

Academic Human Resources

Quick Reference Guide

March 2003

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APPOINTMENT DOCUMENTATION FOR NEW ACADEMIC EMPLOYEES – March 2003 edition

POLICY SUMMARY

In addition to completing the Electronic Change of Status (ECOS), there are documents that must be submitted to the Office of Academic Human Resources before the ECOS can be completed by AHR.

GUIDELINES

The following paper documents are required before the ECOS can be completed:

1. AHR checklist
2. Fully-approved Affirmative Action Summary form, search narrative, Pre-Search Approval form, position announcement; or search waiver approval
3. I-9 Employment Eligibility Verification (units can handle I9's for US Citizens and permanent residents – International staff must contact the Office of International Faculty and Staff Affairs)
4. Curriculum vita and letter of offer for faculty and administrative appointments requiring BOT approval
5. Letter of offer

The following forms must also be completed via NESSIE New Hire:

1. Employment Information Form (EIF)
2. W-4 Withholding Allowance Worksheet (international employees contact Payroll Office)
3. Direct Deposit form and bank deposit slip (if applicable)
4. Loan default

Additional documents may be required depending on the type of appointment (see Affirmative Action Recruitment Procedures).

POLICY REFERENCES For additional information:

Electronic Change of Status (ECOS) Documentation:

<http://www.ahr.uiuc.edu/AHRTraining/index2.htm> or <http://www.pso.uiuc.edu/Ecos/ecos.html>

Campus Administrative Manual:

Section IX/C-1.1 Attachments and Forms Required for New Faculty, Academic Professional and Graduate Assistantship Appointments

http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-1_1.html

Affirmative Action Recruitment Procedures:

http://www.eoa.uiuc.edu/Search Manual/search_manual.pdf

APPOINTMENT PROCEDURES

POLICY SUMMARY

All hiring begins in the unit or academic department. Policies and procedures for filling positions vary by unit and college.

GUIDELINES

1. If it is a new or revised academic professional position, a PAPE request is submitted to Academic Human Resources by the department via DART. (See Establishing or Refilling Academic Professional Positions)
2. When the decision to fill a vacancy occurs, the department must undertake an affirmative action search or receive a waiver of a search from the Office of Equal Opportunity and Access (OEOA).
3. The department prepares and submits a pre-audit form and an appropriate position notice to OEOA.
4. Upon approval from the OEOA, the position notice is forwarded by OEOA to Academic Human Resources for advertising in the following:
 - a) *Inside Illinois*
 - b) The UIUC Job Registry
5. Departments must post positions in the Employment Center. Departments may also post on the academic professional listserve that is maintained by the Office of Equal Opportunity and Access.
6. The department identifies candidates and conducts interviews.
7. There are no residency requirements for filling academic positions.
8. Once a selection is made, the department submits an Affirmative Action Summary for Proposed Academic Appointments form to the Equal Employment Opportunity (EEO) Officer/Committee for approval of the search process.

The officer/committee will review the search procedures to ensure they have conducted the search in accordance with the approved Pre-Search Approval form and will notify the department of the decision.

9. After all clearances are received, the department may offer the position to the chosen candidate. Once the offer is accepted, the department must submit the following paperwork to Academic Human Resources to obtain final approval for the appointment and to get the individual into the payroll system. (Note: Current employees must change their information on NESSIE and new employees must complete NESSIE New Hire.)

?? Fully-approved Affirmative Action Summary form, search narrative, Pre-Search Approval form, position announcement; or search waiver approval

?? Employee Information Form (with curriculum vitae if faculty or academic staff above \$90,000)

?? W-4 Withholding Allowance Worksheet (International employees contact Payroll Office)

?? Direct Deposit Form (if applicable)

?? I-9 Employment Eligibility Verification (If international, must be completed by Office of International Faculty and Staff Affairs.)

?? Letter of offer

10. Other documents may be required depending on the type of appointment or employee status, including:

?? Non-native English Speaking form (for teaching staff);

?? Memo in ECOS confirming compliance with Employment of Relatives policy if an immediate family member is also employed by the University;

?? Form for counting service toward the completion of the probationary period, if the faculty member wishes to have the partial year count towards the probationary period.

11. Academic Human Resource Processing and Records Division determine eligibility for benefits.

12. Once employee is on payroll, an employee is eligible to receive a photo identification card.

POLICY REFERENCES For additional information:

Office of Equal Opportunity and Access:

<http://www.eoa.uiuc.edu/-search>

Academic Human Resources web site:

The New Employment Center: Steps for Academic Professional Positions

<http://www.ahr.uiuc.edu/employmentcenter/checklist.htm>

Campus Administrative Manual:

Section IX/A – 3: Employment of Relatives

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-a/ix-a-3.html>

Provost's Communications:

Communication 3: Appointments of Faculty and Academic Professionals

<http://www.provost.uiuc.edu/provost/appointments/facac.html>

Communication 4: Special Recruitments in Support of Institutional Priorities

<http://www.provost.uiuc.edu/provost/appointments/recruit.html>

BENEFITS ELIGIBILITY

POLICY SUMMARY

The University provides health, dental, and life insurance to Academic employees (excluding graduate assistants) per the following criteria:

GUIDELINES

1. The criteria used to determine eligibility for benefits includes the following:
 - minimum of a 50% appointment
 - appointed for at least nine continuous months. If appointed for less than nine continuous months, the unit should note in the ECOS memo whether or not the employee will be reappointed.
2. Employees with appointments of 50% through 99% time and for at least nine continuous months may participate by sharing proportionally in the premium cost.
3. J/F visa holders have special requirements. Contact the Office of International Faculty and Staff Affairs.

POLICY REFERENCES

For additional information:

Academic Staff Handbook: Summary of Benefits by Appointment Category
http://www.ahr.uiuc.edu/ahrhandbook/appendix_III/Default.htm

Campus Administrative Manual:

Section IX/A-7 Summary of Benefits by Appointment Category:
<http://www.admin.uiuc.edu/cam/CAM/ix/ix-a/ix-a-7.html>

Section IX/A-8 Group Insurance Plans:
<http://www.admin.uiuc.edu/cam/CAM/ix/ix-a/ix-a-8.html>

ELECTRONIC CHANGE OF STATUS (ECOS)

POLICY SUMMARY

Electronic Change of Status (ECOS) is an application designed to allow users to electronically enter, submit, and approve information for new employees and changes to current employees. Once completed, the information is transferred into the Payroll and Human Resource Management Systems.

GUIDELINES

1. Before ECOS can be used, the following must be issued:
 - ?? Logon ID and password from the Campus Computing Center;
 - ?? Appropriate departmental approval;
 - ?? SAS authorization from the Office of Business & Financial Services
2. Once the above criteria have been met, the assigned logon ID and default password can be used to log on to the ECOS application.
3. After logging on to the application, the system will determine which tasks may be performed, based upon the designated user's authorization level.
4. Electronic Change of Status recognizes four types of users:
 - ?? Inquirer – Has read only access to view employee records and changes of status.
 - ?? Enterer – Is responsible for entering appointment, personal, and address data.
 - ?? Submitter – Has responsibility for reviewing any new or modified records and submitting them for approval. Submitters should also follow the ECOS through the completion process.
 - ?? Approver – Is responsible for final review and approval of the transaction.
 - ?? Completer - AHR level submission to paymaster.

Full documentation and a question and answer section can be found at the URL sites identified below.

ECOS Training: <http://www.ahr.uiuc.edu/AHRTraining/index2.htm>

AHR Appointment Processing Checklist: <http://www.ahr.uiuc.edu/PDF Forms/checklist.pdf>

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/C-1.1 Attachment and Forms Required for New Faculty, Academic Professional and Graduate Assistantship Appointments
http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-1_1.html

EMPLOYEE GROUPS

POLICY SUMMARY

Employee Groups are used to identify an employee's classification.

GUIDELINES

Following is a list of Employee Groups:

Group	Group Title	Comments
A	Academic	Employees with academic or administrative appointments (except graduate or undergraduate appointments) paid on a fixed monthly salary. Includes post-doctoral fellows.
H	Academic Hourly, Graduate Hourly, or Undergraduate Hourly	Employees with only an academic appointment based on an hourly rate
P	Academic Non-paid	Special appointment, no service required and no monetary compensation
G	Graduate Teaching and Research Assistants, Undergraduate Appointments, Interns and Pre-doctoral Fellows	Appointment dependent on student status (except interns) Pre-doctoral fellow: awarded stipends Graduate assistants: generally appointed between 25%-67% Interns: Internship program as part of degree program Undergraduate appointments: require justification and approval by AHR
N	Civil Service Staff	Includes employees with non-academic appointments
N	Extra Help	Civil Service employees who work on an as needed, emergent basis
S	Undergraduate Student	Non-teaching undergrad student paid on hourly basis.
I	One Time Payment	See OBFS link under Policy References.

POLICY REFERENCES For additional information:

Electronic Change of Status (ECOS) Documentation:

<http://www.pso.uiuc.edu/ECOS/ecosdoc.html>

<http://www.ahr.uiuc.edu/AHRTraining/index2.htm>

Office of Business and Financial Services:

<http://www.obfs.uillinois.edu/payroll/onetimepay.html>

EMPLOYMENT OF INTERNATIONAL FACULTY AND STAFF

POLICY SUMMARY

Complexities of immigration laws require early consultation with the Office of International Faculty and Staff Affairs (IFSA) at 333-8225 in recruitment and employment of international faculty and staff.

GUIDELINES

1. Employee must obtain a permanent social security number from the Social Security Administration prior to login to NESSIE New Hire.
2. The international employee must complete an I-9 form at IFSA no later than the third working day of employment.
3. Units should work with IFSA to determine visa status that allows a non-U.S. citizen payment, whether for an honorarium or for a regular appointment.
4. Under no circumstances should a prospective international employee be assured that the university would be able to obtain permanent resident status or an immigrant visa for him/her.
5. Refer to Appointment Documentation for New Academic Employees and Appointment Procedures.

POLICY REFERENCES For additional information:

International Faculty and Staff Affairs (IFSA): <http://www.ips.uiuc.edu/ifsa/>

Campus Administrative Manual:

Section IX/A-5 Procedure for Obtaining Permanent Residence for Foreign Staff Members

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-a/ix-a-5.html>

Section IX/A-6 Implementation of the Immigration Reform and Control Act of 1986 for all Academic and Non-academic Employees

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-a/ix-a-6.html>

ESTABLISHING OR REVISING ACADEMIC PROFESSIONAL POSITIONS

POLICY SUMMARY

Prior to obtaining search approval to hire an academic professional, the unit must have received approval to establish or revise an academic professional position.

GUIDELINES

1. A Principal Administrative Position Exemption (PAPE) request must be completed via DART, forwarded to the College office, and sent by the College to the Office of Academic Human Resources (AHR) for approval of all new academic professional positions as well as for positions that have significantly revised responsibilities and/or minimum qualifications or when there is a proposed change of title.
2. AHR will review the PAPE and determine the levels of approval required.
3. If only campus approval is required, AHR will give or deny approval and notify the unit by e-mail that it may or may not begin the affirmative action process. (If approved, the PAPE number and approved title will be included.)
4. If further approvals are required at University Administration and State Universities Civil Service System level, AHR will forward the PAPE form to them for approval. If approved, PAPE number and approved title will be provided via email.
5. Departments must submit a copy of the approval email or letter received from AHR along with search documents or a search waiver request to the Office of Equal Opportunity and Access (OEOA) for approvals prior to advertising the position.

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/C-16 Academic Professional Position and Title Approval

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-16.html>

FACULTY TITLES and OTHER ACADEMIC TITLES

POLICY SUMMARY

Only approved titles may be used for faculty positions.

GUIDELINES

1. Approved faculty titles include the following:

Professor
Associate Professor
Assistant Professor

Other Academic Staff include the following:

(NOTE: These titles are being reviewed by the Provost's Office.)

Instructor (special approval from Provost Office required)	Clinical Assistant
Lecturer	Clinical Associate
Teaching Associate	Postdoctoral Research Associate
Research Associate (special AHR approval required)	

2. Modifiers may be applied to the above titles, including:

Research
Adjunct
Clinical
Visiting
Emeritus (Professor, Associate Professor)

3. The titles Assistant/Associate/Professor must be used with a modifier if the person holding that title is not in a tenured or tenure track position. Exceptions must be approved by the Provost's office. A modifier of visiting or adjunct must also be part of the title if the individual is international on a J-1 VISA.
4. Both Lecturer and Instructor are appointed on a year-to-year basis with no formal notice of non-reappointment rights.
5. Lecturer is used most often for new faculty members who are "all but dissertation" (ABD).
6. Teaching Associate is often used for individuals hired with a master's degree.
7. Units set the rank for faculty positions according to the criteria for qualifications from their existing faculty.

POLICY REFERENCES For additional information:

Provost's Communication:

Communication #2: Offering Academic Positions

<http://www.provost.uiuc.edu/provost/appointments/staff.html>

Communication #3: Appointments of Faculty and Academic Professionals

<http://www.provost.uiuc.edu/provost/appointments/facac.html>

GRADUATE STUDENT ASSISTANTS

POLICY SUMMARY

Appointment of Graduate Student Assistants is dependent upon student status. Tuition and service fees are waived for graduate student assistants on appointments for not less than 25% but not more than 67% of full-time service and not less than ¾ of the term (91 days for fall and spring; 41 days for summer). Recipients of assistantships must be registered for a minimum of 0 units during the term they are appointed including those working on their thesis (except for summer terms, if student was registered the prior spring semester or will be registered for the immediately following fall semester, with the approval of the department).

GUIDELINES

1. Graduate Student Assistants are eligible for thirteen non-compensable/non-cumulative workdays of sick leave each appointment year.
2. Graduate Student Assistants who have twelve-month contracts are eligible for vacation earnings of twenty-four workdays each year at the percentage they are employed, with a maximum accumulation of forty-eight workdays at the percentage of their appointment. Individuals on nine-month contracts are not eligible for vacation time.
3. All Graduate Student Assistants are entitled to official university holidays.
4. The university establishes the minimum stipend for assistants, but the stipends paid to assistants are set by units and may vary from unit to unit (graduate students may not be paid less than the established campus minimums).
5. Graduate assistants may have tuition and service fees waived with less than 91 days appointment if they are receiving their PhD prior to the 91 days. Call tuition and fees office in Office of Admissions and Records for details.
6. Service Codes are as follows:

Service Code	Comments
E	Service during one or both semesters of the academic year: 8/21-1/5, 1/6-5/20, or 8/21-5/20
G	Service for dates indicated other than above, or summer appointment
Y	Service for 12 months, normally 8/21-8/20

7. Grads on F1 visas cannot work more than 50% including hourly appointments (except during holidays).

POLICY REFERENCES

For additional information:

Graduate College Handbook: http://www.grad.uiuc.edu/grad_handbook/

Campus Administrative Manual:

Section IX/E-2 Exemption from Tuition and Fees for Graduate Student Assistants

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-e&f/ix-e-2.html>

Section IX/C-33 Academic and Graduate Hourly Appointment and Pay

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-33.html>

IDENTIFICATION CARDS

POLICY SUMMARY

All UIUC students, faculty and staff are required to have the I-card, as it is the official University of Illinois identification card. The card remains the property of the University and must be returned upon resignation or termination. Identification cards are available on the second floor of the Illini Union Bookstore.

GUIDELINES

1. The I-card with a blue border is provided to the following:

- ?? Full/Part-time faculty
- ?? Full/Part-time other academic staff
- ?? Academic hourly employees
- ?? Full/Part-time staff employees
- ?? University of Illinois Extension academic staff
- ?? Allied staff members on the University payroll
- ?? University related organization employees on payroll

Privileges include:

- ?? Cash personal checks up to \$200 per day in 100B Henry Administration Building
- ?? Library access
- ?? Unlimited access to the Champaign-Urbana Mass Transit System (MTD)
- ?? Allows access to Campus Recreation (IMPE) with additional fee

2. Other staff not on the payroll are issued a purple border identification card:

- ?? University of Illinois Foundation
- ?? Alumni Association
- ?? Levis Faculty Center
- ?? Board of Trustees (special designation)

3. All retirees are issued a paper ID that can be exchanged for a photo identification card with a gray border by visiting the ID Center.

4. Visitors are issued identification cards with no border as follows:

- ?? Visiting Scholars not on the payroll, upon the request and payment by the department (requires a letter from the department)
- ?? Non-UIUC students living in residence halls (card provided upon request and payment by Housing)

5. Guest identification cards on blue paper are issued to:

- ?? Spouse/partners of all academic staff who are eligible for a photo ID card
- ?? Visiting academics not on payroll
- ?? Academics with 0% appointments (not on the payroll)

6. Students enrolled at UIUC

- ?? Photo ID card, orange border for undergraduates; green border for graduate and professional students.
- ?? Paper ID cards issued to graduate students with appointments.

POLICY REFERENCES For additional information:

Campus ID Center: <http://www.union.uiuc.edu/idcenter>

Campus Administrative Manual:

Section V/C-7 Faculty Staff Photo ID Card Policy

<http://www.admin.uiuc.edu/cam/CAM/v/v-c-7.html>

LUMP SUM PAYMENTS (Service in Excess of 100%)

POLICY SUMMARY

Lump sum payments are paid for overload teaching or for other special projects or assignments after the service is performed and require prior written approval.

GUIDELINES

1. The Illinois State Finance Act prohibits paying bonuses to employees.
2. Lump sum payments are designated for specific duties outside the regular responsibilities and are not intended for payment in lieu of a base increase to the salary.

The campus guidelines for seeking exceptions, as permitted by the Statutes, are outlined below:

- ?? Prior written approval is required for all lump sum payments to individuals who hold 100% appointments.
- ?? Requests cannot be made on a regular basis; payment must only be for irregular, temporary service.
- ?? The work performed must be clearly outside the scope of the regular position.
- ?? Service time cannot interfere with the normal full-time position.
- ?? Service in excess of 100 percent time is not to be confused with "other duties as assigned."

3. Normally special projects are not in the home department.
4. No lump sums should be paid to employees on a 100% Leave of Absence Without Pay.
5. All payments for service in excess of 100% must have prior written approval from the Department Heads and Deans when the amount is less than \$2,000. When the amount is greater than \$2,000, prior approval by the Office of the Provost is also necessary. Prior approval consists of written consent by all necessary parties prior to any service actually commencing. Copy of the approval is sent to Academic Human Resources (AHR) at the time the ECOS is initiated, with indication in an ECOS memo of the date sent.

Justification letters should contain the following elements:

- ?? An identification of the service to be performed and reasons for choosing full-time employee to provide these services.
 - ?? The specific dates the proposed service will be provided.
 - ?? The total payment(s) that will be paid.
 - ?? An acknowledgement that the additional service will be on off-duty hours and/or will not interfere with the full-time job responsibilities.
6. Service in excess of a full-time appointment should be temporary and kept to a minimum; payment is by lump sum to be paid after the service is performed. The policy now includes overload teaching and Discovery courses for which a lump sum payment should be made at the end of the semester in which the teaching occurs, i.e., after January 5 for Fall semester and after May 20 for Spring semester, etc. Approval for payment for teaching Discovery courses is included when Discovery courses are approved each semester; no further approval is necessary.
 7. Appointment line information for completing ECOS: Academic (0%, 51007 in PAPE Number, M service code); Graduate Students (0%, PAPE blank, G service code).
 8. Actual service dates and the amount to be paid should be included in an ECOS memo.

POLICY REFERENCES

For additional information:
Campus Administrative Manual: Section IX/C-1.3 Service in Excess of 100 Percent
http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-1_3.html

MID-YEAR SALARY INCREASES

POLICY SUMMARY

The State will not permit the University to make retroactive salary adjustments. The only exception to this policy is if there is clear evidence that the staff member's duties and/or responsibilities changed and a specific date of that change can be determined.

GUIDELINES

1. University policy strongly discourages mid-year salary increases, except in cases of equity issues, retention (counter offers), and considerable changes in responsibility.
2. Salary increases on both salaried and hourly appointments should become effective at the beginning of the annual re-appointment date, usually August 21.
3. Justifications and a request for any mid-year salary increase must be submitted in writing to the Provost for prior approval.

POLICY REFERENCES

For additional information:

Campus Administrative Manual:

Section IX/C-29 Academic Retroactive Salary Increases and Salary Minima for Certain Academic Employees

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-29.html>

MOVING DISCOUNT

POLICY SUMMARY for INTERSTATE MOVES

Effective February 5, 2003, Graebel Van Lines, Inc. has been selected as the University's preferred carrier for the interstate (between states) household goods discount agreement with the University of Illinois.

GUIDELINES

1. Graebel Van Lines, Inc. offers a 63% discount on all interstate shipments of household goods. The agreement provides insurance up to a maximum of \$75,000 replacement value protection coverage at no additional charge.

Any coverage in excess of \$75,000 can be obtained at a rate of \$4.00 per \$1000 additional coverage.

2. This contract can be used by current or new employees (whether or not paid for by the University) and by retirees (up to one year after retirement).
3. The process for requesting the discount is as follows:
 - a) Contact the Office of Academic Human Resources (AHR) at 333-6747. A letter of eligibility can be provided by AHR for the employee.
 - b) The employee will contact Graebel Van Lines, Inc. to arrange for service.
 - c) The move occurs and the final invoice is paid according to the terms of the agreement (normally payment is collected on delivery).

POLICY SUMMARY for INTRASTATE MOVES

Champaign County Moving and Storage, Inc. provides a 35% discount off the current published rate to any University department for relocating current or new employees (relocated on behalf of the University) for the movement of intra-state (within the State of Illinois) household goods. This contract only applies to moves where the University department has agreed to pay for the services and the invoice, but does not apply to moves within a 30-mile radius of Urbana-Champaign.

GUIDELINES

Since the agreement for intrastate moves is only for situations in which the University pays the invoice, the University unit will make arrangements involved.

POLICY SUMMARY for LOCAL MOVES

In the event the Operation and Maintenance Division cannot meet department requirements for local office and laboratory moves, Jenkins and Key Moving and Storage, Inc. has been awarded the contract to provide local relocation service.

FOR ADDITIONAL INFORMATION

You may contact Bill Dielman, Purchasing Division, 333-5391, for more detailed information on moving services.

NOTICE OF NON-REAPPOINTMENT

POLICY SUMMARY

A notice of non-reappointment cannot be used to shorten a contract issued by the Board of Trustees regardless of the source of funds. A notice can be given to coincide with the current contract or a contract can be extended beyond the current date to encompass the non-reappointment notice period.

GUIDELINES

1. Notice of nonreappointment rights apply to permanent 100 FTE positions. Formal notice by the Board of Trustees is never required for lecturers, instructors, or any title modified with “visiting”, “adjunct”, or “clinical.” Notice rights vary for the positions Research Associate and Postdoctoral Research Associate, Teaching Associate, Research Assistant Professor, Research Associate Professor and Research Professor. There are special procedures to follow when the position of a long-term academic professional employee is being terminated; refer to Provost’s Communication No. 11.
2. Although the department must notify the employee of non-reappointment in writing, it is the Board of Trustees that gives the official notice. A copy of the letter to the employee, informing the employee that the unit has requested that the Board of Trustees issue a Notice of Nonreappointment is to be submitted to Academic Human Resources. Do not mention dates in this letter.

SAMPLE LETTER FOR ACADEMIC NOTICE OF NON-REAPPOINTMENT

(Date)

Employee Name

Employee’s **verified** Home Address

Dear (Employee):

This is to notify you that I am asking the Board of Trustees to issue you a notice of nonreappointment.

Sincerely,

(supervisor)

c: Academic Human Resources w/Electronic Change of Status

3. The length of notice required is calculated from the date of notice by the Board of Trustees, not from the end of the current contract. The effective date of appointments indicating “T” tenure status constitutes the first day of the notice period. Allow three weeks lead-time from the time the ECOS is initiated until the beginning of the notice of nonreappointment period.
4. If notice is given later than specified in an appointment year, it will be accompanied by an offer from the Board of trustees of a terminal contract for an additional appointment that will extend the current appointment through the period of minimum notice.
5. The period of terminal contract may be extended further, but no more than three extensions are permitted.

6. “H” (hourly) employees do not require a letter of non-reappointment and their appointments may be terminated at any time.

ECOS Procedure for all Notices of Nonreappointment

1. Please indicate in the memo field that the current home address in ECOS has been verified. The Board of Trustees office mails the Notice of Nonreappointment to the ECOS home address unless directed otherwise, so must verify the correct address.
2. In the memo field, indicate whether the notice is required due to a funding issue or performance issue. This information is pertinent in determining whether relocation assistance might be available for the employee.
3. In the memo field, please indicate the date the department mailed to Academic Human Resources a copy of the letter regarding nonreappointment that was sent to the employee.
4. Choose Term Contract/Notice of Nonreappointment under the transaction tab.
5. Allow at least three weeks lead time for the beginning of the notice of nonreappointment; end the current appointment line and remove it from the budget; begin a new appointment line with effective date of the notice of nonreappointment and enter the remaining data in the appointment line, using a “T” in the tenure code. Then submit for approval and for completion in Academic Human Resources.

List of Accounts which Trigger ‘subject to receipt of funds’ Message on Notification of Appointment

The following accounts cause a message to appear on Notification of Appointment (NOA) forms (both electronic and paper versions) indicating the appointment is conditional based upon receipt of funding. The account list is all-inclusive for all campuses.

The NOA message is worded: “A symbol * following the annual rate, or salary, indicates employment and payment contingent upon receipt of the funds for the project on which you are assigned.”

Note: There is a special override, which blocks the message when an individual’s tenure code is anything other than “N”. If the tenure code of an appointment is A, tenure track number 1 through 6, K, Q, T, or W, the message is irrelevant.

CAMPUS	LEDGER	ACCOUNT #'S
UNIV ADMIN	3	10140, 10113, 60133
URBANA	3	11202, 10664
CHICAGO	3	11669, 15084, 63632, 63635, 63638, 63641, 64511, 70162-3, 70165, 70167, 70168, 70169, 70170, 70174
ALL	5	ALL
ALL	6	41500-49999, 51000-51999, 59000-59499
URBANA	6	52600-52699

(04/25/01)

POLICY REFERENCES For additional information:

Provost's Communications:

Communication 10: Guidelines and Procedures for Notice of Nonreappointment for Nontenured Faculty Members

<http://www.provost.uiuc.edu/provost/retirement/nonfacprint.html>

Communication 11: Notice of Nonreappointment for Academic Professional Employees and Other Members of the Academic Staff

<http://www.provost.uiuc.edu/provost/retirement/nonacprint.html>

Campus Administrative Manual:

Section IX/C-24 Notice of Non-Reappointment for Non-tenured Faculty

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-24.html>

Section IX/C-26 Relocation of Academic Professional Employees

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-26.html>

Academic Staff Handbook: Nonreappointment and Dismissal: Notice of Nonreappointment for Nontenured Faculty Members and other Academic Ranks, Notice of Nonreappointment for Academic Professional Staff, Dismissal of a Faculty Member for Due Cause

<http://www.ahr.uiuc.edu/ahrhandbook/chap4/dissal.html>

Academic Human Resources web site: Appointment Processing, "Soft Money" Chart of Accounts

http://www.ahr.uiuc.edu/PDF_Forms/SoftMoney.pdf

PAPE NUMBERS

POLICY SUMMARY

A PAPE (Principal Administrative Position Exemption) form is submitted and approved by Academic Human Resources to exempt a position from Civil Service. The PAPE number entered in ECOS must be the one assigned when the PAPE was approved.

GUIDELINES

Following are the codes for the PAPE numbers:

Number	Description
Faculty	
leave blank	For faculty positions
50005	Tenured Faculty with an administrative appointment
Academic Professional	
5 digit number	Approved and issued by Academic Human Resources (AHR)
51004	Academic hourly appointment
leave blank	Graduate assistants and hourly appointments
51007	Lump Sums
Extension Assistants and Extension Specialists 51001 Extension (hourly) 51004 Extension Educator I 51401 Extension Educator II 51402 Extension Educator III 51403 Ext Unit Leader I 51201 Ext Unit Leader II 51202 Ext Unit Leader III 51203 Ext Unit Educator I 51301 Ext Unit Educator II 51302 Ext Unit Educator III 51303 Extension Advisor I 51501 Extension Advisor II 51502 Ext Unit Assistant 51601	Approved and issued by AHR
51005	Survey (hourly or academic professional)

POLICY REFERENCES

For additional information:

Campus Administrative Manual:

Section IX/C-16 Academic Professional Position and Title Approval

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-16.html>

PARENTAL LEAVE

POLICY SUMMARY

Two weeks of paid parental leave will be available immediately following the birth or adoption of a child. No benefits are used for this leave.

GUIDELINES

1. To be eligible academic staff employee must have completed six continuous months of employment. Graduate assistants do not have a waiting period.
2. Limited to one parental leave per academic year from August 21 – August 20.
3. Academic hourly employees are not eligible for this benefit.
4. An employee who resigns employment before or at the expiration of the parental leave may be required to reimburse the University for the cost of salary paid during the leave.
5. Parental leave will be counted as part of the twelve-week leave for Family and Medical Leave (FMLA) and may be used in conjunction with other leaves for which the individual is eligible.
6. There is no application form for the parental leave unless combining it with FMLA.
7. Arrangements for the leave time are to be coordinated with the unit. Consistent with the FMLA leave policy, units may request documentation of the birth or adoption.
8. Parental leave should be taken in full at the time of the birth or adoption and not on an intermittent or reduced leave schedule for a period lasting longer than two weeks.
9. Holidays that occur during parental leave do not lengthen the time taken as parental leave.

POLICY REFERENCES For additional information:

Campus Administrative Manual:

- | | |
|-----------------|---|
| Section IX/A-21 | Parental Leave
http://www.admin.uiuc.edu/cam/CAM/ix/ix-a/ix-a-21.html |
| Section IX/E-6 | Parental Leave for Graduate Assistants
http://www.admin.uiuc.edu/cam/CAM/ix/ix-e&f/ix-e-6.html |
| Section IX/A-10 | Family and Medical Leave
http://www.admin.uiuc.edu/cam/CAM/ix/ix-a/ix-a-10.html |

POSTDOCTORAL RESEARCH ASSOCIATE

POLICY SUMMARY

An individual may qualify for the title of Postdoctoral Research Associate if he or she has a terminal degree and is within 5 years of the date the terminal degree was received.

GUIDELINES

1. Postdoctoral Research Associate is an academic title.
2. Individuals are entitled to 13 noncumulative/noncompensable sick leave days per year and may also earn vacation if they are employed on a 12-month basis ('Y' service code).
3. An affirmative action search is not required.
4. Full-time, nonvisiting Postdoctoral Research Associates paid from hard funds are eligible for notice of nonreappointment: 6 months within current contract or 1 year beyond current contract if notice is not given on time.
5. Post Doc Research Associate appointments should not exceed five years.

RESEARCH ASSOCIATE

GUIDELINES

1. Employee should normally have terminal degree earned more than five years ago. No affirmative action search required. Special permission from Academic Human Resources to use the title is required.

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/C-1 Terms of Employment of Academic and Administrative Staff

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-1.html>

PROBATIONARY CREDIT

POLICY SUMMARY

Up to three years of probationary credit may be granted to tenure-track faculty without Provost approval. (unless Provost Office approval is required for second level review)

GUIDELINES

1. If three years' credit is given, the new Assistant Professor would be in year four of the probationary period.
2. A Dean may request from the Provost, permission to grant more than three years of probationary credit.

POLICY REFERENCES For additional information:

Provost's Communications:

Communication 9: Promotion and Tenure

<http://www.provost.uiuc.edu/provost/comm9/promotion.html>

Academic Staff Handbook:

Chapter 3: Tenure and Promotion: Length of Appointment and the Probationary Period

<http://www.ahr.uiuc.edu/ahrhandbook/chap3/tenure.html>

PROBATIONARY PERIOD

POLICY SUMMARY

Tenure-track faculty members who fail to achieve indefinite tenure receive a terminal contract.

GUIDELINES

1. If an individual in the probationary period is not recommended for indefinite tenure and promotion to the rank of Associate or Full Professor, a terminal contract will be issued for a one-year notice of nonreappointment.
2. Requests for reappointment of former tenure-track faculty must have Provost approval.

POLICY REFERENCES For additional information:

Academic Staff Handbook: Initiating or Terminating Employment – Nonreappointment and Dismissal
<http://www.ahr.uiuc.edu/ahrhandbook/chap4/Default.htm>

Provost's Communications:

Communication 11: Notice of Nonreappointment for Academic Professional Employees and Other Members of the Academic Staff
<http://www.provost.uiuc.edu/provost/retirement/nonac.html>

“Q” APPOINTMENTS - FACULTY

POLICY SUMMARY

“Q” appointments are on untenured initial term appointment for up to four years.

GUIDELINES

1. By the third year of the appointment, a decision must be made by the unit to recommend indefinite tenure through the normal promotion process or to recommend that the faculty member be given a notice of non-reappointment. No formal notice is given by the Board of Trustees.
2. Normally an extension of an initial “Q” appointment is not allowed.

POLICY REFERENCES

For additional information:

Provost Communications:

Communication 5: Term Professorial Appointments Initial Term ("Q") Appointments for New Associate and Full Professors

<http://www.provost.uiuc.edu/provost/appointments/initial.html>

RANK/CLASS CODES FOR ACADEMIC APPOINTMENTS

POLICY SUMMARY

Rank/class codes are used when appointing academic staff or when making a change to the title on existing appointments. Accurate codes are important in properly displaying the information in the Grey Book.

GUIDELINES

1. Rank/class codes are assigned by title and denote tenure or non-tenure eligibility.
2. Visiting, acting or interim academic professional appointments must have a “V,” not an “N” in the fourth space to denote the temporary status.
3. Visiting faculty appointments must have a “D” in the third space to denote the temporary status.
4. Adjunct appointments have their own set of rank/class codes.

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/C-13 Rank/Class Codes for Academic Appointments

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-13.html>

Rank Class Codes for Academic Appointments
(July 2002)

ADMINISTRATIVE OFFICER STAFF

University (A---)

AANE President
ABNE Vice President
ACNE Univ General Administrative Officer
ACNN Univ General Administrative Officer, not Unit Head
AMNN Univ Sr Administrative Officer
AMNV Univ Sr Administrative Officer Vis
ANNN Univ Administrative Officer
ANNV Univ Administrative Officer Vis
ATNN Univ Jr Administrative Officer
ATNV Univ Jr Administrative Officer Vis
AVNN University Staff Assistant
AVNV University Staff Assistant Vis
AZNN Univ Related Organization Officer
AZNV Univ Related Organization Officer Vis

Campus (B----)

BANE Chancellor
BANV Chancellor Vis
BBNE Vice Chancellor
BBNV Vice Chancellor Vis
BCNN Camp Gen Admin Ofcr not Unit Head
BCNV Camp Gen Admin Ofcr not Unit Head Vis
BDNN Campus Jr Admin Ofcr
BDNV Campus Jr Admin Ofcr Vis
BENN Campus Staff Assistant
BENV Campus Staff Assistant Vis
BMNN Sr Admin Unit Ofcr Camp Level Unit
BMNV Sr Admin Unit Ofcr Camp Level Unit Vis
BNNN Admin Ofcr of Campus Level Unit
BNNV Admin Ofcr of Campus Level Unit Vis
BTNN Jr Admin Ofcr of Campus Level Unit
BTNV Jr Admin Ofcr of Campus Level Unit Vis
BVNN Staff Asst of a Camp Level Unit
BVNV Staff Asst of a Camp Level Unit Vis
BZNN Campus Related Organization Officer
BZNV Campus Related Organization Officer Vis

College (C---)

CCNE Dean of College
CCNV Dean of College Vis
CNNN Associate Dean of College
CNNV Associate Dean of College Vis
CSNN Assistant Dean of College
CSNV Assistant Dean of College Vis
CTNN Other Jr Ofcr of College
CTNV Other Jr Ofcr of College Vis
CVNN College Staff Assistant

CVNV College Staff Assistant Vis

Major Independent Academic Units Not Under a College (D---)

DCNE Dean/Dir Major Independent Acad Unit
DCNV Dean/Dir Major Independent Acad Unit Vis
DNNN Assoc Dean/Dir Major Independent Acad Unit
DNNV Assoc Dean/Dir Major Independent Acad Unit Vis
DPNN Other Sr Ofcr Major Independent Acad Unit
DPNV Other Sr Ofcr Major Independent Acad Unit Vis
DSNN Asst Dean/Dir Major Independent Acad Unit
DSNV Asst Dean/Dir Major Independent Acad Unit Vis
DTNN Other Jr Ofcr Major Independent Acad Unit
DTNV Other Jr Ofcr Major Independent Acad Unit Vis
DVNN Staff Asst Major Independent Acad Unit
DVNV Staff Asst Major Independent Acad Unit Vis

Academic Unit, Including Schools, Within a College (E---)

ECNN Dean/Dir of Academic Unit
ECNV Dean/Dir of Academic Unit Vis
ENNN Assoc Dean/Dir of Academic Unit
ENNV Assoc Dean/Dir of Academic Unit Vis
EPNN Sr Ofcr of Academic Unit
EPNV Sr Ofcr of Academic Unit Vis
ESNN Asst Dean/Dir of Academic Unit
ESNV Asst Dean/Dir of Academic Unit Vis
ETNN Jr Ofcr of Academic Unit
ETNV Jr Ofcr of Academic Unit Vis
EVNN Staff Asst of Academic Unit
EVNV Staff Asst of Academic Unit Vis

Special Unit, Not a Department, Within a College or a School (F---)

FHNN Dir or Head of Special Unit
FHNV Dir or Head of Special Unit Vis
FNNN Assoc Dir/Head of Spec Unit
FNNV Assoc Dir/Head of Spec Unit Vis
FSNN Asst Dir/Head of Spec Unit
FSNV Asst Dir/Head of Spec Unit Vis
FTNN Jr Ofcr of Spec Unit
FTNV Jr Ofcr of Spec Unit Vis
FVNN Staff Asst of Special Unit
FVNV Staff Asst of Special Unit Vis

Research or Public Service Unit, Including Centers, Not Under a College (G---)

GCNN Dir of Research/Public Service Unit
GCNV Dir of Research/Public Service Unit Vis
GNNN Assoc Dir of Research/Public Service Unit
GNNV Assoc Dir of Research/Public Service Unit Vis
GPNN Other Sr Officer of Res/Public Service Unit
GPNV Other Sr Officer of Res/Public Service Unit Vis
GSNN Asst Dir of Research/Public Service Unit
GSNV Asst Dir of Research/Public Service Unit Vis

Academic Human Resources Quick Reference Guide

GTNN Other Jr Ofcr of Research/Public Service
GTNV Other Jr Ofcr of Research/Public Service Vis
GVNN Staff Asst of Research/Public Service Unit
GVNV Staff Asst of Research/Public Service Unit Vis

Department (H--)

HHNN Head of Department
HHNV Head of Department Vis
HJNN Chairperson of Department
HJNV Chairperson of Department Vis
HMNN Other Sr Officer of Department
HMNV Other Sr Officer of Department Vis
HNNN Assoc Head/Chairperson of Dept
HNNV Assoc Head/Chairperson of Dept Vis
HSNN Asst Head/Chariperson of Dept
HSNV Asst Head/Chariperson of Dept Vis
HTNN Other Jr Ofcr of Department
HTNV Other Jr Ofcr of Department Vis
HVNN Staff Asst of Department
HVNV Staff Asst of Department Vis

ACADEMIC SPECIALIST STAFF (SC--/SHN-/SLN-)

SCAN Administrative Support Staff
SCAV Administrative Support Staff Vis
SCFA Aviation Education Specialist
SCFV Visiting Aviation Education Specialist
SCJN Publication Specialist
SCJV Publication Specialist Vis
SCMN Sr/Principal Specialist Staff
SCMV Sr/Principal Specialist Staff V
SCNN Research, Instr/PS Specialist
SCNV Research, Instr/PS Specialist V
SCON Other Specialist Staff
SCOV Other Specialist Staff Vis
SCSN Student Services Specialist
SCSV Student Services Specialist Vis
SHNN Athletic Coach/Trainer
SHNV Athletic Coach/Trainer Vis
SLNN Librarian Specialist Staff
SLNV Librarian Specialist Staff Vis

**Extension Staff - Non-Tenured and Not Eligible for Tenure (TCH-/TCJ-
/TCN-)**

TCHB Senior Extension Advisor II
TCHC Senior Extension Advisor I
TCHD Extension Advisor
TCHF Associate Extension Advisor
TCHS Assistant Extension Advisor
TCJQ Extension Specialist
TCJV Extension Specialist Vis
TCNN No Formal Rank
TCNV No Formal Rank Vis

**TEACHING, RESEARCH AND PUBLIC SERVICE FACULTY (R---)
Tenured or Eligible for Tenure - Title May Include "Research" (See RRB- for Nontenured
Research Codes)**

RCBB Professor
RCBC Associate Professor
RCBD Assistant Professor
RCEB Endowed, Named, or Distinguished Professor
RCEC Endowed, Named, or Distinguished Associate Professor
RCED Endowed, Named, or Distinguished Assistant Professor

Non-tenured and Not Eligible for Tenure

RCBF Instructor
RCBG Post Doc Research Associate
RCBH Teaching Associate
RCBJ Research Associate
RCBK Clinical Associate
RCBL Lecturer
RCBM Associate (College of Medicine)
RCBN Assistant (College of Medicine)

RCDB Visiting Professor
RCDC Visiting Associate Professor
RCDD Visiting Assistant Professor
RCDF Visiting Instructor
RCDG Visiting Post Dr Research Assc
RCDH Visiting Teaching Associate
RCDJ Visiting Research Associate
RCDK Visiting Clinical Associate
RCDL Visiting Lecturer

RCGB Adjunct Professor
RCGC Adjunct Associate Professor
RCGD Adjunct Assistant Professor
RCGF Adjunct Instructor
RCGL Adjunct Lecturer

RCJB Departmental or Inst Affiliate
RCJT Cooperating Teacher

RCKB Clinical Professor
RCKC Clinical Associate Professor
RCKD Clinical Assistant Professor
RCKF Clinical Instructor
RCKL Clinical Lecturer

RFDN Visiting Scholar
RFJN Artist in Residence
RGNN Physician-Surgeon
RHNN Medical Advisor

RIKB Visiting Clinical Professor
RIKC Visiting Clinical Associate Professor

RIKD Visiting Clinical Assistant Professor
RIKF Visiting Clinical Instructor
RIKL Visiting Clinical Lecturer

RJKB Adjunct Clinical Professor
RJKC Adjunct Clinical Associate Professor
RJKD Adjunct Clinical Assistant Professor
RJKF Adjunct Clinical Instructor
RJKL Adjunct Clinical Lecturer
RJKM Adjunct Clinical Associate

RKJR Medical or Pharmacy Resident
RKJS Medical or Pharmacy Intern

RMBB Military Professor
RMBC Military Associate Professor
RMBD Military Assistant Professor

RRBB Research Professor
RRBC Research Associate Professor
RRBD Research Assistant Professor

RRDB Visiting Research Professor
RRDC Visiting Research Associate Professor
RRDD Visiting Research Assistant Professor
RRGB Adjunct Research Prof
RRGC Adjunct Research Associate Prof
RRGD Adjunct Research Assistant Prof

LIBRARY FACULTY - Tenured or Eligible for Tenure (SLB-)

SLBB Professor (Library)
SLBC Associate Professor (Library)
SLBD Assistant Professor (Library)
SLBF Instructor (Library)

LIBRARY FACULTY - Non-tenured and Not Eligible for Tenure (SLB-/SLD-)

SLBG Post Doc Research Associate (Library)
SLBH Teaching Associate (Library)
SLBJ Research Associate (Library)
SLBL Lecturer (Library)
SLDB Visiting Professor (Library)
SLDC Visiting Associate Professor (Library)
SLDD Visiting Assistant Professor (Library)
SLDF Visiting Instructor (Library)
SLDG Visiting Post Doc Research Assc (Library)
SLDH Visiting Teaching Associate (Library)

SLDJ Visiting Research Associate (Library)

EXTENSION FACULTY - Tenured or Eligible for Tenure (TCB-)

TCBB Professor (Extension)
 TCBC Associate Professor (Extension)
 TCBD Assistant Professor (Extension)
 TCBF Instructor (Extension)

EXTENSION FACULTY - Non-Tenured and Not Eligible for Tenure (TCB-/TCD)

TCBG Post Doc Research Associate (Extension)
 TCBH Teaching Associate (Extension)
 TCBJ Research Associate (Extension)
 TCBL Lecturer (Extension)

TCDB Visiting Professor (Extension)
 TCDC Visiting Associate Professor (Extension)
 TCDD Visiting Assistant Professor (Extension)
 TCDF Visiting Instructor (Extension)
 TCDG Visiting Post Doc Research Assoc (Extension)
 TCDH Visiting Teaching Associate (Extension)
 TCDJ Visiting Research Associate (Extension)
 TC DL Visiting Lecturer (Extension)

STUDENT/ASSISTANT STAFF - Non-Tenured and Not Eligible for Tenure (WC--/X---/YY--)

WCWG Grad Counselor or Resident Advisor
 WCWH Graduate Hourly Appointments (any hourly appt)
 WCWI Student Intern/Extern
 WCWJ Pre-professional Graduate Assistant (PGA)
 WCWM Graduate Teaching Assistant-Required (TAR)
 WCWP Graduate Teaching Assistant (TA)
 WCWQ Graduate Clinical Assistant
 WCWR Graduate Research Assistant (RA)
 WCWS Graduate Assistant (GA)

WCWT Undergraduate Appointment
 WCWU Resident Advisor/Resident Assistant
 WCWZ Undergrad Hourly Appointment
 YYYYA Fellows, Pre-doctoral
 YYYYT Trainee
 YYYYX Fellows, Post-doctoral

XXXX Student Employee
 Note: Other ranks beginning with X apply to Student Employees (Employee Group S), and have titles and minimum/maximum salaries in rank class control file.

RE-EMPLOYMENT

POLICY SUMMARY

Employees may be re-employed if this meets the needs of the University.

GUIDELINES

1. Employees that return to work in a benefit eligible position must have a minimum break in employment of 30 days or all sick leave and vacation payouts must be refunded.
2. Retired employees are required to have a sixty-day break in employment; otherwise the retirement annuity will be cancelled, regardless of whether the employment is full-time or part-time, and all payouts including annuity payments must be refunded.
3. All payments must be refunded as quickly as possible but are required within 30 days of the effective re-hire date.
4. If break in employment is greater than 70 days for an annuitant, they will be subject to Medicare taxes (FICA=M).
5. If break in employment of any length and no I-9 is on file or if on file but dated more than three years ago, a new I-9 is required.
6. If break in employment is greater than 90 days, a new educational loan default form is required.
7. Normal new hire documents may also be required depending upon the length of break in employment and documents currently on file.

POLICY REFERENCES

For additional information:

Campus Administrative Manual:

Section IX/F-1

Re-employment of Retired Academic and Staff Employees

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-e&f/ix-f-1.html>

RESEARCH FACULTY

POLICY SUMMARY

Research professors are not tenure/tenure track.

GUIDELINES

1. The following research units have been given approval to use research professorial titles:
 - ?? Coordinated Science Laboratory
 - ?? Small Homes Council
 - ?? Institute for Communications Research
 - ?? Beckman Institute for Advanced Science and Technology
2. Occasionally “research” has been used in the title for Visiting Assistant Professors who are paid from soft funds. Use of the term “research” in a professorial title must be approved for the individual or the unit in which the individual resides.
3. Notice of nonreappointment for research faculty is the same as for postdoctoral research associates: 6 months during current contract or a year beyond current contract if notice from the Board of Trustees is not given in time for those paid on hard funds and 100% FTE.

RESIGNATION/SEPARATION

POLICY SUMMARY

Academic employees who resign are required to put the notice in writing and submit it to the department/unit.

GUIDELINES

1. A resignation letter or signed separation form and the electronic ECOS and Separation Attachment are required in the event of a resignation.
2. The Separation Form should not be used for transfers between units. In addition, vacation and/or sick leave balances, as well as floating holiday information, should be indicated in the ECOS memo.
3. There is no minimum notice of resignation required, two to four weeks notice is normally sufficient. However, employees may resign at any time.
4. A current contract cannot be truncated by the department without the employee's written agreement.

POLICY REFERENCES For additional information:

Academic Staff Handbook: Termination of Employment: Resignation
<http://www.ahr.uiuc.edu/ahrhandbook/chap4/termination.html>

Provost's Communications:

Communication 11: Notice of Nonreappointment for Academic Professional Employees and Other Members of the Academic Staff
<http://www.provost.uiuc.edu/provost/retirement/nonac.html>

Communication 12: Policy for Awarding Emeritus/Emerita Status
<http://www.provost.uiuc.edu/provost/retirement/emeritus.html>

SALARY MINIMUMS

POLICY SUMMARY

Minimum salaries shall be determined by the Board of Trustees (BOT) for the various ranks upon re commendation of the President of the University.

GUIDELINES

1. The minimum for 11 months' service (i.e., 12 months with allowable vacation) shall be two-ninths greater than the minimum for the academic year.
2. The Office of Academic Human Resources monitors all appointments for adherence to the minimum and reviews any academic professional appointments under a minimum of \$24,000 annualized and \$27,133 at 100% for graduate appointments (effective 08/21/01).
3. The established salary minimum for the various faculty ranks, academic professionals, and graduate and undergraduate assistants also applies to all visiting, adjunct, and clinical staff (except visiting scholars).

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/A-18 Administration Salary Policy

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-a/ix-a-18.html>

Provost's Communications:

Communication #1: Budgetary Principles and Practice

<http://www.provost.uiuc.edu/provost/budget/budgetary.html>

SALARY OPTIONS

POLICY SUMMARY

Academic professional appointments can be for nine months, ten months, twelve months or “dates indicated.” Salary options for the appointments are as follows:

GUIDELINES

Following are the salary options for each of the appointment options

Appointment	Svc Code	Salary Options Paid over:
Nine months	A or E	twelve months or nine months (faculty can only be paid on the E service if visiting/adjunct, came in partial year, or in last year before retirement)
Ten months	B	twelve months
Twelve months	Y	twelve months
“Dates Indicated”	G	Monthly installments during the period over which services are rendered

Employees that go from one salary option to another will have a salary conversion, a conversion table is as follows:

Conversion of Service Dates to Salary Dates

1. The conversion factor used when nine-month service dates and twelve-month pay dates do not coincide is 1.33333.
2. In order to determine the appropriate pay dates, multiply the months of service to be provided x (times) 1.33333. The result is the number of months over which the pay dates will be spread.
3. Another alternative is to spread the pay from the first date of service over the balance of the academic year. Multiply the amount actually earned x (times) the number of remaining months.
4. On the electronic change of status (ECOS), identify in the “memo” section the actual service dates and the information used in the calculation.
5. For B service code, department must indicate in the ECOS memo the two months the employee will not provide services.

Conversion Examples

1. Y (Annual) to A (9 Month) Conversion:

To convert a salary from 11 months service (Y) to 9 months service (A), divide the current salary by 11 and multiply the quotient by 9.

Example: Current Y Salary \$66,000
 \$66,000 divided by 11 = \$6,000
 \$6,000 x 9 = \$54,000

2. A (9 Month) to Y (Annual) Conversion:

To convert a salary from 9 months service (A) to 11 months service (Y), divide the current salary by 9 and multiply the quotient by 11.

Example: Current A Salary \$54,000
 $\$54,000 \text{ divided by } 9 = \$6,000$
 $\$6,000 \times 11 = \$66,000$

3. Y (Annual) to B (10 Month) Conversion:

To convert a salary from 11 months service (Y) to 10 months service (B), divide the current salary by 11 and multiply the quotient by 10.

Example: Current Y Salary \$66,000
 $\$66,000 \text{ divided by } 11 = \$6,000$
 $\$6,000 \times 10 = \$60,000$

4. B (10 Month) to Y (Annual) Conversion:

To convert a salary from 10 months service (B) to 11 months (Y), divide the current salary by 10 and multiply the quotient by 11.

Example: Current B Salary \$60,000
 $\$60,000 \text{ divided by } 10 = \$6,000$
 $\$6,000 \times 11 = \$66,000$

5. A (9 Month) to B (10 Month) Conversion:

To convert a salary from 9 months service (A) to 10 months service (B), divide the current salary by 9 and multiply the quotient by 10.

Example: Current A Salary \$54,000
 $\$54,000 \text{ divided by } 9 = \$6,000$
 $\$6,000 \times 10 = \$60,000$

6. B (10 Month) to A (9 Month) Conversion:

To convert a salary from 10 months (B) to 9 months (A), divide the current salary by 10 and multiply the quotient by 9.

Example: Current B Salary \$60,000
 $\$60,000 \text{ divided by } 10 = \$6,000$
 $\$6,000 \times 9 = \$54,000$

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/A-18 Administrative Salary Policy

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-a/ix-a-18.html>

SERVICE CODES

POLICY SUMMARY

Service Codes are used to identify the appointment type and salary options.

GUIDELINES

Following are the Service Codes:

Code	Description	Appointment type	Comments
N	No Service Required	?? Non-tenured "P" employee group ?? Fellowships	No obligation to render service and no commitment toward tenure. Not in the budget.
G	Dates indicated	?? Initial out of cycle B service appointments ?? Academic hourly ?? Short term appointments ?? Lump sum and summer appointment for graduate assistant	Salary minimums 1/9 of 9-month minimum. Appointments less than one semester and payment period for payroll dates indicated cannot be included in the budget. Does not earn vacation.
E	Academic Year: (8/21-5/20) Fall Semester: (8/21-1/5) Spring Semester: (1/6-5/20)	9 months (faculty can be paid over 9 months only if visiting/adjunct, came in partial year, or in last year of retirement)	Earning rate is 1/9 of annual rate. Full annual rate should be used for semester appointments paid over 4½ months for <u>all</u> appointments. No vacation.
A	Academic Year: (8/21-8/20) Fall Semester: (8/21-2/20) Spring Semester: (2/21-8/20)	9 months paid over 12 months	Service is required during the academic year only. Regular earning rate is 1/12 of the annual rate. When service on a 9-month appointment begins on January 6, the pay for 4½ months of service is spread over 7½ months. No earned vacation.
B	10-month basis	10 months paid over 12 months	Appointment dates may be written for any 12-month period. Months off must be specified. No earned vacation.
Y	12-month basis	12 months paid over 12 months	Appointment dates may be written for any 12-month period. Vacation is earned.
M	Other Summer Lump Sum	Summer appointments for academics on 9 and 10 month contracts and all academic lump sum payments (except graduate assistants)	Not used for graduate assistant and undergraduate appointment summer appointments or lump sums.
S	Summer Session	Service 6/8/YY to 8/7/YY or any dates from May 21 to August 20	Only used for certain accounts related to the summer session budget.

POLICY REFERENCES

For additional information:

Electronic Change of Status (ECOS) Documentation:

<http://www.ahr.uiuc.edu/PDF%20Forms/COSTraining.pdf>

Academic Staff Handbook: Summary of Benefits by Appointment Category

http://www.ahr.uiuc.edu/ahrhandbook/appendix_III/default.htm

SERVICE CREDIT IN SURS

POLICY SUMMARY

Employees who retire can take a portion or the entire sick leave balance to use as service credit in SURS.

GUIDELINES

1. Between January 1984 and December 1997, employees earned cumulative compensable sick leave. Employees can be paid out one half of their compensable sick leave and apply the other half of the compensable (and all of the cumulative earned prior to January 1984 and after December 1997) to service in SURS.
2. Employees can also elect a waiver of payment for sick leave in which they can designate some or the entire one half for which they are eligible to be paid for use towards service credit in SURS. Number of days waived should be indicated on the ECOS separation attachment.
3. Before 1984 employees could hold a maximum of 180 days of cumulative sick leave.
4. Between January 1984 and December 1997, employees accumulated up to a maximum of 240 days of compensable sick leave. In addition, all days earned past December 1997 accumulate without a cap.
5. Academic hourly employees are not eligible for SURS and are not allowed to make voluntary contributions to SURS.

POLICY REFERENCES For additional information:
Academic Staff Handbook: Retirement System
<http://www.ahr.uiuc.edu/ahrhandbook/chap4/retirement.html>

SICK LEAVE

POLICY SUMMARY

All sick leave earned 01/01/98 and after is noncompensable. Sick leave is earned at the percent of the appointment between 50% and 100% per appointment year. Example: employee at 50% earns 12 accruable 50% days.

GUIDELINES

1. Twenty-five days of sick leave will be available for full-time eligible* employees:
12 days accruable noncompensable, to be used first, no maximum accumulation.
13 days non-accruable “extended disability leave,” to be used after the 12 accruable days are exhausted.
2. Prior Balances
If the 25 days of sick leave in the current appointment year are exhausted, prior year cumulative balances may be used in the following order:
 1. Use noncompensable first: sick leave accrued before 1/1/84 and after 1/1/98 will be combined into a single balance of noncompensable sick leave.
 2. Use compensable sick leave earned between 1/1/84 and 12/31/97 after noncompensable balances have been exhausted.
 3. Effective January 1, 1994, a shared benefits (sick leave) policy was established to provide a benefits enhancement for University employees. This policy allows eligible employees to share accumulated sick leave days with co-workers suffering from serious illnesses or injuries. Refer to the Campus Administrative Manual for the policy and procedures for donating and withdrawing from the pool.
 4. The President/Chancellor’s provision which allows the President or Chancellor to grant a leave with pay for illness up to one-half of the appointment year for academic staff with three or more years of service is retained. [This period of time includes the leave already taken.]

*Postdocs, medical residents, grad assistants and other academic employees who are not eligible to participate in SURS and/or who are appointed for less than 50% time or less than a continuous 9-month period are eligible for thirteen nonaccruable/noncompensable days.

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/C-39 Sick Leave Policy for Academic Staff Members

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-39.html>

Section IX/C-39.1 Shared Benefits (Sick Leave) Policy for Academic Staff

http://www.admin.uiuc.edu/CAM/CAM/ix/ix-c/ix-c-39_1.html

Academic Staff Handbook: Vacations, Holidays, and Leaves

<http://www.ahr.uiuc.edu/ahrhandbook/chap3/vacations.html>

STUDENT CLASS CODES

POLICY SUMMARY

The student class identifies the individual's primary status.

GUIDELINES

1. Following are the student class codes:

CODE	To be used for:
U	Undergraduate
G	Graduate or Pre-doctoral Fellow
N	Academic Hourly (non-student)
« Blank «	Academic Employees

2. If a Graduate Assistant completes degree requirements and is no longer enrolled as a graduate student and accepts a faculty or academic professional appointment, the "G" student class code would be changed to "blank." Academic hourly employees are automatically coded "N." Graduate hourlies are coded "G" or "U."

POLICY REFERENCES For additional information:
Electronic Change of Status (ECOS) Documentation:
<http://www.ahr.uiuc.edu/AHRTraining/index2.htm>

SUMMER EMPLOYMENT FOR ACADEMIC EMPLOYEES

POLICY SUMMARY

Academic staff members on nine- or ten-month appointments who render services during the academic year may, in addition, be employed during the summer to teach, perform research, or to provide other services.

GUIDELINES

1. An electronic change of status (ECOS) should be used to pay summer appointments for academic staff.

Nine Month Appointment Time Periods

1. Summer appointments are normally for a period of two months but cannot exceed three months. The dates of summer appointments must fall between May 21 and August 20.

Nine-Month Appointment Salaries

1. For each month of service, compensation is at the rate of one-ninth of the full-time rate from the preceding academic year (or the equivalent if less than full time).
2. The dollar amount paid cannot exceed 2/9 of the salary. Recommendations to exceed two-ninths of the full-time rate must be pre-approved through the unit head and appropriate Dean or Vice Chancellor. (See Campus Administrative Manual, Section IX/C – 21, Attachment I, Request for Exception to Limit on Summer Appointment)

Ten-Month Appointment Salaries

1. Summer appointments are normally for a period of one month, but cannot exceed two months. The additional appointment will not necessarily fall during the traditional summer months.
2. Compensation is at the rate of one-tenth of the full-time rate from the preceding academic year (or the equivalent if less than full time).
3. The dollar amount paid cannot exceed 1/10 of the salary. Recommendations to exceed one-tenth of the full-time rate must be pre-approved through the unit head and appropriate Dean or Vice Chancellor. (See Campus Administrative Manual, Section IX/C – 21, Attachment I, Request for Exception to Limit on Summer Appointment)

(See Service Codes, M and S, page 38.)

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/C-21 Summer Academic Appointments for Other than Summer Session Teaching
<http://www.admin.uiuc.edu/cam/ix/ix-c/ix-c-21.html>

SURS PARTICIPATION AND SOCIAL SECURITY

POLICY SUMMARY

July 1, 1998 the Illinois General Assembly enacted legislation that changed the participation requirements of SURS. Individuals required to make the 8 percent SURS contribution include: academic employees with 1% service or greater for a period of four or more continuous months. (See exclusions below.)

GUIDELINES

Excluded from SURS:

1. Individuals whose employment is irregular, intermittent or temporary, whose appointment is for zero-percent time or are expected to continue for less than four months.
2. All academic hourly employees (employee group H).
3. Students (also exempt from Social Security as long as they are registered for the minimum number of units as students during the term in which they are working).
4. Annuitants in SURS or those currently receiving a disability retirement allowance from SURS. Annuitants in SURS are also exempt from paying Social Security, but they do have to contribute to Medicare if rehired after a 70-day break in employment.
5. Academic staff with an F-1/F-2 or J-1/J-2 visa (also exempt from Social Security and Medicare) that have not yet met the substantial presence requirement (RA not in special condition code).

Required to pay Social Security:

1. State government employees not participating in a retirement system must have Social Security taxes (currently 7.65 percent including Medicare) deducted from their earnings.
2. SURS annuitants are considered participants in a retirement system and excluded from Social Security. (The only exception is for non-U.S. citizens with a J-1/J-2 or F-1/F-2 visa employed on or after July 1, 1991. These employees are excluded from participation in SURS, Social Security and Medicare if they have not yet met substantial presence requirement).
3. Student employees will have social security taxes withheld during terms or portions of terms when they are not registered.

Further information is available by contacting the Benefits Center (333-3111).

POLICY REFERENCES

For additional information:

Campus Administrative Manual:

Section IX/C-40 Determining Eligibility for Participation in the State Universities Retirement System
<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-40.html>

TENURE CODE

POLICY SUMMARY

Tenure codes are used to identify faculty appointments for an indefinite term.

GUIDELINES

Following are the tenure codes used in appointments:

Code	Title	Comments
A	Associate Professor or Professor	Indefinite term- appointment for the percent of time indicated. Not for use with visiting or 0% faculty appointments (unless approved by Provost) (REQUIRES PROVOST APPROVAL)
Q	Initial term appointment for a Professor or Associate Professor	May have only one such term appointment. Appointment dates are initially written for the entire term of the Q appointment. (REQUIRES PROVOST APPROVAL)
1-6	Assistant Professor	The number of years which will be credited at the end of the appointment year toward completion of the probationary period required for an indefinite term appointment.
T	Notice of Non-reappointment	Notice of non-reappointment
W	Special Agreement to waive tenure	Subject to special written agreement without commitment for an indefinite term appointment or for service credit in a probationary period. (REQUIRES PROVOST APPROVAL)
K	Head of Department only	Not used for acting or interim heads or chairs
N	Term appointment	Not eligible to be appointed for an indefinite term and not credited toward probationary period (e.g., administrative appointments held by faculty, including acting and interim heads or chairs, 0% faculty appointments, academic professional positions, and “visiting” appointments. Includes graduate assistants/hourlies and academic hourlies.)

POLICY REFERENCES For additional information:

Electronic Change of Status (ECOS) Documentation:

<http://www.ahr.uiuc.edu/AHRTraining/index2.htm> or <http://www.pso.uiuc.edu/Ecos/ecos.html>

TENURE ROLLBACK

POLICY SUMMARY

Tenure rollback is defined as re-setting the tenure clock during the probationary period.

GUIDELINES

1. For an assistant professor in the tenure-track, there is a possibility of receiving a tenure rollback. A maximum of two years of tenure rollback can be granted.
2. A faculty member must request and submit justification in writing to the department head for a tenure rollback. The rollback request must include the dean's approval (signature).
3. An agreement regarding tenure is drawn up by legal counsel and signed by the faculty member, unit head, dean, Provost and the legal counsel.
4. As a guiding principle, the event must be beyond the control of the faculty member. Examples of justification for tenure rollback may include:
 - ?? Grave administrative error.
 - ?? Illness of a faculty member, or a member of the immediate family, causing inability to perform full duties.
 - ?? Birth or adoption of a baby
5. If the agreement is approved for a tenure rollback, the department must submit an ECOS transaction to initiate the change.

POLICY REFERENCES

For additional information:

Provost's Communications:

Communication #16 Policy on Interruptions of the Probationary Period (Tenure Code Rollback)
<http://www.provost.uiuc.edu/provost/probation/inter.html>

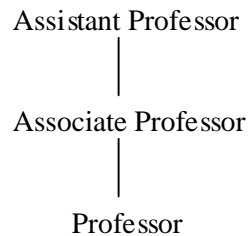
TENURED AND TENURE-TRACK FACULTY POSITIONS

POLICY SUMMARY

All hiring of tenured and tenure-track faculty begins in the academic department.

GUIDELINES

1. Entry-level faculty members on a tenure-track are normally assigned a tenure code of “1” upon initial employment, which advances by one in each successive year of the seven years of probation.
2. As much as three years of probationary credit may be given for prior service. If three years credit is given, the new assistant professor would be in year four of the probationary period.
3. Faculty members with a tenure code of “6” must be reviewed for possible promotion and tenure. The review is initiated in year 5.
4. Prior written approval for indefinite tenure or Q appointment is required from the Provost in consultation with the Dean of the Graduate College.
6. Formal progression in the tenure-track is



POLICY REFERENCES For additional information:

Provost's Communications:

Communication #9 Promotion and Tenure

<http://www.provost.uiuc.edu/provost/comm9/promotion.html>

TITLE/POSITION APPROVALS

POLICY SUMMARY

Approvals are required prior to filling an academic position.

GUIDELINES

FILL A NEW VACANCY – PAPE Checklist

STEPS TO TITLE/POSITION APPROVAL

~~☒~~ Complete PAPE* Form (*Principal Administrative Position Exemption)
Using the DART system at: <https://hrnet.uihr.uillinois.edu/dart>

~~☒~~ Submit to unit executive officer for college-level approval

~~☒~~ Submit to the Office of Academic Human Resources (AHR) for approval

~~☒~~ Unit receives DART e-mail approval for PAPE

STEPS TO SEARCH APPROVAL

~~☒~~ Attach PAPE e-mail approval to affirmative action search materials

~~☒~~ Submit search materials to the Office of Equal Opportunity and Access (OEOA) for review

~~☒~~ Unit receives approval from OEOA and obtains Search number. (Required by Employment Center to post the vacancy)

ANNOUNCE POSITION VACANCY

~~☒~~ Complete the Job Posting in the Employment Center for Academic Professional vacancy notices at:
<http://www.uihr.uillinois.edu/jobs>

~~☒~~ Electronic Job Posting routed to AHR for release to the Employment Center

POLICY REFERENCES For additional information:

Provost Communications:

Communications #3 Appointments of Faculty and Academic Professionals
<http://www.provost.uiuc.edu/provost/appointments/facac.html>

Campus Administrative Manual:

Section IX/C-16 Academic Professional Position and Title Approval
<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-16.html>

UNDERGRADUATE APPOINTMENT

POLICY SUMMARY

Normally undergraduate appointments in the G employee group are not allowable unless there are no qualified or available graduate teaching assistants. Justification is required in the ECOS memo.

GUIDELINES

1. The title must be Undergraduate Appointment. The rank/class code is "WCWT."
2. All undergraduate appointments must include documentation. Justification such as "There are not enough graduate students to teach this course" would be required.
3. Undergraduate appointees who have duties other than teaching are not normally approved by the campus.
4. Approval for one semester is not approval for longer periods of time. Justification is required for each appointment period.

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/C-33 Academic and Graduate Hourly Appointment and Pay

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-33.html>

UNIVERSITY HIGH SCHOOL

POLICY SUMMARY

University High School has a distinct academic year that differs from the University's standard academic year.

GUIDELINES

1. University High teachers are required to teach during a period determined the previous year. Factors that are taken into account include State of Illinois requirements that public schools are to be open for 180 days. Of these days, each year may consist of up to:
 - ?? five designated snow days
 - ?? four in-service days
 - ?? two parent/teacher conference days
2. The holidays the school is closed are also considered, and may or may not be the same holidays designated by the University.
3. The number of instruction days changes from year to year depending upon how many weekends and holidays fall between the two dates.
4. Teaching Associate positions are considered 9½-month appointments with pay and benefits based on a 285-day appointment, using a 206 workday calculation figure for benefit payouts.
5. Appointments are to use special condition code "UH" to designate the special dates of the appointments and are used in conjunction with the "A" service code. This designates 9½ months paid over 12 months on the Notification of Appointment (NOA).
6. University High School must send a copy of its calendar on an annual basis to Academic Human Resources and the Board of Trustees office.

VACATION BENEFITS

POLICY SUMMARY

Allowable vacations for those approved on a twelve-month appointment shall consist of 24 working days at the percentage of the appointment per appointment year.

GUIDELINES

Twelve-Month Appointments

1. Vacation days shall be cumulative to a maximum of 48 working days. (Units may adopt a more restrictive accumulation policy, but cannot deny the employee earned vacation benefits). Employees on soft funds may be required to use vacation days. Employees need to be notified in writing of this condition at the beginning of the appointment.
2. Vacations taken during the holiday recesses, other than the actual holidays recognized by the University, shall be considered a part of the annual vacation allowance of 24 working days.
3. Part-time academic staff members appointed on a twelve-month basis receive 24 workdays of paid vacation at the percentage of their appointment. (e.g. 50% appointment earns 24 50% days per academic year)
4. During a partial-year appointment, vacation is pro-rated. Employees earn two days of vacation at the percent of their appointment for each month worked prior to the start of a new 12-month appointment year.
5. Vacation is arranged to accommodate the convenience of the academic staff member with the approval of the unit.
6. A civil service employee moving to academic professional may transfer more than 48 earned workdays of vacation.

Nine- or Ten-Month Appointments

1. Vacation benefits are not available to employees on nine- or ten-month service appointments.

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/A-7 Summary of Benefits by Appointment Category
<http://www.admin.uiuc.edu/cam/CAM/ix/ix-a/ix-a-7.html>

VACATION TERMINATION PAY

POLICY SUMMARY

Vacation pay is pro-rated to the time of the termination/resignation. When terminal vacation is used to extend the date of separation from the University, additional vacation is not earned during that time period. Also, an employee does not receive holiday pay while using terminal vacation unless they use vacation days to cover those holidays.

GUIDELINES

1. Vacation is pro-rated as of the last date of service.
2. The employee will be required to pay back any vacation already used but not yet earned by the date of termination/resignation.
3. Calculation for payout of vacation is as follows:
Number of working days of vacation multiplied by: $\frac{\text{annual rate of pay (divided by)}}{260 \text{ work days}}$
4. NOTE: See vacation benefits for civil service employees moving to academic professional under "Vacation Benefits."
5. If terminal vacation is used, the unit must indicate in the ECOS memo that terminal vacation is being used to extend the date of separation. The final date of service, the number of actual vacation (work) days converted, and the number of calendar days resulting from the conversion should all be included in the ECOS memo as well.
6. If terminal vacation is used within the current contract, vacation benefits are prorated as of the last date of service.
7. Days defined as terminal vacation may not be paid on a Ledger 5 account.
8. Terminal Vacation calculation:

Vacation days must be converted into calendar days. To do this:

Multiply the number of vacation days by a factor of 1.3846 (the factor is based on our current payroll system which calculates on a 30 calendar day month vs. actual work days). Add the number of converted days to the actual separation date

Ex: Employee left the UI on April 8th and had 10 days vacation remaining

10 days x 1.3846 = 13.85 (rounded to 14 calendar days)

April 8 + 14 days = April 22

April 22 = the adjusted end date

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/C-30 Method of Final Payment for Academic Staff Members

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-30.html>

“W” APPOINTMENTS FOR FACULTY

POLICY SUMMARY

A “W” appointment is given only under exceptional circumstances. Individuals eligible for tenure or the tenure-track may waive their rights to tenure under Article X of the University of Illinois *Statutes*.

GUIDELINES

1. “W” appointments require prior written approval by the Provost.
2. A “W” agreement form must be signed and submitted for approval of a “W” appointment.

POLICY REFERENCES For additional information:

Campus Administrative Manual:

Section IX/C-9 Special Agreement to Accept Academic Appointment and Re-appointment for Definite Terms (“W”)

<http://www.admin.uiuc.edu/cam/CAM/ix/ix-c/ix-c-9.html>

Provost’s Communication:

Communication 5: Term Professorial Appointments Initial Term (“Q”) Appointments for New Associate and Full Professors and Special Agreements for Definite Term (“W”) Appointments to Faculty Ranks

<http://www.provost.uiuc.edu/provost/appointments/nitial.html>