

Abbreviation Glossary for Appointment Forms, Letters, and Emails

Insert HTML (in drop down)	Abbreviation (#hashtag#)	Description
Academic Rank	#ACADEMIC_RANK#	Current academic rank
Academic Unit Name	#ACADEMIC_UNIT#	Name of faculty member's home department (if applicable)
Academic Year	#ACADEMIC_YEAR#	Academic year
Address Line 1	#ADDRESS_LINE1#	First line listed in the Address Tab, usually the main address
Address Line 2	#ADDRESS_LINE2#	Second line listed in the Address Tab, usually a secondary note (apartment or suite number, etc.)
Administrative Earning	#ADMINISTRATIVE_EARNIN G#	Administrative earning (see Salary Tab)
Administrative Rank	#ADMINISTRATIVE_RANK#	Current administrative rank
Base at 100 Percent FTE	#BASE_AT_FTE#	Current Year Base Salary at 100% FTE (see Salary Tab)
Chair Name	#CHAIR_NAME#	First and last name of department chair
Chair Signature	#CHAIR_SIGNATURE#	Content of signature field on the Administrative Tab for a chair role in cursive font
Chair Title	#CHAIR_TITLE#	Administrative title from Administrative Tab
Change in Primary Academic Rank	#CHANGEACADEMICRANK#	All changes in primary academic rank separated by semicolon
Change in Primary Academic Unit	#CHANGEACADEMICUNIT#	All changes in primary academic unit separated by semicolon
Change in Primary Location	#CHANGELOCATION#	All changes in primary location separated by semicolon
Change in Primary Track	#CHANGEINTRACK#	All changes in track separated by semicolon
Current Year Base Salary	#BASE_SALARY_CURRENT_Y EAR#	Current year base salary
Dean Name	#DEAN_NAME#	First and last name of dean
Dean Print Date	#DEAN_DATE#	Date of the dean's official response, stated MM/DD/YYYY; derived from Generate Letter and Generate Appointment Forms pages
Dean Print Date Word	#DEAN_DATE_WORD#	Date of the dean's official response, stated in words (ex. August 23, 2021)

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

Insert HTML (in drop down)	Abbreviation (#hashtag#)	Description
Dean Signature	#DEAN_SIGNATURE#	Content of signature field on the Administrative Tab for a dean role in cursive font
Dean Title	#DEAN_TITLE#	Administrative title from Administrative Tab
Director Name	#DIRECTOR_NAME#	First and last name of the director for an academic unit and location of the school
Director Signature	#DIRECTOR_SIGNATURE#	Content of signature field on the Administrative Tab for a director role
Director Title	#DIRECTOR_TITLE#	Administrative title from Administrative Tab
Division Chief Name	#DIVISION_CHIEF_NAME#	First and last name of division chief
Email Address	#EMAIL_ADDRESS#	Faculty member's primary email address
Equity Earning	#EQUITY_EARNING#	Equity earning (see Salary Tab)
External Appointment	#EXTERNALAPPOINTMENT#	All external appointments separated by semicolon
Faculty First Name	#FACULTY_FIRSTNAME#	Faculty member's first name
Faculty Full Name	#FACULTY_FULLNAME#	FIS-generated first and last name of faculty member, including professional suffix
Faculty Last Name	#FACULTY_LASTNAME#	Faculty member's last name (surname)
Faculty Middle Name	#FACULTY_MIDDLENAME#	Faculty member's middle name
Faculty Name	#FACULTY_NAME#	First and last name of faculty
Formal Abbreviated Name of School	#LOCATION_CODE#	Formal abbreviated name of school (ex. WSOM)
Formal Name of School	#LOCATION_NAME#	Formal name of school (ex. Weatherhead School of Management)
FTE	#FTE#	FTE % (see Salary Tab)
Honorific Title	#HONORIFIC_TITLE#	Specialty or honorific title from a faculty appointment tab
Incentive Earning	#INCENTIVE_EARNING#	Incentive earning (see Salary Tab)
Mandatory Academic Tenure Year	#MANDATORY_TENURE_DATE#	Mandatory tenure year deadline
Merit Earning	#MERIT_EARNING#	Merit earning (see Salary Tab)
Next Academic Year	#NEXT_ACADEMIC_YEAR#	Next academic year

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

Insert HTML (in drop down)	Abbreviation (#hashtag#)	Description
Prefix Dr., Ms., Mr.	#PREFIX_CODE#	Professional title (ex.: Dr.)
Previous Year/New Hire Base Earning	#BASE_SALARY#	Previous year/new hire base earning
Professional Suffix	#PROFESSIONAL_SUFFIX#	Post-nominal letters (ex. JD, PhD, MD)
Promotion Earning	#PROMOTION_EARNING#	Promotion earning (see Salary Tab)
Promotion Effective Date	#PROMOTION_DATE#	Official date of promotion, stated MM/DD/YYYY
Promotion Effective Date Word	#PROMOTION_DATE_WORD#	Official date of promotion, stated in words (ex. July 22, 2022)
Promotion Title	#PROMOTION_TITLE#	Promotion title (see Salary Tab)
Provost Name	#PROVOST#	First and last name of provost
Rank Effective Date	#RANK_EFFECTIVE_DATE#	Date rank change is effective, stated MM/DD/YYYY
Rank Effective Date Word	#RANK_EFFECTIVE_DATE_WORD#	Date rank change is effective, stated in words (ex. July 1, 2023)
Response Date	#RESPONSE_DATE#	Date response is due, stated MM/DD/YYYY; derived from Generate Letter and Generate Appointment Forms pages
Response Date Word	#RESPONSE_DATE_WORD#	Date response is due, in words (ex. April 26, 2020)
Secondary Appointment	#SECONDARYAPPOINTMENT#	All secondary appointments separated by semicolon
Special Earning	#SPECIAL_EARNING#	Special allocation earning (see Salary Tab)
Special Title	#SPECIAL_TITLE#	Special allocation title (see Salary Tab)
Stipend Earning	#STIPEND_EARNING#	Stipend earning (see Salary Tab)
Stipend Title	#STIPEND_TITLE#	Stipend title (see Salary Tab)
Summer Earning	#SUMMER_EARNING#	Summer term earning (see Salary Tab)
Supplement #1 Earning	#SUPPLEMENT_EARNING1#	Earnings from Supplement #1 (see Salary Tab)
Supplement #1 Title	#SUPPLEMENT_TITLE1#	Supplement #1 title (see Salary Tab)
Supplement #2 Earning	#SUPPLEMENT_EARNING2#	Earnings from Supplement #2 (see Salary Tab)
Supplement #2 Title	#SUPPLEMENT_TITLE2#	Supplement #2 title (see Salary Tab)

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

Insert HTML (in drop down)	Abbreviation (#hashtag#)	Description
Tenure Clock Start Date	#TENURE_CLOCK_START_DATE#	Date tenure clock begins
Term End Date	#TERM_END_DATE#	End date of appointment, stated MM/DD/YYYY; derived from Generate Letter and Generate Appointment Forms pages
Term End Date Word	#TERM_END_DATE_WORD#	End date of appointment, stated in words (ex. June 30, 2022)
Term Start Date	#TERM_START_DATE#	Start date of term, stated MM/DD/YY; derived from Generate Letter and Generate Appointment Forms pages
Term Start Date Word	#TERM_START_DATE_WORD#	Start date of appointment, stated in words (ex. July 1, 2021)
Total Annual Earning	#TOTAL_EARNING#	Total of all earnings (Administrative, Annual, Merit, Incentive, Summer, Supplement)
Track	#TRACK#	Plainly stated track: In track, not in track, tenured
Track in a Sentence	#TRACK_SENTENCE#	A sentence that includes the track (i.e. "Your appointment remains assigned to the tenure track.")