>Faculty Track</td>
<td>Research interest track (i.e., Education)</td>
</tr>
</tbody>
</table>
Resources

HR/Payroll Shared Services Website:
http://ssc.jhmi.edu/hr_payroll/job_aids.html

Fast Facts Faculty Presentations:
http://www.hopkinsfastfacts.org/