AVL: Adjunct Faculty System

Department User Guide

SIU School of Medicine Office of Human Resources

Index

System Overview

Requests for access to the Adjunct Faculty Database system must be submitted to the Office of Human Resources. The "Access to Non-Paid Adjunct Faculty System (AVL)" form may be found on the [Adjunct Faculty](#) page on The Hive. Once the person has been granted access, s/he will be contacted by Human Resources to schedule the required training for the system.

System Login

The URL for the Adjunct Faculty Database system is:
https://somapps.siumed.edu/SOM/AVL/avl_menu.php
You may want to bookmark this page for easy future reference
If you have been granted access to this system, your login is as follows:
User Name = your siumed username (i.e. email is jdoe2@siumed.edu, username is jdoe2)
User Password = your current siumed computer password

Edit Forms:

1. Maintain Adjunct Assignments

   This feature allows you to access Active and Inactive assignments for individual Adjuncts.

   This is where you may review and maintain assignments and access uploaded paperwork and the history of each assignment.

   Once you look up and select an individual by name, you can review "In Process or Approved" or "Inactive" assignments.

   - In Process or Approved: an assignment that is currently active or in the approval process
   - Inactive: an assignment that has been termed or is inactive due to reappointment

2. Maintain Adjuncts

   This feature allows you to access, review and maintain individual Adjunct information.

   - Personal Info: This tab contains the Adjunct's personal information and business information. Name and email are required fields.
   - Education: This tab contains degree type and granting institution.
   - Training: This tab contains training assigned/completed per SIU SOM requirements.

This information merges into the Personal and Professional Data form. If updates/changes are made to the Adjunct's information, please generate and upload the updated PPD form.

The individual Adjunct's assignment information is accessible via the "Last Name Assignments" button at the top of this view.

Reports:

The report feature will give you the ability to run a variety of reports in order to maintain Adjuncts and assignments within your department.

Adding an Adjunct Faculty Member

1. In the "Edit Forms" field, select *Maintain Adjuncts* from the drop-down menu and click the folder icon
2. Lookup the person to see if they are an existing adjunct faculty; type the last name into the "Adjunct" field and click the arrow
3. If they <u>do not</u> exist in the database, click *Add Adjunct* at the bottom of the screen.
   NOTE: If they <u>DO</u> exist in the database, see the process for *Reappointment-Existing Department*
4. Enter the last name, first name and middle initial and click "Add"
5. Enter personal information. Required fields are marked with an asterisk (*). **NOTE:** Additional fields must be completed before an assignment can be submitted to HR.
6. Click save. If required fields are not complete, complete and click save again.
7. Click ok.
8. Enter education information: enter dates, institution, degree and date conferred (graduation month/year), Click add
9. Training Information: nothing is required to be entered on this page at this time.
10. Click Exit OR click "*Name* Assignments" button in the top right hand corner to add an assignment.

Processing Adjunct Assignments
Definitions of Appointment Types:

- **New:** This appointment type should be used when adding an assignment for an individual who has not been appointed as an Adjunct faculty before.
- **Reappointment-New Dept:** This appointment type should be used when adding an assignment for an individual Adjunct who has a current assignment with an active status within a different department and has not been assigned in this department before.
- **Reappointment-Existing Dept:** This appointment type should be used when adding an assignment for an individual Adjunct who has a current assignment with an active status within the department for which you are adding the assignment.
- **Reinstatement:** This appointment type should be used when adding an assignment for an inactive Adjunct who, therefore, does NOT have a current assignment with an active status.
- **Promotion:** This appointment type should be used when processing a promotion on a current assignment within your department with an active status.

New Appointment Type
In order to add an assignment, the individual must be an existing adjunct faculty member in the system (see process above). Once the individual has been added to the system, you can access the appointment screen in two ways:

1. *Maintain Adjuncts* screen:
   a. In the "Edit Forms" field, select *Maintain Adjuncts* from the drop-down menu and click the folder icon
   b. Lookup the person: type the last name into the "Adjunct" field and click the arrow
   c. Click "*Name* Assignments" button in the top right hand corner to add an assignment.
2. *Maintain Adjunct Assignments* screen
   a. In the "Edit Forms" field, select *Maintain Adjunct Assignments* from the drop-down menu and click the folder icon
   b. Lookup the person: type the last name into the "Adjunct" field and click the arrow

Once you are on the individual's record on the *Maintain Assignments* screen, you will be able to add an assignment:

1. Click "Add Assignment" at the bottom of the page.
2. Select appointment type "New" (NOTE: Please see definitions of appointment types before proceeding), enter start date, # of years (end date will auto-populate), organization, title, physical presence and any other pertinent information.
3. Click save.
4. Click "Generate PDF Forms" at the bottom of the page.
5. Select "Personal and Professional Data" form, click Generate PDF and print.
6. Close the PDF.
7. Select "Appointment/Re-Appointment" form, put "1" in front of the assignment you entered, Click Generate PDF and print.
8. Close the PDF.
9. Click "Close" at the bottom of the screen.
10. Click arrow next to status to change to "Pending Submission".
11. Send the forms to the individual for completion/signature.

When the forms are returned by the individual:

1. Scan the signed documents and save them to your computer.
2. Go to the *Maintain Assignments* screen via the process above
3. Go to the appropriate assignment via the arrows at the bottom of the page.
4. Click on the "Paperwork" tab near the top of the screen
5. Click the arrow to select "New Appointment/Reappointment Paperwork" document type.
6. Click "Browse PDF File and Upload".
7. Click Browse to search for and select the saved document on your computer.
8. Click "Load Form".
9. Click "Return to Adjunct Form".
10. Click "Refresh List".
11. Follow the same process to upload the PPD and any other documents needed.
12. Click "Exit".
13. Click arrow next to status to change to "Submit to HR".
14. Click "Exit".

Once the assignment request is received by HR, you will receive an email. If revisions are needed someone from HR will contact you. Once it is approved and active, you will receive a second email

Reappointment – New Department

In order to add an assignment, the individual must be an existing adjunct faculty member in the system (see process above). You can access the appointment screen as follows:

1. *Maintain Adjuncts* screen:
    a. In the "Edit Forms" field, select *Maintain Adjuncts* from the drop-down menu and click the folder icon
    b. Lookup the person: type the last name into the "Adjunct" field and click the arrow
    c. Verify Adjunct information and update as necessary.
    d. Click "Name Assignments" button in the top right hand corner to add an assignment.

Once you are on the individual's record on the Maintain Assignments screen, you will be able to add an assignment:

1. Click Add Assignment at the bottom: select appointment type "Reappointment-New Dept", enter start date, number of years (end date should auto-populate), organization, title, physical presence and any other pertinent information.
2. Click save
3. Click "Generate PDF Forms"
4. If the Adjunct information was edited, select the "Personal and Professional Data" form and click Generate PDF and print.
5. Select "Appointment/Re-Appointment" form, put "1" in front of the assignment, generate PDF and print.
6. Click "Close"
7. Click arrow next to status to change to "Pending Submission"
8. Send the forms to the individual for completion/signature.

When the forms are returned by the individual:

1. Scan the signed documents and save them to your computer.
2. Go to the *Maintain Assignments* screen via the process above
3. Go to the appropriate assignment via the arrows at the bottom of the page.
4. Click on the "Paperwork" tab near the top of the screen
5. Click the arrow to select "New Appointment/Reappointment Paperwork" document type.
6. Click "Browse PDF File and Upload".
7. Click Browse to search for and select the saved document on your computer.
8. Click "Load Form".
9. Click "Return to Adjunct Form".
10. Click "Refresh List".
11. Follow the same process to upload the PPD and any other documents needed.
12. Click "Exit".
13. Click arrow next to status to change to "Submit to HR".
14. Click "Exit".

Once the assignment request is received by HR, you will receive an email. If revisions are needed someone from HR will contact you. Once it is approved and active, you will receive a second email

Promotion

In order to promote an Adjunct Faculty member you must obtain an approved letter from the Dean of SIU Medicine. Once the promotion has been approved you may proceed with inputting the information.

1. *Maintain Adjuncts* screen:
    a. In the "Edit Forms" field, select *Maintain Adjuncts* from the drop-down menu and click the folder icon
    b. Lookup the person: type the last name into the "Adjunct" field and click the arrow
    c. Click "*Name* Assignments" button in the top right hand corner to add an assignment.
2. *Maintain Adjunct Assignments* screen
    a. In the "Edit Forms" field, select *Maintain Adjunct Assignments* from the drop-down menu and click the folder icon
    b. Lookup the person: type the last name into the "Adjunct" field and click the arrow
3. Find the appointment that you will promoting.
4. Click the "Promotion" button at the bottom of the appointment.
5. In the pop-up box select new title and start date (effective date) of appointment and click "Change Assignment".
6. Status automatically changes to "Pending Submission".
7. Click "Generate PDF Forms"
8. Select "Change of Status paperwork" form, put "1" in front of the promotional assignment, generate PDF and save to your computer.
9. Click "Close"

   At this point you would print and send printed document for signature. Once they are returned, you will scan and save them to your computer and upload into the system.

When the forms are returned by the individual:

1. Scan the signed documents and save them to your computer.
2. Go to the *Maintain Assignments* screen via the process above
3. Go to the appropriate assignment via the arrows at the bottom of the page.
4. Click on the "Paperwork" tab near the top of the screen

5. Click the arrow to select "Promotion/Change of Assignment Paperwork" document type.
6. Click "Browse PDF File and Upload".
7. Click Browse to search for and select the saved document on your computer.
8. Click "Load Form".
9. Click "Return to Adjunct Form".
10. Click "Refresh List".
11. Repeat steps 5-10 to upload the "Promotion Approval Letter".
12. Click "Exit".
13. Click arrow next to status to change to "Submit to HR".
14. Click "Exit".

Once the assignment request is received by HR, you will receive an email. If revisions are needed someone from HR will contact you. Once it is approved and active, you will receive a second email. The previous appointment will be under the _Inactive_ assignments (the end date will change to the start date of the new promotional assignment -1) and the promotional appointment will become active.

Reappointment – Existing Department

In order to add an assignment, the individual must be an existing adjunct faculty member in the system (see process above). You can access the appointment screen as follows:

1. *Maintain Adjuncts* screen:
    a. In the "Edit Forms" field, select *Maintain Adjuncts* from the drop-down menu and click the folder icon
    b. Lookup the person: type the last name into the "Adjunct" field and click the arrow
    c. Verify Adjunct information and update as necessary.
    d. Click "Name Assignments" button in the top right hand corner to add an assignment.

Once you are on the individual's record on the Maintain Assignments screen, you will be able to add an assignment:

1. Find the appointment that is going to be reappointed.
2. Click "Reappointment" button at the bottom of the appointment.
3. In pop-up box select the start date (effective date) of appointment and the number of years (end date should auto-populate) and click "Change Assignment".
4. Status automatically changes to "Pending Submission".
5. Click "Generate PDF Forms".
6. Select "Appointment/Re-Appointment" form, put "1" in front of the reappointment assignment, generate PDF and print.
7. Click "Close"

At this point you would typically print and send printed document for signature. Once they are returned, you would scan and save them to your computer and upload into the database.

8. Make sure you are on the reappointment assignment screen and click on paperwork tab at the top
9. Click the arrow to select "New Appointment/Reappointment Paperwork" document type
10. click "Browse PDF File and Upload"
11. Click Browse to search for and select the saved document on your computer
12. Click "Load Form"
13. Click "Return to Adjunct form"
14. Click "Refresh List"
15. Follow the same process to upload PPD, CV and any other documents needed
16. Click "Exit"
17. Click arrow next to status to change to "Submit to HR"
18. Exit

Once the assignment request is received by HR, you will receive an email. If revisions are needed someone from HR will contact you. Once it is approved and active, you will receive a second email. The previous appointment will be under the *Inactive* assignments and the reappointment will become active.

Separation
1. *Maintain Adjunct Assignments* screen
    o In the "Edit Forms" field, select *Maintain Adjunct Assignments* from the drop-down menu and click the folder icon
    o Lookup the person: type the last name into the "Adjunct" field and click the arrow
2. Find the appointment to separate.
3. Change appointment status to "Pending Separation".
4. In pop-up box select the end date (effective date) of appointment, and the reason for separation.
5. Click "OK"
6. Status automatically changes to "Pending Separation"
7. Click "Generate PDF Forms"
8. Select "Separation" form, put a "1" in front of the reappointment assignment, generate PDF and save to your computer.
9. Click "Close"

At this point you would print and send printed document for signature. Once the paperwork is returned, you would scan and save them to your computer and upload into the system.

When the forms are returned by the individual:

1. Scan the signed documents and save them to your computer.
2. Go to the *Maintain Assignments* screen via the process above
3. Make sure you are on the reappointment assignment screen pending separation and click on paperwork tab at the top.
4. Click on the "Paperwork" tab near the top of the screen
5. Click the arrow to select "Promotion" document type.
6. Click "Browse PDF File and Upload".
7. Click Browse to search for and select the saved document on your computer.
8. Click "Load Form".
9. Click "Return to Adjunct Form".
10. Click "Refresh List".
11. Click "Exit".
12. Click arrow next to status to change to "Submit to HR".
13. Click "Exit".

Once the assignment request is received by HR, you will receive an email. If revisions are needed someone from HR will contact you. Once it is approved HR would change status to "Inactive" and you will receive a second email. If this is the only active assignment, the system will prompt HR to term the individual and enter a term date. If not, they will remain active on other assignments.

Reinstatement

In order to add an assignment, the individual must be an existing adjunct faculty member in the system (see process above). Once the individual has been added to the system, you can access the appointment screen in two ways:

1. *Maintain Adjuncts* screen:
    a. In the "Edit Forms" field, select *Maintain Adjuncts* from the drop-down menu and click the folder icon
    b. Lookup the person: type the last name into the "Adjunct" field and click the arrow
    c. Verify Adjunct information and update as necessary.
    d. Click "Name Assignments" button in the top right hand corner to add an assignment.

Once you are on the individual's record on the Maintain Assignments screen, you will be able to add an assignment:

1. Click Add Assignment at the bottom: appointment type will automatically change to "Reinstatement", enter start date, number of years (end date should auto-populate), organization, title, physical presence and any other pertinent info
2. Click save
3. Click "Generate PDF Forms"
4. If Adjunct information was edited, select "Personal and Professional Data" form and click Generate PDF and print.
5. Select "Appointment/Re-Appointment" form, put "1" in front of the assignment, generate PDF and print.
6. Click "Close"
7. Click arrow net to status to change to "Pending Submission"

At this point you would typically print and send printed documents for signature. Once they are returned, you would scan and save them to your computer and upload into the database.

8. Click on paperwork tab at the top
9. Click the arrow to select "New Appointment/Reappointment Paperwork" document type
10. click "Browse PDF File and Upload"
11. Click Browse to search for and select the saved document on your computer
12. Click "Load Form"
13. Click "Return to Adjunct form"
14. Click "Refresh List"
15. Follow the same process to upload the PPD and any other documents needed
16. Click "Exit"
17. Click arrow next to status to change to "Submit to HR"
18. Exit

Once the assignment request is received by HR, you will receive an email. If revisions are needed someone from HR will contact you. Once it is approved and active, you will receive a second email

Reports

Adjunct Training

Currently, we are not mandating and tracking training for Adjunct Faculty. The system will allow us to track and report on this information if mandated in the future.

Assignments by Department

This report will give you the ability to run a list of Adjuncts within selected departments.

Report Type – This section will allow you to choose the format you in which the report will generate. You may choose either PDF or Excel.

Assignment Type – This section will allow you to select Active or Inactive assignments to be included on the report. You may also choose to include All Assignments.

Departments – This section will allow you to run a list of assignments in all departments or in specifically selected departments. If you choose "Selected Department(s)", click "Select" to choose the specific departments to include.

Report Content – This section will allow you to include the business and the contact person of each Adjunct Faculty member.

Once the selections have been made, click "Open Report" to generate the report with the selected criteria.

Assignments by Name

This report will give you the ability to run assignment information on a specific Adjunct Faculty member.

Report Type – This section will allow you to choose the format you in which the report will generate. You may choose either PDF or Excel.

Adjunct Name – This sections will allow you to choose the Adjunct Faculty member to show on the report.

Report Content – This section will allow you to include the business and the contact person of each Adjunct Faculty member

Once the selections have been made, click "Open Report" to generate the report with the selected criteria.