

Using dFac's Promotion/Change of Status (Change) Reason

When to use the Change reason

Promotion

How? Change the selected appointment's job code to indicate the promotion.

Change to/from Adjunct or Emeritus

How? Change the selected appointment's job code to indicate the change in status.

When **NOT** to use the Change reason

To edit an existing appointment

Why not? The Change reason requires a different job code.

To reestablish a lapsed appointment

Why not? The Change reason can only work if there is an active appointment to change.

To reappoint someone

Why not? A reappointment means the person is at the same job code; a Change reason requires a change to the job code.

Notes

How to submit a form with the Change Reason

Open Appointments form

Locate the Appointments form on the righthand side of the dFac Lauchpad.

Select appointment

Choose the current appointment that is being promoted or changed in status.

Add the appointment start and end dates

Start the new appointment at least 1 day after the current appointment starts.

Change appointment job code

Contact your dFac school administrator if you unsure which job code to use.

Update appointment title

Put your cursor in one of the three appointment fields and then press Enter to update the Appointment Preview.

Edit appointment details

Verify the appointment details are still correct, editing as needed.

Add attachments

Optional: If your school or unit uses the attachment section of the Promo/Change form, add attachment(s).

Attachment files must be in one of the following formats: *.docx, *.pdf, *.xlsx, *.pptx.

Check the form

Use the Check button to double-check for form errors.

Submit the form

Submit the form to send it to the first level dFac approver.

Keep in mind

dFac sets the End Reason on the current appointment to "Promotion/Change of Status" when you use the Change reason.

An approved Change form will end the current appointment 1 calendar day before the start of the new appointment. If this leaves the faculty member with a 1 day appointment, please contact your dFac school admin.