

PAFs for Faculty Receiving Promotion and/or Tenure

Special Note: Complete the PAF after 01-JUL of the current year (recommended). If you complete the PAF prior to 01-JUL you will have to update the Appointment Salary.

Initiating the PAF

- Use Reappointment/Change Assignment PAF.
- Effective Date for PAF: 01-JUL-20YY (current year)

For Promotion When Faculty Member Already Has Tenure

- Change **Rank**.
- Change **Class Start Date** to 01-JUL-20YY (current year).
- **Assignment Change Reason:** Promotion
- Update **Appointment Salary**.
- **Salary Proposal Reason:** Promotion

For Promotion with Tenure

- Change **Service Status** to Tenured.
- Change **Service Status Date** to 01-JUL-20YY (current year).
- Change **Rank**.
- Change **Appointment Status** to Tenured.
- Change **Appointment Status Date** to 01-JUL-20YY (current year).
- Change **Class Start Date** to 01-JUL-20YY (current year).
- **Assignment Change Reason:** Promotion
- Update **Appointment Salary**.
- **Salary Proposal Reason:** Promotion

For Tenure Only

- Change **Service Status** to Tenured.
- Change **Service Status Date** to 01-JUL-20YY (current year).
- Change **Appointment Status** to Tenured.
- Change **Appointment Status Date** to 01-JUL-20YY (current year).
- **Assignment Change Reason:** Appointment Status

For questions regarding PAF preparation, send an email message to paf-support@uni.edu
Last Updated: May 13, 2009