

How to Change the Location in a Faculty Record

In FIS, change in location is similar to the change in department/academic unit **within a school**. Change in location is most often used by the School of Medicine, but can be used by other schools if a faculty member changes schools.

Changing a location is a three-step process:

1. Update the Personal Tab
2. Update the Appointment Tab
3. Add the location change to the Change of Status Tab

Update the Personal Tab

1. On the **Personal Tab**, select the new **Home Department** in the Current and/or Next Academic Year columns
2. Click **[Submit]** to save the change

The screenshot shows the 'Faculty Details' page for Faculty member Timothy, Andy M. The 'PERSONAL' tab is selected. The 'HOME DEPARTMENT' is currently set to 'Mechanical & Aerospace Engineering (396100)'. The 'APPOINTMENT' section shows the current and next academic years with the same department selected. A red box highlights the 'HOME DEPARTMENT' dropdown in both the 'CURRENT' and 'NEXT ACADEMIC YEAR' columns. A red box also highlights the 'Submit' button at the bottom of the appointment section.

Update the Appointment Tab

1. Select the **Appointment Tab**
2. Add the date of the location change in the **Rank Appointment Date** field and **Board Appointment Date** field (if applicable)
3. Select the new **Location** in the drop-down menu if it is an immediate change, select the location in both the **Current** and **Next Academic Year**. If it isn't until next year, just in the Next Academic Year field.
4. Click **[Submit]** to record the change

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

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

TENURE EXTENSION: 0

TENURE EXTENSION REASON: Select...

TENURE AWARD DATE: 7/1/2018

YEAR IN TENURE TRACK:

YEARS AT CURRENT RANK: 1

BOARD APPOINTMENT DATE: 7/1/2018

ENDOWED PROFESSORSHIP EFFECTIVE DATE: 7/1/2018

TOTAL ACADEMIC RANK YEARS: 1

SEPARATION DATE: month/day/year

OUT OF TENURE TRACK DATE: month/day/year

TENURE CLOCK START DATE: month/day/year

MANDATORY TENURE DATE:

NON-TENURE YEAR: N/A

RANK YEAR EXTENSION: RANK YEARS AT PREV. INST:

ENDOWED PROFESSORSHIP END DATE: month/day/year

TOTAL ACADEMIC CATEGORY YEARS: 1

YEARS IN PROFESSORSHIP: 1

RECORD STATUS: ACTIVE

ACADEMIC RANK: ASSOCIATE PROFESSOR

LOCATION: CSE

TENURE STATUS: Select...

APPOINTMENT STATUS: CAS

ACADEMIC UNIT: CAS-E

HONORIFIC TITLE: CCF

ENDOWED PROFESSORSHIP: CCLCM

APPOINTMENT TYPE: CMA

FULL TIME/PART TIME: FULL TIME

APPOINTMENT REMARK: SELECT...

INTERNAL (CONFIDENTIAL) REMARK:

CUSTOM REMARK:

LAST UPDATE STATUS:5/14/2020

Submit

Add to the Change of Status Tab

1. Select the **Change of Status Tab**
2. Click on the **[+Change Status]** button

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

CHANGE STATUS

CHANGE OF STATUS NOT FOUND.

- a. Select "Change in Location" from the drop down
- b. Select the current academic year (or next academic year) from the Academic Year drop down
- c. Select the relevant appointment from the Appointment drop down
- d. The Current Value will autofill
- e. Select the new location in the New Value drop down
- f. Add the Effective Date of the new location
- g. Click **[Submit]** to record the new data

Add New Change of Status ×

CHANGE OF STATUS: CHANGE IN LOCATION ▼	ACADEMIC YEAR: 2018-2019 ▼	APPOINTMENT: , CSE , FULL TIME ▼
CURRENT VALUE: CSE ▼	NEW VALUE: VA ▼	EFFECTIVE DATE: 3/11/2024

Submit