

FACULTY SHORT FORM

Use this form for New or Changed Appointments for Lecturers and Professors in UCPath

FACULTY (EMPLOYEE) INFORMATION		
Name (Last, First):		Supervisor/Dept. Chair/Dean:
Email:		Reports to Position #:
Employee ID:	Work Location:	Department:
Position #:	<input type="checkbox"/> Update with New Appointment Information <input type="checkbox"/> Create New Position #	
APPOINTMENT INFORMATION		
Appointment/Action (mark all that apply): <input type="checkbox"/> Hire <input type="checkbox"/> Reappointment <input type="checkbox"/> Promotion <input type="checkbox"/> Merit <input type="checkbox"/> Other		
Effective Date:	<input type="checkbox"/> Continuing (Unit 18) <input type="checkbox"/> Security (LSOE)	
End Date (if applicable):	<input type="checkbox"/> End Date (Acad Term Appts) <input type="checkbox"/> Tenure Track (Ladder Rank)	
<input type="checkbox"/> End Job Automatically (if applicable)	<input type="checkbox"/> Indefinite <input type="checkbox"/> Tenured	
	<input type="checkbox"/> Potential Security (LPSOE)	
Job Title:	Job Code:	APPT % / FTE %:
SALARY/COMPENSATION INFORMATION		
Total Annual Salary: \$	Pay Frequency: <input type="checkbox"/> 1/10 <input type="checkbox"/> 9/12 <input type="checkbox"/> 12/12FY <input type="checkbox"/> Other	
Whole Step: (if applicable)	<input type="checkbox"/> .5 (UCDEC5) <input type="checkbox"/> .9 (UCDEC9) <input type="checkbox"/> Off-Scale (UCOFF1) <input type="checkbox"/> Above Scale (UCABVE)	
Whole Step Annual Salary: \$	<input type="checkbox"/> .5 \$ <input type="checkbox"/> .9 \$ <input type="checkbox"/> Off-Scale \$	
<i>Please note any split appointments in the additional notes section below</i>		
ADDITIONAL NOTES		
DEPARTMENT CONFIRMATION OF DATA		
<i>I confirm that the above accurately reflects the approved appointment action.</i>		
AP Analyst/Preparer Name and Title:		
Contact Information (Email and/or Phone):		
Date:		