

Current & Future Appointment Report – *What do I do with this thing?*

First Name	Last Name	Department	Title	Current/ Future	Appt. Type	Appt. Start Date	Appt. End Date	Notice Date	Tenure/Perm Date	Appt %/ FTE
Joseph	Ringer	English	Assoc Prof	Current	CTNG	9/1/1988			9/1/1995	100
Barbara	Lock	English	Assoc Prof	Current	CTNG	9/1/1990			9/1/1997	100
Michelle	Pool	English	Adjunct Lecturer	Current	TEMP	8/20/2009	1/06/2010	11/23/2009		25
Richard	Smythe	English	Adjunct Lecturer	Future	TEMP	1/07/2010	5/26/2010	4/12/2010		25
Liam	Portal	English	Asst Prof	Current	TERM	9/01/2009	8/31/2012	8/31/2011	9/1/2016	100
Shirley	Canner	English	Lect 10	Current	TERM	8/20/2009	1/06/2010	11/23/2009		12.5

Current/ Future Appointment: Current/Future appointment information that Human Resources has received and processed.

Appt. Type:

Employee personnel actions are largely determined by appointment type.

Temp – Temporary; extend or terminate

Term – Renew or non-renew

Adm – Administrative designation includes M/C or Graduate/Teaching Assistants. Of the “Adm” type, only Graduate/Teaching Assistants have appointment end dates and need to be reviewed. Administrative designations such as Chair designations are not included on this report.

Perm – 2 types: **1)** Permanent appointment for professional staff (“Comparable to Faculty Tenure”, but for Professional Staff) **OR 2)** Permanent appointment for Classified employees. This is their initial appointment type. They serve a probationary period, but their appointment type is permanent.

CTNG – Continuing appointment (“Tenure” for Faculty).

CONT – Contingent appointment, Classified staff. Same rights as perm employee. Current incumbent’s (employee) line number is encumbered, or being held, by previous employee.

PROB – Professional staff *only*. Employee’s budget title has changed and serves a one year probationary appointment. After year of probation is complete, Human Resources will need an appointment form.

Appt. Start: Effective Date of appointment, beginning of business.

Appt. End: End date of appointment, close of business.

Notice Date: Date by which employee receives notice of renewal or non-renewal of appointment. The “notice” refers to the contract letter that the Office of Human Resources prepares. The letter of renewal or non-renewal needs to reach the employee by the notice date. The Office of Human Resources needs to be notified 45 days prior to the actual notice. Please call Human Resources for more information.

Tenure/Perm Date: Tenure (CTNG) Date – Date faculty member will obtain or has obtained tenure.

Perm Date – Date professional employee will obtain or has obtained permanent appointment.

Appt. %/ FTE: 100% = Full-time; Appt. % less than 100% = Part-time.

Associate Faculty:

1 credit = 4.17%

2 credit = 8.34%,

3 credit (one 3 credit course) = 12.5 %

Part-time Coaches (Stdnt Act. Asst)

\$0.00 – 2499 = 6.25%

\$2500 – 4999 = 12.5%

\$5000 – 7499 = 25%

\$7500 – 12499 = 37.5%

\$12500 – 17499 = 50%

\$17500 + = 62.5%