

VOLUNTEER PROMOTIONS - Clinical/Adjunct Unpaid Faculty

My Client Groups

Select Show More

Select Change Assignment

Search for employee record

Action Details – When and Why

When does the assignment change start: effective date of promotion

What's the way to change the assignment: Appointment/Reappointment Change
(without salary change)

Why are you changing the assignment: Reappointment and/or Assignment Update
(Without a Position)

Continue

Assignment

Update JOB field to new rank (i.e. Faculty.Professor.Clinical Assistant or
Faculty.Professor.Adjunct)

Continue

Additional Assignment Information

Nothing needs changed in this section unless reappointing. See below.

Continue

**(FACULTY DETAILS (within the Additional Assignment Info Section) should BE COMPLETED
ONLY IF YOU ARE ALSO REAPPOINTING AND THE EFFECTIVE DATE IS EXACTLY THE SAME)**

Salary

Nothing needs changed in this section

Continue

Include required attachments

Submit

REQUIRED ATTACHMENTS NEEDED

Lower job classification rank – does not require Henry portfolio

1. Chair letter justifying promotion and needs to include effective date
2. Current CV

Higher job classification rank – Henry portfolio required (i.e. Clinical Associate/Adjunct Professor)

1. Email memo from Faculty Affairs
2. Current CV