

INSTRUCTIONS: RECOMMENDATION FOR APPOINTMENT FORM (RAF)

Section C

PLEASE TAKE NOTE

- ❖ Section C of the RAF must be submitted for all regular faculty appointments, regardless of overall employee classification (e.g. an AU staff/administrator or NADEI professor with faculty appointment)
- ❖ **Check the box at the top left corner if there are no changes for Sections A or B of the RAF**
 - Examples of changes related to employment or compensation requiring completion of sections A & B: labor distribution, appointment %, chair/prog director pay supplement, out-of-cycle rank promotions (not board approved)
 - Examples of changes not requiring completion of sections A & B: faculty appointment for a staff/administrator or NADEI professor, secondary dual appointments, changes in graduate faculty appointment
 - Paperwork will not be routed until all sections (A, B, & C) are received UNLESS indicated by checking the appropriate boxes

FIELD DESCRIPTION

Sections in the RAF marked with * are required—PLEASE COMPLETE

- ❖ **Select one of the following**
 - New: employee is newly appointed faculty to the university or returning after a break in university service (any individual who does not already have a faculty appointment should be marked as new)
 - Departmental transfer: faculty is transferring from another department with no break in university service
 - Incumbent: faculty currently in position, used to process changes in current appointment (e.g. change in academic title, primary activity, graduate appointment, etc.)
- ❖ **Identifying information:** Name and Andrews University ID#
- ❖ **Effective Date:** date on which new action or changes to appointment come into effect
- ❖ **Full Academic Title:** full title encompassing rank and any other formal designation (e.g. Chair and Associate Professor of Nursing & BSN Program Director)
- ❖ **Appointment Priority:** choose primary or secondary appointment, and specify applicable appointment percent; primary should be selected for non-dual appointments; secondary should be selected for appointments in a second department (may apply for cross-discipline situation); dual appointments will require multiple section C submission (may be in combination with one section A/B submission)
- ❖ **Appointment Type:** select one from the drop down list
 - Regular Faculty, on AU payroll (includes externally funded appointments)

- Regular Faculty, not on AU payroll – guest staff form must be submitted (e.g. NADEI)
 - Staff/Admin posn w/ dual fac appt (teaching included)
 - Staff/Admin posn w/ dual fac appt (teaching pd as contract/overload) – contract form submitted separately
 - Staff/Admin w/ separate fac appt (fac appt does not go w/ job) – contract form submitted separately, if applicable
- ❖ **Primary Activity:** choose one that reflects the majority of assigned workload; check ‘Additional research designation’ if applicable to Instructional faculty—does not apply when primary activity is Research
 - ❖ **Primary Discipline:** click on link to find the appropriate six-digit Classification of Instructional Program (CIP) code from the [National Center for Education Statistics](#); this is critical for IPEDS and accreditation reporting
 - ❖ **Academic College/School:** choose one
 - ❖ **Academic Department & Finance Orgn Codes:** specify the department code used in academic records and the finance organization code assigned to that cost center
 - ❖ **Graduate Faculty Appointment:** choose one; check ‘Dissertation/Thesis Chair’ if applicable (only applies to full graduate faculty appointment)
 - ❖ **Rank:** choose one and specify review date (refer to AU working policy 2:310 for eligibility information related to rank); check ‘Clinical track’ (used by School of Health Professions) or ‘Research Rank’, if applicable; indicate in the special circumstances section if moving from clinical track to regular
 - ❖ **Tenure:** choose one and specify date (refer to AU working policy 2:320) where applicable
 - Individual not eligible applies when the position normally would be eligible for tenure however the individual is not (e.g. non-Adventist)
 - Position not eligible applies when the position would not be eligible for tenure (e.g. Dean appointment, non-AU employee appointments, some faculty appointments associated with staff/administrator position)
 - On-track tenure eligibility review date: refer to AU working policy for information related to tenure eligibility
 - ❖ **Academic Administrative Appointment:** choose one, if applicable

APPROVALS

- ❖ Obtain signature approvals from the following before submission:
 - First Level Supervisor: employee’s immediate supervisor (**enter ID#**)
 - Next Level Supervisor: supervisor of employee’s immediate supervisor (**enter ID#**)
- ❖ Dean of Research: only needed for Research Rank appointments
- ❖ Provost: signature will be obtained by Employment Office upon submission of RAF

Check here
if no changes to
Section A or B

Andrews University

Recommendation for Appointment Form

SECTION C: ACADEMIC APPOINTMENT

Sections with * are required— PLEASE COMPLETE.	Select one: <input type="radio"/> New <input type="radio"/> Dept Transfer <input type="radio"/> Incumbent	Name (First, Last): _____	ID: _____	Effective Date: _____
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Full Academic Title: _____
(e.g. Associate Professor of ..., Chair of ..., Program Director of ...)

*** APPOINTMENT PRIORITY:** *** APPOINTMENT TYPE:**

Primary – Appointment % _____

Secondary – Appointment % _____

* PRIMARY ACTIVITY: <input type="radio"/> Administrative <input type="radio"/> Instructional <input type="checkbox"/> Addtl research designation <i>(check if applicable)</i> <input type="radio"/> Research	* ACADEMIC COLLEGE/SCHOOL: <input type="radio"/> College of Arts & Sciences (10) <input type="radio"/> College of Education & International Svcs (25) <input type="radio"/> College of Health & Human Services (45) <input type="radio"/> School of Graduate Studies (50) <input type="radio"/> College of Professions (65) <input type="radio"/> SDA Theological Seminary (70)	* ACADEMIC DEPT & FINANCE ORGN CODES: _____ - _____ <i>Examples:</i> Biology: BIOL – 0100 Nursing: SNSG – 0590 Leadership: LEAD – 0805 Mgt & Mktg: MGMK – 0480
* PRIMARY DISCIPLINE: CIP Code: ____ . ____		

* GRADUATE FACULTY APPOINTMENT: <input type="radio"/> None <input type="radio"/> Associate Graduate Faculty <input type="radio"/> Full Graduate Faculty <input type="checkbox"/> Dissertation/Thesis Chair <i>(check if applicable)</i>	* RANK: <input type="radio"/> Instructor <input type="radio"/> Assistant Professor <input type="radio"/> Associate Professor <input type="radio"/> Full Professor Alternate Rank Tracks (Non-tenure track) <input type="checkbox"/> Clinical Track <input type="checkbox"/> Research Rank Rank review date: _____	* TENURE: <input type="radio"/> Individual not eligible <input type="radio"/> Position not eligible <input type="radio"/> On-track <i>Tenure eligibility review date:</i> _____ <input type="radio"/> Tenured	ACADEMIC ADMIN APPOINTMENT: <input type="radio"/> Chair <input type="radio"/> Dean <i>Tenure on-hold effective date:</i> _____
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Indicate any special circumstances below (e.g. alternate criteria for rank/tenure eligibility)

APPROVAL SIGNATURES

Department Chair:	ID# (please enter):	Date:
College/School Dean:	ID# (please enter):	Date:
Dean of Research (for Research Rank only):		Date:
Provost:		Date:

Human Resources Use Only

Updated: 5/14/2019

NBAPOSN: CIP	PEAFAC: Rank/ Tenure	SIAINST:	PPACERT: Grad apptmt
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