FACULTY ACT DOCUMENT GUIDELINES

ACT DOCUMENT	PRESENT INTERPRETATION
Additional Assignment (Non-Administrative)	Used when the faculty member is given an assignment beyond the scope of his/her regular position outside the present organization. Faculty title is generally not used. If a faculty title is used, a Faculty Data Form is required. When a faculty member enters into an agreement with another school on his/her own initiative to provide services, i.e. Engineering faculty member agrees to teach a math course for the School of Natural Science and Mathematics, an "Additional Assignment" (Employment Category –Irregular 04) document should be processed by the hiring school. If the additional assignment is to teach a credit course, the job title would be "Credentialed Credit Course Instructor" with the "Credit Course Inst" element name. Please refer to UAB Consulting Policy Guidelines for more information
Budget Document	Used when a change in salary occurs at the beginning of the Fiscal Year – October 1. Includes Merit, Equity, and Award of Tenure in the salary component LOV. For an October 1 promotion in rank, a *Promotion Same Department* should be processed in lieu of a Budget document. (See *Promotion Same Department* section.)

Change of Assignment Category	Used when a faculty member is retaining the same assignment title and job number, but going from one assignment category to another. Salary and FTE should change.
	A *Change of Assignment Category* is used for the following:
	
	  Fully-Benefited to Fully-Benefited: 03 to 01
	                                          01 to 03
	
	  Fully-Benefited to Non-Benefited
	  or Fully- Benefited to Non-Fully Benefited: 03 to 04
	                                          03 to 02
	                                          01 to 02
	
	  Non-Benefited to Non-Fully Benefited 04 to 02
	  or Non-Fully Benefited to Non-Benefited: 02 to 04
	
	A *Change of Assignment Category* is **NOT** used for the following:
	
	  Non-Benefited to Fully-Benefited or 04 to 01
	  Non-Fully Benefited to Fully-Benefited: 04 to 03
	                                          02 to 03
	                                          02 to 01

Create Volunteer	Voluntary assignment must be the primary assignment, and the primary faculty appointment must be voluntary. Designates affiliation with UAB, but no services are provided for which you would normally pay an employee.

ACT DOCUMENT	PRESENT INTERPRETATION
Data Change	Used to update or correct personal information including Schools and Colleges Information updates.
End Assignment	End of additional assignment.
End a Volunteer	Used to end a volunteer assignment. Volunteers must be terminated before changing assignment category.
Equity Increase	Used to correct salary inequities <u>outside</u> the October 1 Fiscal Year Budget process. A letter of justification must be submitted for Provost approval and subsequent routing through Central.
Funding Source Change	Used when an account or accounts from which a faculty member is being paid changes.
Merit Increase	Used when a faculty member receives an increase based upon performance <u>outside</u> the October 1 Fiscal Year Budget process. A letter of justification must be submitted for Provost approval.
New Hire	Used when faculty member has never been employed at UAB or was terminated prior to January 1, 2003 (pre-Oracle) and is being rehired.
Nonrecurring Element	Payments to faculty members for nonrecurring administrative or additional duties not normally required by the position in addition to regular pay, e.g. summer faculty, overload courses, or professional services. Note: "Summer Faculty" and "Faculty Overload" are the Element Names to be used for summer faculty and overload courses respectively. Please refer to UAB Consulting Policy Guidelines for more information
Promotion Same Department	Used when a faculty member is promoted in faculty rank in present organization, i.e. Assistant Professor to Associate Professor. On an October 1 promotion document, a merit increase and/or an award of tenure is in the salary component LOV and may be processed on the same document as the promotion. Also presently used for Staff to Full-time Faculty.
Reclassification	Used when a faculty member will maintain the same job number with a different job title within the same department. Examples: Professor to Professor/Chairman, or visa versa. Note: This document reason should be a very rare occurrence.
Rehire	Used when a faculty member, active in Oracle after January 1, 2003, was terminated in Oracle and is being rehired.
Salary Schedule Adjustment	Used when a faculty member has a fluctuation either up or down in salary or there is a change in payroll group. Presently used for the following:

Faculty ACT Document Guidelines

ACT DOCUMENT	PRESENT INTERPRETATION
Salary Schedule Adjustment (Continued)	• Adding/deleting an officially approved and appointed administrative assignment for a faculty member that requires an increase/decrease in salary and/or change in payroll. • Change in payroll from 9/9 to 9/12 or vice versa. All changes from or to 9/9 and 9/12 must be effective at the beginning of the contract year on August 15. Any other effective date requires prior approval by the Provost's office. • Shifts between UAB and HSF/VA or any other external salary source and UAB. • Change in FTE with associated change in salary. • Decrement in salary or removal of an administrative assignment that does not affect the primary appointment.
Terminate Employee	Used to terminate a faculty member from the University. This document reason terminates ALL assignments.
Transfer Lateral/Different Department	Used when a faculty member is transferring to another organization where no promotion is associated with change. May or may not involve a change in job title or salary. Also used for a faculty member transferring to a staff position in another organization.
Transfer Lateral/Same Department	Used when a faculty member is transferring within the same organization where no promotion is associated with change. May or may not involve a change in job number, job title, or salary. A *Transfer Lateral/Same Department* must be used for the following: Non-Benefited or Non-Fully Benefited to Fully-Benefited: 04 to 01 04 to 03 02 to 01 02 to 03 Also used for a faculty member transferring to a staff position in the same organization.
Transfer with Promotion	Used when faculty member is transferring to another organization with an associated higher faculty rank, i.e. Instructor to Assistant Professor. May or may not include an increase in salary. Also presently used for Staff to Full-time Faculty transferring to another organization.