**WORKDAY ACTIONS: Faculty Hire**

**Job Requisition**

* If tenure track, tenure line approval
* Proforma

**Hire: Add in the candidate profile *Attachments* section prior to generating LOO**

* P103
* Supplemental Data Sheet
* Faculty Ballot
* Draft AWP
* CV
* 2 Reference Letters or Summary of references signed by dept leadership (For Instructor or Assistant Professor only)
* P102
* Authorization for VA to Release Compensation, if applicable
* Transcript: After LOO is signed (submit via Interfolio RPT)
* If tenure track, tenure line approval
* PAT Letter, if advanced rank or immediate tenure (see below review required)

**Additional Items for Appointments at rank of Associate Professor or Professor or Immediate Tenure (Prior PAT Review Required)**

* 4 Support Letters including key points confirming:
	+ Their professional relationship with the candidate (e.g., colleague, supervisor).
	+ Whether the candidate is a good fit for the position.
	+ Examples of the candidate’s work (e.g., accomplishments).
	+ Feedback on the candidate’s strengths and areas for improvement.
* Chair's Letter
* CV
* Faculty Ballot: If immediate tenure and advanced rank are both being submitted, separate ballots are required

**WORKDAY ACTIONS: Job change**

**Job change: Reappointment**

* Signed LOO, if salary is changing

**Lecturer Appointment/Reappointment**

* CV
* Contract

**Phased Retirement (use** [**phased retirement QRG**](https://cardmaillouisville.sharepoint.com/%3Ab%3A/s/workdayhr-training/EQsMC2cDGapLuun1XVVRy6wBj_sa42HjhhLRn5A43_1Epw?e=G7hKlV)**)**

* Signed LOO
* Annual Work Plan

**Job change: FTE change**

* P103
* Signed LOO
* Annual Work Plan

**Job change: Compensation**

* P103
* Signed addendum to current LOO with new salary
* Off cycle email approval from the Provost
* Annual Work Plan, if work assignment is changing
* Must note in the comments regarding the shift in compensation

*Please note: Off cycle salary increase may not be combined with the promotion increase*

**Job Change: Department or Unit**

* P103
* Signed LOO
* Annual Work Plan
* Faculty Ballot
* CV, if unit change

**Job Change: Promotion (to assistant professor)**

* P103
* Brief Chair Letter explaining reasoning for promotion
* Proof of Board Certification, if applicable
* Supplemental data sheet, if unit decanal appointment
* Signed LOO, if increase is included

*Please note: Promotions to Assistant Professor typically don’t include a salary increase*

**Job Change: Promotion (to associate professor or professor)**

* P103
* All other documents required are to be provided via Interfolio case. For a full list of required documents please refer to the case sections.
* Salary increase may not be combined with any other compensation change

*Please note: Promotion review is to be done via Interfolio*

**WORKDAY ACTIONS: Additional Job**

**Additional Job: Department Chair and Division Chief**

* P103
* Signed LOO
* Supplemental Data Sheet
* Annual Work Plan
* Authorization for VA to Release Compensation, if applicable
* Faculty Ballot, for dept chairs only

**Additional Job: Program Director (unit decanal or administrative)**

* P103
* Signed LOO
* Supplemental Data Sheet
* Annual Work Plan
* Authorization for VA to Release Compensation, if applicable

**Additional Job: program director (internal to the department)**

* P103
* Annual Work Plan
* Authorization for VA to Release Compensation, if applicable

**Additional Job: Joint Appointment (use** [**Faculty - Adding Joint Appointment QRG**](https://cardmaillouisville.sharepoint.com/%3Ab%3A/s/workdayhr-training/Ef9C-xf-GAxKthzw6qL7R1kBNxIHjZahFVVs9yQRJe1AGQ?e=x1KTfq)**)**

* P103
* Signed LOO
* Annual Work Plan
* Faculty Ballot

**WORKDAY ACTIONS: Appointment End**

**End Additional Job:** Decanal, Program Director, Department Chair

* Must include note/comment box

**Status Change/Phased Retirement**

* P103
* Phased Retirement Contract

**Voluntary**

* Faculty resignation or request for retirement

**Involuntary**

* Notification to faculty member
* Non-renewal letter

**Emeriti with end job**

* P103
* Faculty Ballot
* CV
* Chair letter

**Leave of Absence**

**Medical/Personal/Parental**

* FMLA request form

**Entrepreneurial**

* Signed entrepreneurial agreement

**INTERFOLIO ACTIONS**

**Gratis Appointments/Reappointments**

* Gratis application

**Associate Appointments/Reappointments**

* P103A

**Sabbatical Leave**

* P103
* CV
* Outcome from previous sabbatical(s)
* Plan for current sabbatical with deliverables
* A short separate summary of plan/outcomes
* Signed guarantee of one-year of service upon return from sabbatical
* Dean's support letter
* Chair's support letter

**Endowed Chair Appointment**

* P103
* Supplemental Data Sheet
* CV
* Annual Work Plan
* Gift Agreement
* Chair's letter: must include EC contract criteria suggestions and statement about salary support by grants and how the department will rectify this in the AWP with EC salary support

**Endowed Chair Reappointment**

* P103
* CV
* Annual Work Plan
* Gift Agreement
* Chair's letter: must include performance of criteria, EC contract criteria suggestions if change is needed and statement about salary support by grants and how the department will rectify this in the AWP with EC salary support

**Emeriti (if not with end job)**

* P103
* Faculty Ballot
* CV
* Chair Letter

**INTERFOLIO ACTIONS**

**Extension of Probationary Period**

* P103
* Faculty request
* Chair support letter
* CV

**Other Interfolio Reviews: Required items are listed in Interfolio case**

Advanced Rank Promotion and/or Award of Tenure

Periodic Career Review

Special Periodic Career Review

Expiration of Appointment (4 months in advance)

Advanced Rank Appointment/Immediate Tenure

Letter of Intent