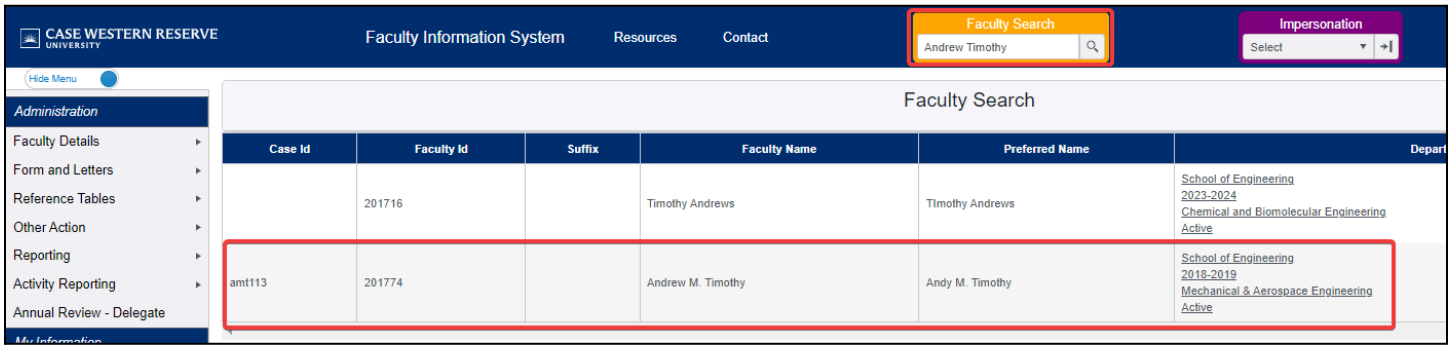
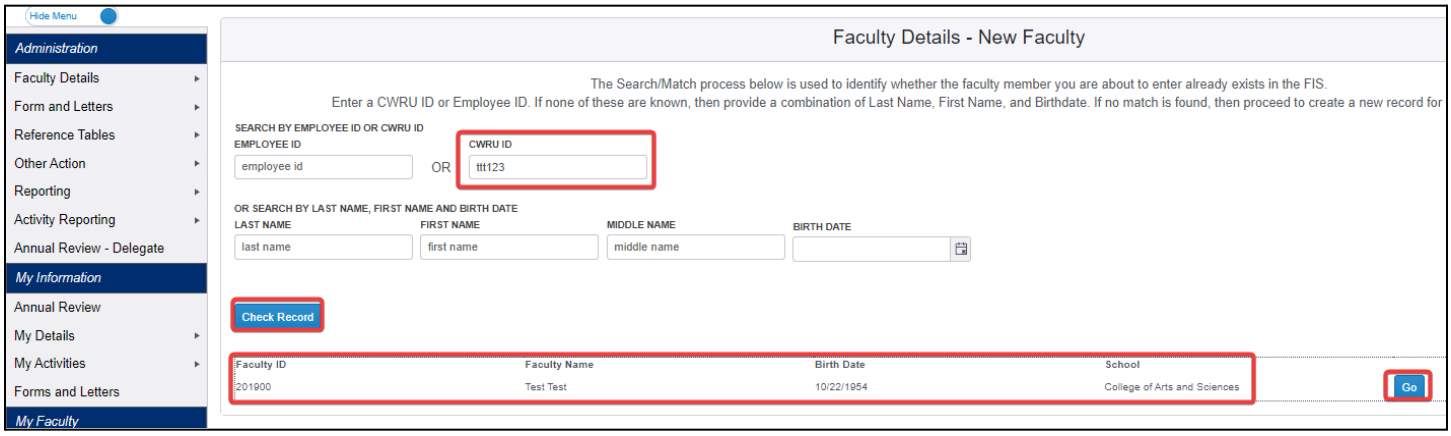
How to Reactivate a Faculty Member (From Inactive to Active)

For Faculty and Special Faculty members who have left the university and returned.

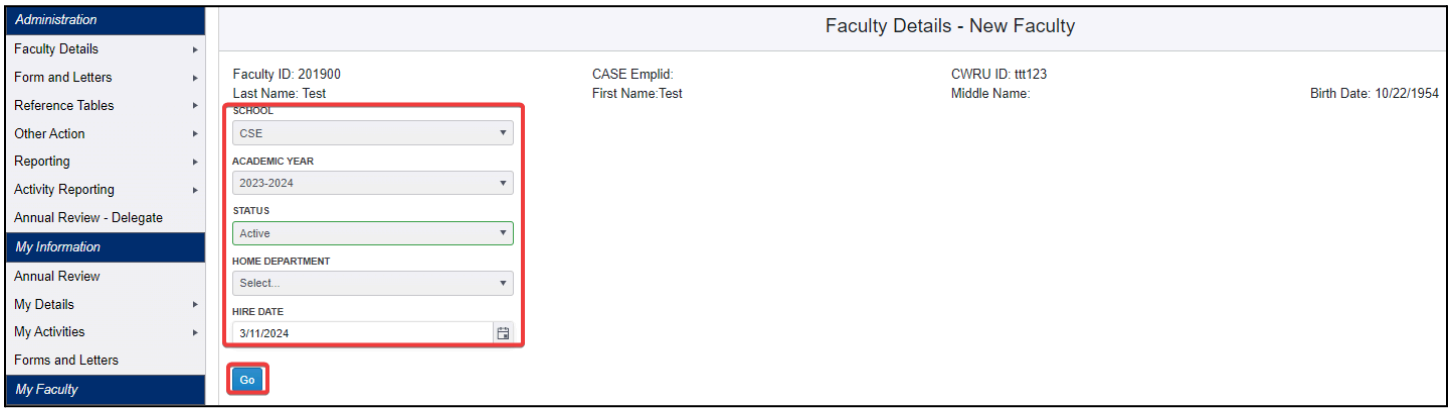
1. Use the orange Faculty Search box at the top of the screen to search for the faculty member's existing inactive record



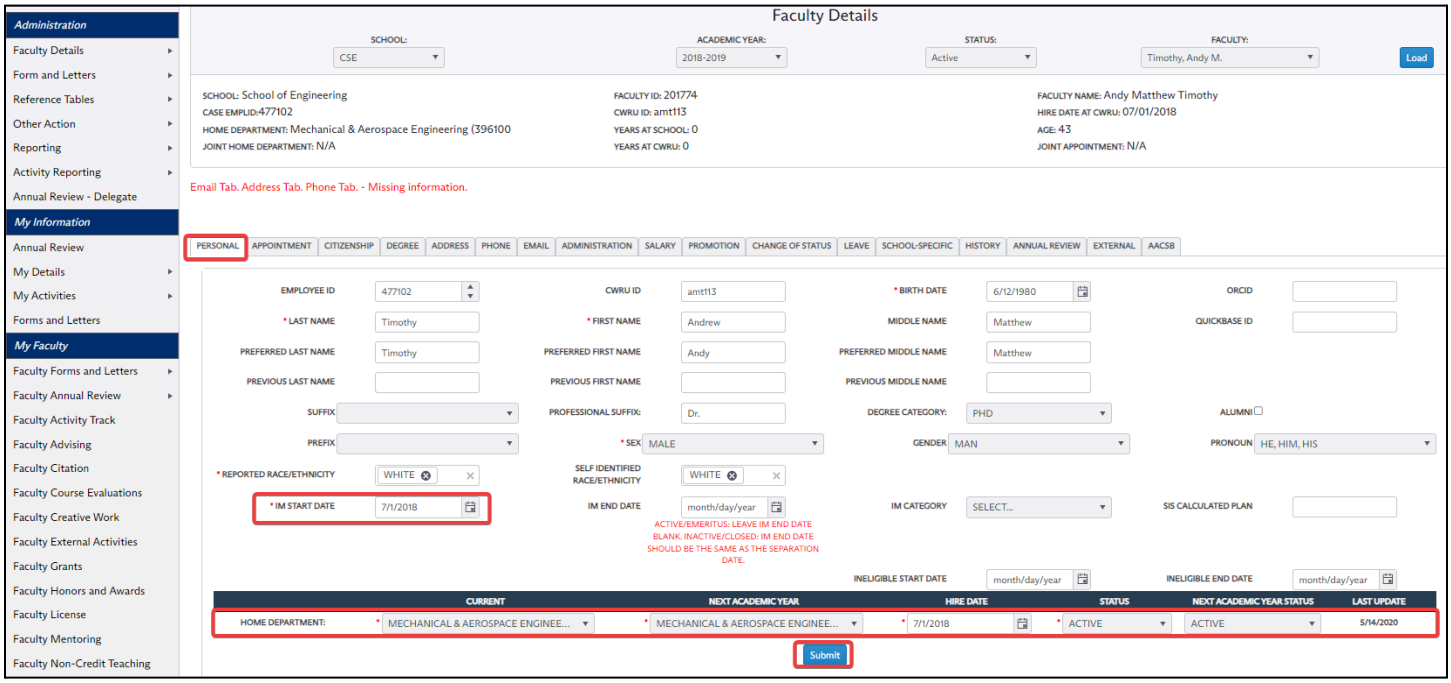
2. Using the information returned, select **Faculty Details – New Faculty** in the Navigation Menu on the left side of the screen
3. Search by Employee ID or CWRU ID, *or* by Name and Birth Date
   a. Click **[Check Record]** to search the FIS database for the exact record
   b. The results of the database search will appear below
   c. Click **[Go]** to begin the reactivation process



4. Select the correct **School**, **Academic Year**, **Status** ("Active"), **Home Department**, and **Hire Date**
5. Click **[Go]**



6. Select the **Personal tab** first, adding:
    a. **IM Start Date** (date of the new appointment)
    b. **Home Department** (new home department - will automatically select the same for Next Academic Year)
    c. **Hire Date** (same as IM Start Date)
    d. **Status** ("Active" – will automatically select the same in Next Academic Year Status)
    e. Click **[Submit]**



7. Select the **Appointment Tab**, adding the new appointment information:
    a. Rank Appointment Date
    b. Academic Rank
    c. Location
    d. Appointment Status – **New**
    e. Academic Unit

f. Appointment Type
g. Full Time/Part Time
h. Click **[Submit]**

PERSONAL | APPOINTMENT | CITIZENSHIP | DEGREE | ADDRESS | PHONE | EMAIL | ADMINISTRATION | SALARY | PROMOTION | CHANGE OF STATUS | LEAVE | SCHOOL-SPECIFIC | HISTORY | ANNUAL REVIEW | EXTERNAL | AACSB

RANK APPOINTMENT DATE:	7/1/2018	SEPARATION DATE:	month/day/year
TENURE EXTENSION:	0	OUT OF TENURE TRACK DATE:	month/day/year
TENURE EXTENSION REASON:	Select...	TENURE CLOCK START DATE:	month/day/year
TENURE AWARD DATE:	7/1/2018	MANDATORY TENURE DATE:	
YEAR IN TENURE TRACK:		NON-TENURE YEAR:	N/A
YEARS AT CURRENT RANK:	1	RANK YEAR EXTENSION:	RANK YEARS AT PREV. INST:
BOARD APPOINTMENT DATE:	7/1/2018		
ENDOWED PROFESSORSHIP EFFECTIVE DATE:	7/1/2018	ENDOWED PROFESSORSHIP END DATE:	month/day/year YEARS IN PROFESSORSHIP: 1
TOTAL ACADEMIC RANK YEARS:	1	TOTAL ACADEMIC CATEGORY YEARS:	1

	CURRENT	NEXT ACADEMIC YEAR
RECORD STATUS:	ACTIVE	ACTIVE
ACADEMIC RANK:	ASSOCIATE PROFESSOR	ASSOCIATE PROFESSOR
LOCATION:	CSE	CSE
TENURE STATUS:	TENURED	TENURED
APPOINTMENT STATUS:	NEW	REAPPOINTED
ACADEMIC UNIT:	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING
HONORIFIC TITLE:		
ENDOWED PROFESSORSHIP:	C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING	C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING
APPOINTMENT TYPE:	PRIMARY	PRIMARY
FULL TIME/PART TIME:	FULL TIME	FULL TIME
APPOINTMENT REMARK:	SELECT...	SELECT...
INTERNAL (CONFIDENTIAL) REMARK:		
CUSTOM REMARK:		

LAST UPDATE STATUS:5/14/2020

Submit