

Full-Time Faculty Transfer to Affiliated Faculty - Clinical and Adjunct Prefix

RETIRING FROM THE UNIVERSITY

1. Complete termination action through Pitt Worx - **Terminate/Retirement**
2. Attachments to be included:
 - Resignation letter **stating retiring from the University of Pittsburgh**
3. Submit new appointment packet for Clinical/Adjunct appointment in **One Drive**
 - Follow New Appointment checklist for affiliated faculty
 - Note on the appointment form faculty member retired from the University on (date) in comments section

RESIGNING FROM THE UNIVERSITY

1. Complete action through Pitt Worx – **Change to Volunteer**
2. Attachments to be included:
 - Chair Letter
 - Resignation letter of full-time faculty appointment
 - Current CV
 - [Faculty Email Form](#)
 - **CLINICAL PREFIX ONLY** - Signed [Appointment Letter for New Affiliated Faculty Members](#)

CHANGE TO VOLUNTEER - TRANSFER FROM PAID FACULTY TO UNPAID VOLUNTEER CLINICAL/ADJUNCT FACULTY

<https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Core%20HR/Change%20to%20Volunteer.aspx>

Select My Client Groups
Select Show More
Select Change Assignment
Search for Employee Record

Action Details - When and Why

When does the assignment change start – enter date of new clinical/adjunct apt.
What's the way to change the assignment – Change to Volunteer
Why are you changing the assignment – Change to Volunteer

Continue

ASSIGNMENT

Assignment Status – Volunteer (unpaid)
Assignment Category – Volunteer
Position – delete all information in this field and leave blank
Job – type new job title (i.e. Faculty.Professor.Adjunct Assistant or
Faculty.Professor.Clinical Assistant

People Group (click on blue lines with a magnifying glass)

Pay Year Type – 12/12

Campus – Pittsburgh

External Affiliation – if going to UPP only select UPP

if going to Pitt Only, this field will be blank (Adjunct faculty)

Nationality – keep as is

ADDITIONAL ASSIGNMENT INFORMATION

Faculty Details – find current record and select pencil to edit

Enter END DATE to paid record – **DO NOT MAKE ANY OTHER UPDATES**

OK

Select ADD

Enter new start date for volunteer appointment

Enter new contract begin and end dates

Make Faculty Contract Salary 0.00

Tenure Status to Appointment Stream

*If faculty member was tenure stream or tenured, do not copy over information,
those fields should now be blank since they are now appointment stream

Fill in other necessary dropdown boxes matching previous records

*If faculty was a Member of graduate faculty and moving to an **Adjunct** rank,
change graduate faculty field to Adjunct

Continue

SALARY

Salary Amount – **Make USD Monthly \$0.00**

All other fields will automatically calculate to 0.00

Continue

Include required attachments

Submit

REQUIRED ATTACHMENTS NEEDED

1. Chair Letter
2. Resignation letter from faculty member
3. Current CV
4. Faculty Email Form
5. Signed Welcome Appointment Letter for New Affiliated Faculty Members – **CLINICAL APPTS ONLY**