

# Academic Appointments

On this Job aid:

- [Academic Appointments Overview](#)
- [Add Academic Appointment](#)
  - [Track Types](#)
  - [Rank](#)
- [Update Academic Appointment](#)
- [Ending Academic Appointments](#)
- [Academic Appointments Reports](#)
  - [View All Appointments for Appointee](#)
  - [Other Reports](#)

❗ Faculty needs academic appointments in place in order to setup Instructor eligibilities in Workday student and assign course sections to faculty. Also Academic Appointments are used by Institutional Research in multiple reports like IPEDS and SACSCOC.

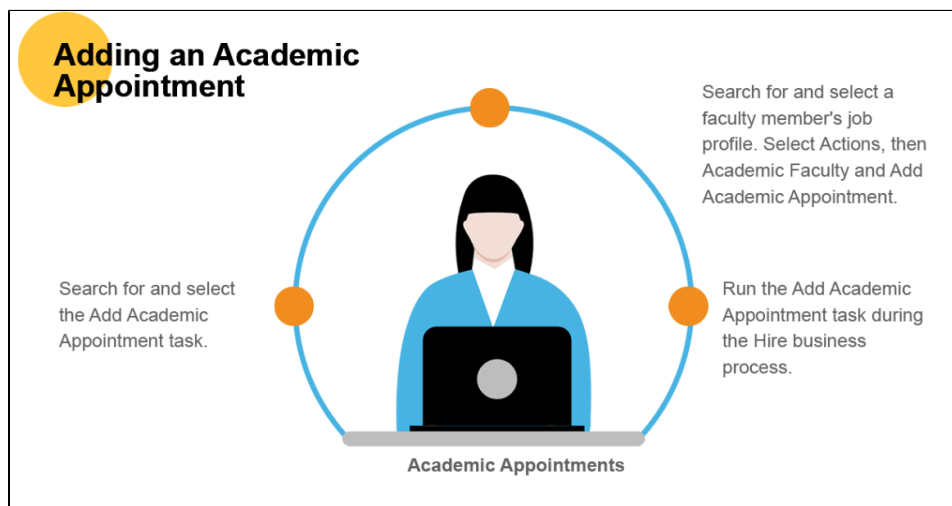
## Academic Appointments Overview

Academic appointments associate a faculty/staff member with an academic or academic administrative title for a specific time frame. Academic appointments are different that job positions

In Workday you can link academic appointments to the appointee job profile.

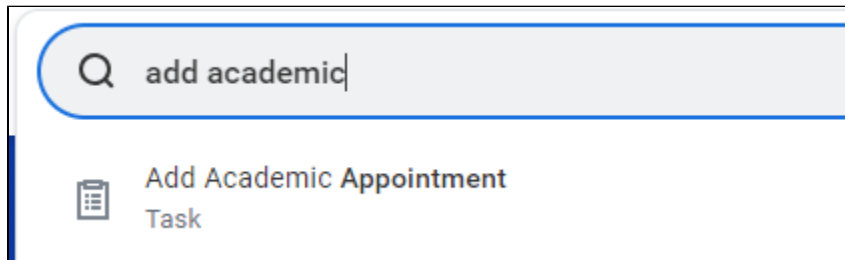
## Add Academic Appointment

There are different ways you can add an academic appointment:

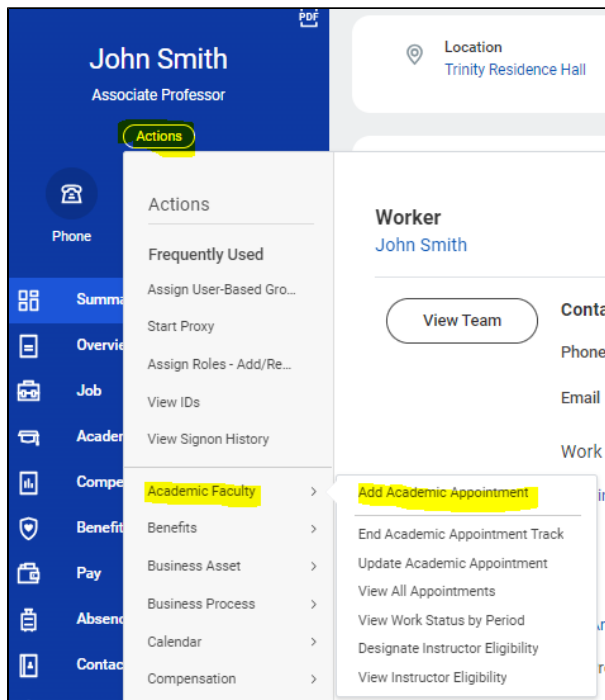


(1) Inbox notifications (from hire BP)

(2) Search and select "Add Academic Appointment" task



(3) Search and select a faculty member profile. Select Actions, then Academic Faculty and Add Academic Appointment



**Note:** At Lynn, Add academic appointments business process will be triggered by hire business process when hiring faculty.

When adding an academic appointment make sure to add required fields: Start Date, Academic Unit, Tract Type and Reason.

**Update Academic Appointment** - Administrative 01/12/2022

Start Date \* 01/12/2022

Academic Unit \* x Natural Sciences Department

**Employment Position** x P-00251 Chair, Natural Sciences - Dr. Audrey Hodges

**Appointment Information**

Track D1 - Dual - Natural Sciences Department - Chair

Track Start Date 09/01/2010

Track Type \* Administrative

Track Type Category Regular / Professorial

Reason \* x Update Academic Appointment > Reason > Other

Rank x Chair

**Supporting Information**

Turn on the new tables view

Current Appointments 3 items

Academic Unit	Track Type	Title	Sta
Bioengineering Department	Regular / Professorial >> Tenure	Professor of Bioengineering	07.
Natural Sciences Department	Regular / Professorial >> Tenure	Roberto Gonzalez Professorship in Biology	07.
Natural Sciences Department	Regular / Professorial >> Administrative	Chair of Natural Sciences	07.

Turn on the new tables view

Current Positions 1 item

Supervisory Organization	Current Position	Hire Start Date	End Employment Date	I

**Start Date:** On most occasions the start date is the same as the position start date. Coordinating dates makes easier managing academic appointments.

**Academic Unit:** For faculty Academic appointments Lynn adds the college hierarchy and conservatory only.

☐ College of Arts and Sciences

☐ College of Business and Management

☐ College of Communication and Design

☐ College of Education

**Employment Position:** It is important to add the employment position linked to the academic appointment. In the event that a position changes, a trigger will remind assigned staff to review the academic appointment as well.

**Employment Position** Search

☐ Associate Professor - John Smith

## Track Types

**Track Type:** At Lynn we track Administrative and Academic appointments. For academic appointments, select Non-Tenure.

**Appointment Information**

Track Type \* Search

Track Type Category

☐ Administrative

☐ Non-Tenure

Reason: Select Add Academic Appointment

Reason *	Search
Rank	<div> <div>←</div> <div>Add Academic Appointment &gt; Add Appointment</div> </div>
Named Professorship	<div> <div>●</div> <div>Add Academic Appointment &gt; Add Appointment &gt; Add Academic Appointment</div> </div>

## Rank

Rank: When you link the academic appointment to an employment position, the rank should automatically populate.

When selecting Track type Non-Tenure, we have 12 Academic ranks available (Rank):

<input type="radio"/> Professor-Emeritus
<input type="radio"/> Professor
<input type="radio"/> Associate Professor
<input type="radio"/> Assistant Professor
<input type="radio"/> Adjunct
<input type="radio"/> Distinguished Artist-in-residence
<input type="radio"/> Distinguished Professor
<input type="radio"/> Lecturer
<input type="radio"/> Executive-in-Residence
<input type="radio"/> Instructor
<input type="radio"/> Artist in Residence
<input type="radio"/> Visiting Professor

When selecting Track type Administrative, we have 13 administrative assignments available (Rank labeled):

A search dropdown menu with a 'Search' label at the top. Below the label is a list of academic titles, each preceded by a radio button. The titles are: Director, Provost, Dean, Associate Director, Associate Dean, Assistant Dean, Assistant Director, Staff with Faculty Rank, Chair, Clinical Instructor, Flight Instructor, Program Coordinator, and Classroom Proctor. A vertical scrollbar is visible on the right side of the list.

Title: Workday automatically construct a title but most of the time it needs a little manual review

A form with two fields. The first field is labeled 'Constructed Title' and contains the text 'Associate Professor of College of Arts and Sciences'. The second field is labeled 'Title' and contains the text 'Associate Professor College of Arts and S'. A red asterisk is visible next to the 'Title' label.

Identifier: Most employees will have a primary (and secondary) identifier. If multiple concurrent Academic Appointments, you must identify the primary and secondary.

Roster Percent: If multiple Academic Appointments, roster percentages must total 100% otherwise the application will issue a warning

A form with a field labeled 'Roster Percent' containing the value '100'. Below the field is a warning alert that reads: 'Alert: The appointee's total Roster Percent of all their current appointments exceeds 100%.' The alert is underlined.

Click Submit

A BP will route the appointment to the Academic Unit Dean for approval.

## Update Academic Appointment

When you update a faculty member's academic appointment, Workday creates a historical record of the original appointment. Reasons to update a faculty academic appointment includes:

- Reappointment a faculty member
- Promotions

- Update rank

View All Appointments for Appointee Dr. Fred Hong									
Turn on the new tables view									
13 items									
Appointm	Identifier	Track Type	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Appointment
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2005	06/30/2006
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2006	06/30/2007
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2007	06/30/2008
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2008	06/30/2009

There are different ways you can update an academic appointment:

(1) Inbox action

(2) Search and select "Update Academic Appointment" task

**Update Academic Appointment**  
Task

Select appointee, track and date. Under date, make sure you use the same date as the effective job change.

×

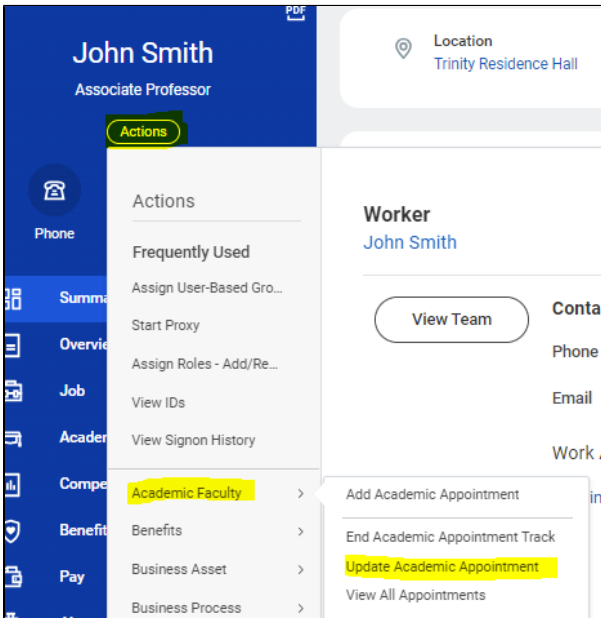
### Update Academic Appointment

Academic Appointee \*

Track \*

Start Date \*

(3) Search and select a faculty member profile. Select Actions, then Academic Faculty and Update Academic Appointment



Note:

Make sure you pick the appropriate employment position for the academic appointment. Positions are driven by the start date selected.

Start Date	*	01/08/2024	
Academic Unit	*	<div> <span>×</span> College of Arts and Sciences </div>	... <div> </div>
Employment Position			<div> </div>

Under reason, select Update Academic Appointment.

Under rank, make sure to delete old rank and select new rank from the list.

Reason	* <input type="text" value="x Update Academic Appointment &gt; Update Appointment &gt; Update Academic Appointment"/>
Rank	<input type="text" value="Search"/>
Named Professorship	<input type="radio"/> Professor-Emeritus
Appointment Specialty	<input type="radio"/> Professor
Constructed Title	<input type="radio"/> Associate Professor
Title	* <input type="radio"/> Assistant Professor
	<input type="radio"/> Adjunct
	<input type="radio"/> Distinguished Artist-in-residence

When updating Academic Appointments, Workday prevents you from updating Track, and Track Type in the faculty appointment.

### Update Academic Appointment

- Tenure 01/19/21

Start Date \* 06/15/2022

Academic Unit \* x BIO - Biology Department

Employment Position

#### Appointment Information

Track D1 - Dual - BIO - Biology Department

Track Start Date 06/15/2022

Track Type \* Tenure

Track Type Category Regular / Professorial

Reason \*

#### Tenure Information

Track Is Tenure Eligible Yes

Tenure Home \* x BIO - Biology Department

Tenure Status \* x Tenured

Tenure Track Start Date 07/01/2005

Probationary End Date

Tenure Award Date \* 05/08/2009

#### Supporting Information

Turn on the new tables view

Make sure the title is correct, otherwise, you can make corrections.

Constructed Title	Associate Professor of College of Arts and Sciences
Title	* <input type="text" value="Associate Professor College of Arts and S"/>

Click Submit.

A BP will route the appointment change to the Academic Unit Dean for approval.

## Ending Academic Appointments



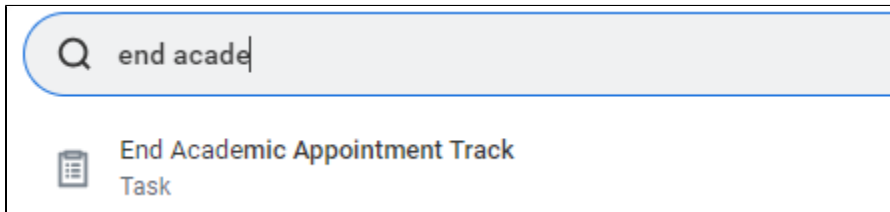
Academic Appointments do not end automatically unless you've assigned an end date to the appointment. You may need to end a faculty academic appointment when the appointee leaves the institution, ends administrative responsibilities or switches a track type. When you end an academic appointment track:

- The faculty loses their academic appointment title,
- Their responsibilities end
- Workday no longer display the appointment status as current

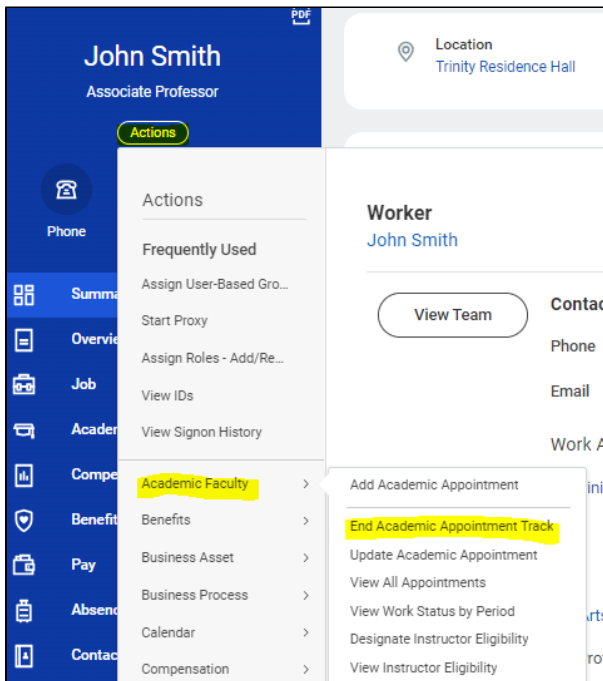
**NOTE:** If an academic appointee discontinues service and later returns and you reappoint them, you need to (1) End their academic appointment track, (2) Add a new academic appointment when the appointee returns and continues service.

There are different ways you can update an academic appointment:

- (1) Inbox action (as step from Terminate employee or end additional job business processes)
- (2) Search and select "End Academic Appointment" task



- (3) Search and select a faculty member profile. Select Actions, then Academic Faculty and End Academic Appointment



Verify appointment information

### End Academic Appointment Track

---

Academic Appointee \* × John Smith ... ⋮

Track \* × Primary - Primary - College of Arts and Sciences - Associate Professor ... ⋮

OK Cancel

Enter Date and reason. Click Submit

### Appointment Information

Track Primary - Primary - College of Arts and Sciences - Associate Professor

Effective Date 08/12/2013

**End Date** \* 08/17/2023 📅

**Reason** \* × End Academic Appointment > End Appointment > End Academic Appointment ⋮

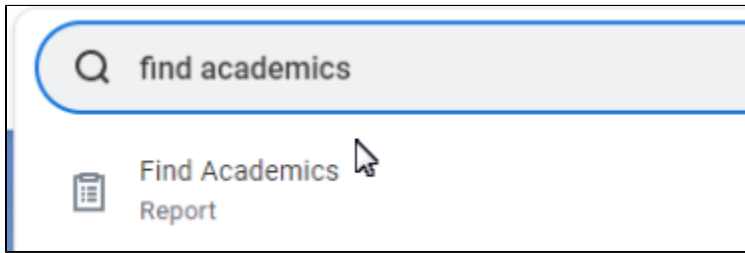
A BP will route the appointment end to the Academic Unit Dean for approval

## Academic Appointments Reports

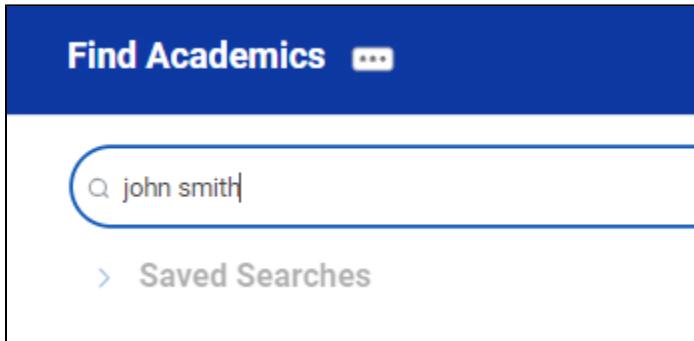
There are several standard reports to manage academic appointments:

Find Academics


Search and select "Find Academics"



After you run the report,  
use the search field to look for a specific name



or use the left menu to filter the search results


**Find Academics** 

> Saved Searches

**Current Search**

Save

Clear All

 **Academic Track Types**

☐ Non-Tenure (347)

☐ Administrative (15)

> Rank

> Academic Units

> Emeriti

> Appointment Identifier

> Sex


> Age Group

> Race/Ethnicity

> Worker Type

## View All Appointments for Appointee

Search and select "View all appointments for appointee" report



View All Appointments for Appointee  
Report

Enter Academic Appointee

### View All Appointments for Appointee

Academic Appointee \*

Track Type

Date Range  -

**OK** **Cancel**

The report will display the detail on the faculty academic appointments

View All Appointments for Appointee Dr. Fred Hong 0/0 10/1								
15 items								
Appointm	Identifier	Track Type	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2005
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2006
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2007
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2008
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2009
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2010
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2011
Q	P - Primary	Regular / Professorial >> Tenure	Natural Sciences Department	Professor	Professor of Biology	100.00%	07/01/2005	07/01/2012

## Other Reports

All Academic Appointments

Audit - Faculty no Academic Appointments