

11. Faculty to Chair / Chair to Faculty Processing (Reassignments)

This chapter describes procedures for performing faculty to chair and chair to faculty transactions

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11.1. Chair to Faculty Processing

First you must pull the Department Chair out of position, put them back to FT position, and put them on leave.

Then you must reappoint the selected faculty member to the chair. To do this you must lower their FTE from 1.0 (full-time) to .6 or .4 (part time) and hire them into concurrent job as department chair.

- 1 Navigate to the Employee Change Request Page: **SFO Self Service > E-TRAC > E-TRAC Transactions > Employee Change.**

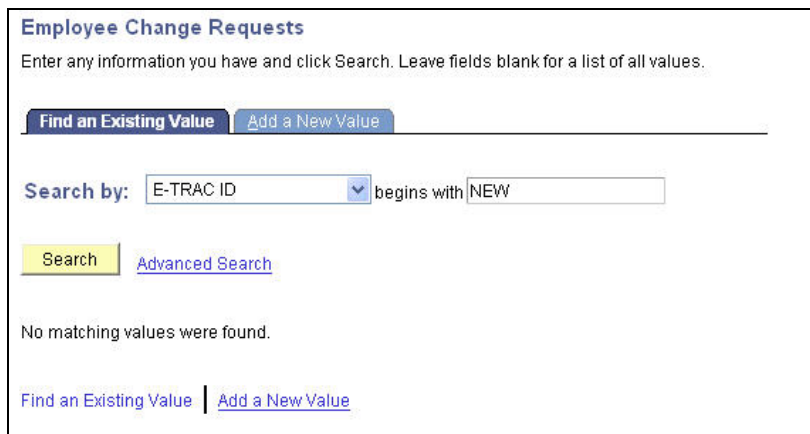


Figure 11-1 Employee Change Request Page

- 2 Click the **Add a New Value** tab.

Employee Change Request Page

E-TRAC ID: NEW [E-TRAC Home Page](#)

Please enter as much information about the employee change you are requesting. Fields with an asterisk (*) next to them are required, all others are optional.

Employee Change Information

*Effective Date: [Select Employee](#)

EmplID:

Empl Rcd Nbr: 0

Notes Find First 1 of 1 Last

User ID: AVPPR35 Gomez,Xavier

Date/Time: 02/15/2007 3:44:38PM

Notes:

Figure 11-2 Employee Change Request Page

- 3 Enter the **Effective Date** for the Employee Change which is the first business day on which the change will take effect. Note that for an employee termination, the effective date is the day after the last day worked, or the first day that the individual is separated from SFSU.
- 4 Click the **Select Employee** link. The **Find and Employee** page will appear.

Find an Employee

EmplID:

First Name:

Last Name:

Deptid:

Position:

Figure 11-3 Search criteria

- 5 Once you enter criteria a short list of matches will appear as a list. Select the appropriate employee from the list by clicking the highlighted link.

Search Results									
EmplID	Rcd#	Name	Status	Position	Job Code	Descr	DeptID	Dept Descr	Appt End
0		Demetrius Kitses	Active		2360	Instr Fac AY	3310	CINEMA	03-JAN-07
0		Anita Kitses	Active		2358	Lecturer AY	3500	ENGLISH LANGUAGE	01-JUN-07
1		Anita Kitses	Terminated		2359	Lecturer 12 Mo	3080	ORSP/GRANTS AND CONTRACTS	25-MAR-05
0		Jasmine Kitses	Terminated		1870	Student Assistant	3080	ORSP/GRANTS AND CONTRACTS	31-JAN-05
1		Jasmine Kitses	Active		2358	Lecturer AY	3500	ENGLISH LANGUAGE	01-JUN-07

Figure 11-4 Search results based on search criteria

Note that the employee's current job status and department is brought into the Employee Change Information section of the screen. If you see two lines for the employee in the search results that means that they have multiple job assignments or concurrent jobs; each job will be differentiated by the Empl Rcd Nbr or Employee Record Number. Take special care to select the correct Empl Rcd Nbr.

Now that you've selected the proper employee, now you must select the appropriate action-reason combination.

11.1.1. Separate Employee from Department Chair Position

- 1 In the **Action** drop down list, choose **Termination**.
- 2 In the **Reason** drop down list, choose **Separation by Agency**.

Employee Change Information			
*Effective Date:	02/28/2007	Select Employee	E-TRAC 3355 Department:
EmplID:		Eugene Michaels	
Empl Rcd Nbr:	2	3355	CENTER FOR EDUC TECHNOLOGY
Pay Status:	Active	2481	Dept Chair 12 Mo
*Action:	Termination		Active Job Records
*Reason:	Separation by Agency		

Figure 11-5 Action-reason combination selected

- 3 In the Proposed Values section, type the last day worked. The last day worked is will be the day before the effective date of this transaction.

Current Values	Proposed Values
FTE: 0.200000	FTE: <input type="text"/>
WTU: 3.000000	WTU: <input type="text"/>
Last Date Worked:	*Last Date Worked: 02/27/2007
SSI Counter:	SSI Counter: <input type="text"/>
FLSA Status Exempt	

Figure 11-6 Proposed values section

- 4 Click **Save Work**.

- 5 A confirmation page will appear. If you are ready to submit, click **OK**.
- 6 Finally a **Submit** button appears. Click **Submit** to submit your transaction.
- 7 Make note of E-TRAC number for future reference.

After the former department chair is separated from the position, you must now increase the faculty position to 1.0 (full time).

11.1.2. Increasing FTE

You must create a new Employee change to increase the FTE to equal 1.0.

- 1 Navigate to the E-TRAC home page: **SFO Self Service > E-TRAC > E-TRAC Transactions > Employee Change**.
- 2 Select **Add a New Value**.
- 3 In the Employee Change Information section, enter the Effective Date (start of date they'll be back to full-time faculty).
- 4 Enter the former department chair's Empl ID (employee ID). Verify that the position that the employee occupies is defined as **Instr Fac AY**.
- 5 For **Action**, choose **Pay Rate Change**.
- 6 For **Reason**, choose **Time Base Change**.
- 7 In the Proposed Values section, in the **FTE** field enter time base of **1.0**.
- 8 Click **Save Work**.
- 9 A confirmation page will appear. If you are ready to submit, click **OK**.
- 10 Finally a **Submit** button appears. Click **Submit** to submit your transaction.

11.2. Faculty to Chair

In this section you will reduce the selected faculty member's FTE (time base) to part time.

- 1 Navigate to the E-TRAC home page: **SFO Self Service > E-TRAC > E-TRAC Transactions > Employee Change**.
- 2 Select **Add a New Value**.
- 3 Enter the Effective Date.
- 4 Enter the Empl ID of the faculty member you wish to place in the vacant faculty chair position. Verify that the position that the employee occupies is defined as **Instr Fac AY**.

- 5 For **Action**, choose **Pay Rate Change** from the drop down list.
- 6 For **Reason** choose **Time Base Change** from the drop down list.
- 7 Type a new FTE or WTU. The new FTE should reflect the faculty time base of the assignment, i.e. .80, .40, or .60.
- 8 Click **Save Work**.
- 9 A confirmation page will appear. If you are ready to submit, click **OK**.
- 10 Finally a **Submit** button appears. Click **Submit** to submit your transaction.

11.3. Hire the Faculty member into Chair position

Now you must hire the faculty member into the chair position. This is what is generally referred to as a concurrent job assignment.

- 1 Navigate to the E-TRAC home page: **SFO Self Service > E-TRAC > E-TRAC Transactions > Employee Change**.

- 2 Select **Add a New Value**.

You will be prompted to type the SFSU ID number of the faculty member to be hired.

- 3 Type the faculty member's SFSU ID.

New Hire Request Page appears. This page consists of three sections Personal Information, Position Information, and Notes.

- 4 In the personal information section the employee's name and address fields should be grayed.
- 5 Type the Position Number into which the faculty member will be hired. Be sure to look up the position by department to expedite your search.

The Department description will display.

- 6 Type an FTE that is appropriate for the faculty member. For example, if in the previous process, you typed an FTE of **.4** (faculty position) then for the FTE of the chair position must be **.6**. Both positions will give that employee a total FTE of **1.0**.
- 7 From the Empl Class drop down menu choose **Regular**.
- 8 Leave Appointment Duration empty.
- 9 In the Comp Rate field, type the appropriate full-time compensation rate for the chair position.

- 10 Click **Save Work**.
- 11 A confirmation page will appear. If you are ready to submit, click **OK**.
- 12 Finally a **Submit** button appears. Click **Submit** to submit your transaction.

11.4. **General Tenured/Tenure-Track Faculty Reassignments**

When a faculty member moves 100% of their time base into another position, for example, 1.0 Instructional Faculty, Academic Year (2360) to 1.00 Instructional Faculty 12-month or vice versa, the following process is used:

- 1 Navigate to the E-TRAC home page: **SFO Self Service > E-TRAC > E-TRAC Transactions > Employee Change**.
- 2 Select **Add a New Value**.
- 3 Enter the effective date of the reassignment.
- 4 Enter the SFSU ID.
- 5 Select the faculty by clicking on the name.
- 6 In the **Action** drop down list, choose **Transfer**.
- 7 In the **Reason** drop down list, choose **Voluntary Reassignment**.
- 8 In the Proposed Values box, enter the position number, or search by clicking the magnifying glass, and use the advanced look-up feature by searching by job code and department description. Once the position appears on the list, click the position number.
- 9 Set Empl Class to **Regular**.
- 10 Enter **1.00** for FTE.
- 11 Enter the appropriate full time comp rate in the **Compensation Rate** field.
- 12 Click **Save Work**.
- 13 A confirmation page will appear. If you are ready to submit, click **OK**.
- 14 Click **Submit** to submit your transaction.