

# Faculty Status Changes or Resignations/Retirement

## Faculty Status Form Instructions



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### GENERAL INFORMATION INSTRUCTIONS

**Date Form Completed:** *Required.* Enter the date the faculty status form was completed/submitted

**Faculty Name:** *Required.* Enter full, legal name. Make sure the spelling is correct.

**Degree:** *Required.* Enter full degrees

**New Work Address:** *Only complete if there is a change in business address.* Enter **FULL** work address including institution name, street address, state & zip code.

**New Work Phone #:** *Only complete if there is a change in business phone #.* Enter work phone #

**New Work E-mail:** *Only complete if there is a change in business e-mail.* Enter work e-mail address



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### AFFILIATION INFORMATION INSTRUCTIONS

**Primary Department:** *Required.* Choose the department from the drop-down box

**Division:** Enter Division, if applicable

**Joint/Secondary:** choose drop-down for joint or secondary appt. Choose the department from drop-down

**Division/Campus:** Enter Division or Regional Campus, if applicable

**Program/Center:** Enter Program/Center, if applicable



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### CATEGORY CHANGE ONLY

This section is to be used for any faculty category change including, for example: employed to adjunct or affiliate; dual doc to clinical only-employed; or employed to affiliate retiree or post-retiree employed.

**Effective Date:** *Required if you are filling out this section.* Enter the effective date of the action

**Reason:** *Required if you are filling out this section.* Select from the drop-down box for reason.

**Rank:** *Required if you are filling out this section.* Select from the drop box the type of action

**Category:** *Required for any category changes.* Select from the drop box the type of category.

**Track:** *Required if you are filling out this section.* Select from the drop box the type of action



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### RESIGNATION OR FULL RETIREMENT

This section is to be used for faculty fully terminating from faculty who will **not be maintaining a faculty appointment and do not need continued access to e-mail, etc.**

**Effective Date:** *Required if you are filling out this section.* Enter the effective date of the resignation/retirement

**Resignation/Term or Retirement:** *Required if you are filling out this section.* Select either resignation/term or retirement.

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**Comments:** Additional comments not covered by the fields above.

**Completed by & Extension :** The name & extension of the person filling out the form in case there are questions.

## Definitions:

### Types of Appointments:

**Primary Appointment.** The department that the faculty member is primarily appointed in.

**Joint Appointment.** Joint appointments are where the departments share the fiscal responsibility for the faculty member.

**Secondary Appointment.** Secondary appointments are where the faculty member contributes and participates in another department, but the secondary department does not share any fiscal responsibility.

### Reason:

**Change to Affiliate/Adjunct** – Use this reason if the faculty member is going from employed to affiliate or adjunct only. UMass Chan does not allow courtesy appointments. The faculty member **MUST** still be involved in teaching of our students or research to maintain a faculty appointment. Select the appropriate category below.

**Change to Adjunct** – Use this reason if the faculty member is going from employed to adjunct. Adjunct is only for those who have a primary academic appointment at another institution. UMass Chan does allow courtesy appointments. The faculty member **MUST** still be involved in teaching of our students or research to maintain a faculty appointment.

**Change- business contact** – Use this reason if you are updating the contact address, phone and/or e-mail for the faculty member.

**Change of employment type** – Use this reason if the faculty member is going from any of our employment types to another employment type (not affiliate). For example, dual doc to clinically only employed, full or part time to per diem, etc.

**Change to retiree with appointment** – Use this reason only if the faculty member is retiring but maintaining a faculty appointment. If they are **NOT** maintaining a faculty appointment, fill out the bottom section only.

### Category Types:

**Academically-Salaried** - Employees of UMass Chan who are hired into a Faculty position to conduct Academic Activities as a primary and independent responsibility.

**Adjunct** - Individuals who hold a primary faculty appointment at another academic or research institution who are contributing to UMass Chan's educational and research programs.

**Affiliate** - Individuals who are not employed by UMass Chan, UMMH, or a University-approved external foundation or agency and who are not eligible for appointment as Adjunct (see above) or Visiting Faculty who are contributing to UMass Chan's educational and research programs.

**Foundation or Agency** - Individuals primarily employed by contract with a University-approved external foundation (such as the Howard Hughes Medical Institute) or agency (such as the Veterans Administration).

**Per diem- UMMH Employed** - Faculty who are employed by the clinical system on a per diem basis.

**Per diem- Professionally Salaried** - Faculty who are employed by UMass Chan School of Medicine on a per diem basis.

**Post-Retiree Employed** - Faculty who have retired and been hired back as a post-retiree. Their official faculty type will be Professional Staff.

**Professionally-Salaried** - Employees of UMass Chan who are hired into a Faculty position to provide services to support a research, educational, or clinical area. This category includes but is not limited to, research investigators, scientists in core facilities, and individuals hired to provide services under a Department/business unit or institutional contract with an external entity, such as a federal, state, or private agency.

**Professional Staff** - Individuals who are employed by UMass Chan or UMMH in a staff position may be appointed to the Faculty based on their expected contributions to UMass Chan's educational and research programs. This category includes, but is not limited to, professional staff and administrators, medical, nursing or other health professionals, clinical fellows participating in non-ACGME approved fellowship programs, chief residents who have completed residency training, and retired UMass Chan Faculty who have been approved for post-retirement employment.

**UMMH-Dual Doc** - Faculty employed as a dual doc (paid by both the clinical system and UMass Chan Medical School).

**UMMH-Employed** - Faculty employed by the clinical system ONLY.

**Please note that OFA MUST be informed about any changes to faculty category types. This often will result in the creation of a contingent worker record to allow faculty to maintain their accesses. Faculty should NOT be given collaborator records (on of off campus). Do not request collaborator records through HR. Instead, submit the faculty status form prior to the change and OFA will ensure they have the necessary contingent worker record.**