How to initiate faculty rank promotion with or without tenure for faculty in HCM:

This job aid outlines how to request a faculty rank promotion for an FTE faculty employee.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

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<th>Information</th>
<th>Screenshots</th>
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<tr>
<td>Those with HR Initiator access can take this action for employees within their security scope.</td>
<td><img src="image1.png" alt="Employee Self Service" /></td>
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<td>Faculty rank promotion actions are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.</td>
<td><img src="image2.png" alt="My Homepage" /></td>
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<tr>
<td>Requesting a faculty rank promotion for faculty: In order to request this increase for one of your FTE faculty employees, take the following steps:</td>
<td><img src="image3.png" alt="The ePAF Homepage" /></td>
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<tr>
<td>1. Click the Employee Self-Service drop-down menu button.</td>
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<td>2. Click the My Homepage option in the drop-down.</td>
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<td>3. Click the ePAF Homepage tile.</td>
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On the ePAF homepage enter your employee’s name or USC ID in the Search for Person field, then click the Search button.

The results that appear are referred to as Search Cards. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

On the appropriate Search Card, click the Related Actions Menu button.
The Related Actions Menu shows all of the actions/eForms which the user has authority to initiate on this specific employee’s EMPL record.

The Job Change eForm is used to make permanent changes to position and/or base salary. FTE Faculty, Temp Faculty, and non-exempt temporary staff position and salary changes are also initiated directly on the Job Change eForm.

From the Related Actions Menu, select the Job Change option.
Completing the Job Change eForm:
1. In the Job Change eForm, first provide an **Effective Date** for the rank promotion action.
   a. Faculty rank promotions are effective on either 8/16/xxxx or 1/1/xxxx as approved by the Board of Trustees (tenure track) or Provost Office (professional track).
2. Click the **Job Code lookup button** (magnifying glass icon) or enter the new Job Code directly in the field.
3. Click in the **Business Title** field and enter the new title associated with the rank promotion, this is usually the new Job Code description unless the faculty member has an administrative appointment.
   Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. **However, rank promotion actions should not be accompanied by any other change requests.**
4. Scroll to the **Compensation Information** section.
5. Enter the **New Comp Rate** for the rank promotion increase and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field. Note that entering the **Percent Increase or Decrease** and clicking the tab button will then populate the **New Comp Rate**.
   a. The **New Comp Rate** should align with your unit’s criteria for promotion.

6. Upon entering the increase, a new question will appear: **Is this pay for performance?** (this does not appear until you have entered a salary increase). Click the drop-down menu button and select **No**.
The only change that can be submitted with the faculty rank promotion is a change to the base salary funding allocation. If the increase is associated with a change in funding distribution, take the optional steps listed below.

7. **Optional** – If a funding change is needed you can click the **Select Funding** button to change the funding allocation. If additional sources are needed for funding, click the plus + button to add a new funding row. **Total Percent** must equal 100.00 across all rows of funding. The funding change will be effective the same date as the PFP.

8. Click the **Next** button.
The **Action Reason** grid prepopulates one row based on eForm logic from the change in Job Code. **Action** is Promotion and the **Reason** is Faculty Rank Promotion. A second **Action Reason** row is required!

9. Click the plus + button to add an additional row.

10. Click the **Action** drop-down menu and select Position Change.

11. Click the **Reason** drop-down menu and select Faculty Rank Promotion.

Both rows in the Action Reason grid are required as they communicate the promotion to different parts of the HCM system.
Tenure Information fields (these fields are required if the faculty member is in the tenure track):

- **Tenure Begin Date** – This field should pre-populate based on the faculty member’s hire date in the tenure track.
- **Tenure Received Date** – If the faculty member already has tenure, this field should pre-populate. If the faculty member is receiving tenure with this rank promotion, enter the same effective date as the date of the rank promotion in this field.
- **Tenure Department** – This is the department in which the faculty member is awarded tenure. If the faculty member is receiving tenure with this rank promotion, enter the department as outlined in the associated BOT/Provost letter.
- **Tenure Status** – This field will have the current status (if in the tenure track the current status will say tenure track). If the faculty member is receiving tenure with this rank promotion, click the drop-down to change the status to Tenured. **This is the only required field in this section if the faculty member is in the professional track.**
To submit a faculty rank promotion action, you must attach the BOT letter (tenure track faculty) or Provost letter (professional track faculty).

12. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

13. Click the **Submit** button.
14. The eForm has successfully submitted! Always click the View Approval Route button to see the workflow steps for the action.

15. The Approval Route shows the workflow steps for the specific action you submitted. All HR eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and the applicable central HR office.
   a. Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say Not Routed.

16. Upon review of the workflow, click the Done button.

You have successfully initiated a Faculty Rank Promotion request for FTE faculty!