
Michigan Medicine Faculty: Leadership Roles

Additional Administrative Appointments

August 2022



MICHIGAN MEDICINE
UNIVERSITY OF MICHIGAN

Table of Contents

1. Rationale for creating and maintaining additional Administrative appointments (3)
2. Academic vs Administrative appointments (5)
3. Additional Administrative appointments: Philosophy, Guidelines, Samples (6-11)
4. University Long Titles versus Department Working Titles (12-13)
5. Effort tracking and Administrative Differential (ADD) on Additional Appointments: (14-15)
6. Additional Appointment Title Framework: Common Job codes (16-22)
7. Sample additional Administrative appointment job description (23)
8. Additional Administrative appointments - creation and maintenance framework via PAR entry (24-27)
9. Resources (28)

Review: Why Track Faculty in Leadership Roles?



Faculty Leadership / Development is a High Priority



Our Faculty

Provide clearer line-of-sight for leadership development opportunity
Increase retention and engagement



Executive and Other Leadership

Allow easy identification of all faculty leaders across Michigan Medicine
Enable direct communication with specific groups of faculty leaders



UMHS Board

Increase line of sight into DEI and faculty development and leadership
Assess analysis re: bottlenecks/problems with leadership initiatives, mentoring, faculty development (specific to demographic subsets)

Notes Regarding this Slide Deck

- This slide deck focuses on the more organized and more robust program of faculty leadership role administration
- This slide deck is aimed at a broad audience of faculty, staff and leadership
- This slide deck makes reference to, but is not a comprehensive resource for, the finer details of faculty appointment administration via our Human Resources system (M-Pathways). While some key reference information is provided, detailed step-by-step workflows and instructions for M-Pathways are found elsewhere (such as MyLinc https://mylincontent.dsc.umich.edu/mais/html/HR_PAR_UserResources.html) and are referenced later in this slide deck (see slides 24-27).

Faculty Appointments Framework: Type and Examples

Academic Appointments (may hold multiple):

<https://www.provost.umich.edu/faculty/handbook/5/index.html>

- Instructional-includes two tracks: Clinical and Regular [Tenure]
- Lecturers' Employee Organization (LEO)
- Librarians, Archivists and Curators
- Research
- Supplemental (Adjunct, Emeritus, Visiting)

Academic *ADMINISTRATIVE* Appointments (may hold multiple):

<https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/faculty-appointments/academic-appointments-manual/changes-additions-appointments>. Samples below and note comment re Research Track faculty:

- Chair, Associate Dean, etc. (Regents approve - OFA coordinates)
- Medical Director, Associate Director, etc. (non-Regental approval)
- NOT available for Research faculty (which use Prof. Admin appt. titles)

Faculty Leadership Roles:

- Accomplish a variety of critical functions and serve operational, strategic and developmental needs
- Are accessible for all that express interest
- Filled via an open / transparent applicant screening process
- Candidates selected by those trained in unconscious bias awareness and other cultural and values-based norms and practices
- Will be administered with a set of guidelines and best practices

Faculty leadership roles will have:

- Clear, specific descriptions: title, responsibilities, reporting relationship, effective date, term and renewal detail, effort and compensation factors (if any)
- Training, mentorship, periodic formal performance review and other resources will be employed to enable success
- A common set of standard titles for classification; 'working titles' optional
- Coordinated title assignment program (Medical School Office of Faculty Affairs)
- Centralized tracking (M-Pathways HR database)
- Orderly succession and off-boarding
- Periodic org structure and role review; modified as necessary

Faculty Appointments Framework: Sample – Additional Administrative Appointment in “home” Dept



Same Academic and Administrative role Appointing Dept:

Primary Name	Administrative Dept Descr	Appointment Dept Descr	Jobcode Descr	Job Indicator	Job Family Descr	FTE
Carruthers, Vernon	MM Microbiology and Immunology	MM Microbiology and Immunology	Associate Chair	Secondary	Academic /Admin	0
Carruthers, Vernon	MM Microbiology and Immunology	MM Microbiology and Immunology	Professor	Primary	Regular Instructional	1

- “Home” department-based leadership appointments will not have separately assigned effort in the M-Pathways HR system.
- ADD pay may be linked to the administrative appointment.
- Regular Instructional (Tenure track) and Regular Clinical Instructional (Clinical track) faculty may hold Job Family 28 (Academic/Admin Ungraded) additional appointments

Faculty Appointments Framework: Sample - Leadership Title in Other Unit

Only 1 of 5 Active Appointments in academic "home" Dept:

Primary name	Appt Dept Descr	Jobcode Descr	Job Indicator	Job Family Descr	FTE
Flagel, Shelly	MM Neuroscience Graduate Prog	Assoc Dir Acad Program	Secondary	Academic/Admin	0.05
Flagel, Shelly	MM Michigan Neuroscience Inst	Co-Director	Secondary	Academic/Admin	0.25
Flagel, Shelly	MM Michigan Neuroscience Inst	Research Associate Professor	Primary	Primary	0.6
Flagel, Shelly	MM Psychiatry Department	Assoc Professor	Secondary	Regular Instr	0.1
Flagel, Shelly	LSA Psychology	Adjunct Assoc Professor	Secondary	Supplemental Inst	-

- Only Regular Instructional (Tenure track) and Regular Clinical Instructional (Clinical track) faculty may hold "Job Family 28" (Academic/Admin Ungraded) additional appointments
- The above is a relatively rare example of simultaneous appointments in both the Tenure and Research tracks

Faculty Appointments Framework: Sample - Research Track; LEO

Research Track Faculty w/Administrative Leadership Role:

Primary name	Appt Dept Descr	Jobcode Descr	Job Indicator	Job Family Descr	FTE
Sarma, Aruna V	MM Medical School Administration	Assistant Dean	Secondary	Administration	0.25
Sarma, Aruna V	MM Urology	Research Professor	Primary	Primary	0.75
Sarma, Aruna V	Epidemiology Department	Research Professor	Secondary	Primary	-

- Research track (Primary) faculty use staff titles for additional administrative appointments (Job Family 110 – Administration) in this example per UM policy.

Lecturers' Employee Organization (LEO) and Additional Appointments:

- Those holding LEO appointments may hold other staff appointments simultaneously.

Faculty Appointments Framework: Type and Examples

Administrative vs Appointing Departments:

Admin Dept	Primary name	Appt Dept Descr	Jobcode Descr	Job Indicator	Job Family	Job Family Descr	FTE
MM Emergency Med	Cunningham, Rebecca	Hlth Behavior & Hlth Ed Dept	Professor	Secondary	10	Regular Instructional	-
MM Emergency Med	Cunningham, Rebecca	MM Emergency Medicine UM	Professor	Secondary	10	Regular Instructional	-
MM Emergency Med	Cunningham, Rebecca	UMOR Office of VP for Research	VP Research	Primary	28	Academic/Admin	1

The Administrative Department is defined as:

A faculty member can have more than one appointing department but will only have one administrative and instructional department.

If the faculty member has more than one appointment, then each department in which the faculty member has an appointment is an appointing department.

The administrative department is the department that takes the lead in determining the terms and conditions of the faculty member's employment. If a faculty member has a joint appointment, a memorandum of understanding will indicate which department will be the administrative department. The administrative department is where the faculty member's instructional allegiance lies (except in rare cases).

<https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/faculty-appointments/academic-appointments-definitions-key-contacts-resources>

https://docs.google.com/document/d/15e6hjjuuAe6mI7IX7_xarqda6AOOKLWjJO3MSeEWKIf0/edit

Faculty Appointments Framework: Additional Considerations

> **University Long Title:**

- All faculty have them (see M-Community, Outlook or Paging)
- Optional edits can be made by department or unit
- Optional additional text may be added to standard appointment titles
- Edits are requested via M-Pathways PAR (sample on slide 26) and implemented by central campus
- *Note:* changes entered into M-Pathways can take up to 3 days to be reflected in systems such as Outlook, M-Community, etc.

> **Internal Department/"working" Title:**

- Used in internal documents, correspondences
- Not stored in M-Pathways Human Resource System
- Examples: Vice Chair, Senior Assoc Chair, Division Chief, Liaison, etc.

University Long Title: Combined Elements: Honors, Appts. and Dept. Requested Edits



University Long Title - Element Sequence:

- University Honor (professorship)
 - Executive Level Regental Approval (Chair, Assoc. Dean and above)
 - Academic Title (excl. Instructor title: see sequence below after Chair series titles)
 - Chair Series
 - Instructor
 - Remaining Professional and Admin Ungraded (can customize)

Samples:

Marschall Runge: Executive Vice President for Medical Affairs, University of Michigan Health Systems, Professor of Internal Medicine and Dean, Medical School

Ella Kazerooni: Terry M Silver M.D. Collegiate Professor of Radiology, Professor of Radiology and Professor of Internal Medicine, Associate Chief Clinical Officer, Medical School

Steven Gay: Associate Professor of Internal Medicine and Interim Associate Dean for Medical Student Education, Medical School

Sachin Kheterpal: Associate Dean, Office of Research, Associate Chair for Strategy and Technology*, Department of Anesthesiology and Professor of Anesthesiology, Medical School

* Department requested edit via M-Pathways PAR - optional

Academic Administrative Appointments: Effort and Administrative Differential

Effort % assignment to additional administrative appointment(s):

- administrative roles funded by departments: all effort remains on the academic title
- administrative roles funded from non-department source(s): place effort and funding shortcode on academic title, when possible (see slide 15 for an example)

Administrative Differential (ADD), if any, should be assigned to the additional administrative appointment

Effort Sample: Non-Dept administrative Role and Funding Source

- UMMG administrative role below shows 5% effort funded on the DBE for the academic title

Employee Record Summary

Empl Rcd#	Eff Date	Job Code / Department	Payroll Stat / Action Rsn	Std Hrs	Class Ind	FLSA	Comp Rate / Comp Freq	FTR / Appt Period	Appt Er
0	07/01/2020	201640 CLINICAL ASSOC PROF 233000 Anesthesiology Department	Active Data Elig Config Change	20.00	Regular	E	118,375.00 Annual	236,750.00 12 Months	08/31/
1	07/01/2020	103761 ASSOCIATE CHIEF CLINICAL OFCR 231480 UMMG Faculty Benefits Appt.	Active Data Elig Config Change	20.00	Regular	E	118,375.00 Annual	236,750.00 12 Months	08/31/

Department Budget Details

Department: 233000 Anesthesiology Department

Effective Date Detail

Find

Effective Date: 02/01/2020
 Funding End Date:
 Sponsored Project Pool:
 Job Title: CLINICAL ASSOC PROF
 Job Code: 201640
 Std Hours: 20.00
 FTE: 0.500000
 Comp Rate: 118,375.00 / Annual
 FTR: 236,750.00 / 12 Months

Earnings Distribution Detail

Find | [?] | [] | First

Short Code	Short Code Description	% Effort	% Dist	Fund	Dept ID	Prog	Class	Project
015300	F055995-University of Michigan	7.50	12.183	20000	233000	10000	22000	F055995
201966	MedDir Burlington Pain Clinic	5.00	10.000	56000	315005		31109	
220879	MD Faculty - ConEd	2.50	5.000	54000	233000	41200	46100	U040996
279114	Patient Care	11.00	22.000	50000	233000	20100	31101	U015143
279116	Hospital Admin	5.00	10.000	50000	233000	20100	31103	U015143
280108	Anes-NIH Salary Cap	0.00	2.817	54000	233000	NIHCP	22000	U020021
651423	Academic Instruction - GME	3.00	6.000	50000	233000	20100	11010	U015143
651425	Department Administration	5.00	10.000	50000	233000	20100	11100	U015143
651428	Michigan Medicine Citizenship/	3.00	6.000	50000	233000	20100	11130	U015143
651429	Patient Care - With House Offi	8.00	16.000	50000	233000	20100	31102	U015143



"This effort funding approach simplifies effort management, reporting and merit program administration."

Faculty in Leadership Roles – Additional Academic Admin. Appt. Titles: MM View



The table below provides common titles in our HR system for MM faculty leadership roles (Research Track samples not shown – see slide 21). Positioning in the table does not explicitly define hierarchy or reporting relationships. Some titles are used across segments/missions. The titles will evolve as we gain more experience. **Roles such as committee memberships are not being collected at this time.**

Faculty Leadership Titles - Michigan Medicine				
<i>Likely funding and/or appointing depts/unit</i>				
EVPMA / Medical School	Clinical Enterprise		Department:	
	<i>Hospitals</i>	<i>UMMG</i>	<i>Res, Educ, Admin</i>	<i>Patient Care</i>
EVPMA*				
Dean*	EVD/Pres*			
EVD/Chairs*	Chief Officers	Exec Dir	Chair*	
Sr Assoc Dean*	ACO Exec/Assoc Chief	CCO	<i>[note - no "Vice Chair" title available at this time]</i>	
Assoc Dean*	Assist Chief	ACCO, Program Dir	Associate Chair	
Assist Dean	ACCO	Sr. Medical Director	Section Head (Div Chief)	
Dir Acad Prog / Prog Dir		ACCC	Assistant Chair	
Assoc Dir Acad Prog	Med Dir (MPlan)/ Svc Chief	Medical Dir	Program Director / Center Dir	Medical Dir / Center Dir
Assist Dir Academic Prog		Assoc Medical Dir	Program Associate	Assoc Medical Dir
Program Associate		Assist Medical Dir	Program Assistant	Assist Medical Dir
Faculty Ombuds	Physician Advisor (Liaison)	Physician Adv (Lead)		

***Regental approval required**

Dept./ units may continue using 'working' titles locally and may optionally modify the University Long Title as is shown in sample form at the bottom of slide 13.

Faculty in Leadership Roles – Additional Academic Admin. Appts.: Dept ID's

The table below provides the most common Appointing Department ID numbers for EVPMA/Medical School and some Clinical Enterprise (Medical School appt. Dept Group) faculty leadership roles:

<i>Common Appointment/Funding Sources (excludes Acadmic Depts) for Faculty Leadership roles</i>	
EVPMA / Medical School	
Dept ID/Desc	Contact
230014 MM CME and Lifelong Learning	Sam Cook
230025 MM Faculty Affairs	Paul Salow
230049 MM Dean's Office	Bekah Ashley
230055 MM OMSE Curriculum Srvs Gen	Brad Densen
230059 MM Cancer Biology Grad Prog	Kevin Calhoun
230061 MM PIBS	Kevin Calhoun
230066 MM OMSE Compliance & Curriculum	Brad Densen
230067 MM Faculty Salaries	Paul Salow
230070 MM Office of Research	Teri Grieb
230073 MM Ofc of Grad & Postdoc Studies	Kevin Calhoun
230075 MM Central Biorepository	Victoria Vlanc
230077 MM Education and Global Initiatives	Kelly Espinoza
230081 MM Research – Clinical Trials	Tracey Naylor
230083 MM Doctoring	Brad Densen

EVPMA / Medical School	
Dept ID/Descr	Contact
230084 MM Branches	Brad Densen
230115 MM Wellness Office	Sandy Goel
231000 MM Medical School Admin	Shawn McIntosh
231085 MM CE Pres MS Benefits Appt	Daryl McDaniel
231480 MM UMMG Faculty Benefits Appt.	Daryl McDaniel
231481 MM UH CVC Fac. Benefits Appt.	Daryl McDaniel
231482 MM C&W Faculty Benefits Appts	Daryl McDaniel
231483 MM FGP Ops Fac. Benefits App	Migdalia Musler
231484 MM POM ACO Fac. Benefits App	Kendall Cislo
231485 MM FGP Faculty Group App	Migdalia Musler
263500 MM Eisenberg Family Depr Ctr	TBD
306500 MM Rogel Cancer Center	Jason Gillow
307000 MM Neuroscience Graduate Prog	Kevin Calhoun

Faculty in Leadership Roles – Additional Academic Admin. Appts.: Dept ID's



The table below provides the most common Appointing Department ID numbers for Clinical Enterprise (UMHHC Rollup Appt Dept) faculty leadership roles:

Common Appointment/Funding Sources (excludes Academic Depts) for Faculty Leadership roles

Clinical Enterprise		Clinical Enterprise	
Dept ID/Descr	Contact	Dept ID/Descr	Contact
231400 MM FGP Professional Billing	Lisa Cayen	311689 UH CVC Exec Dir	Linda Larin
311376 MPLAN UH Medical	Cathy Emiline-Fegan	311674 CW Mott Administration	Connie O'Malley
311377 MPLAN CVC	Cathy Emiline-Fegan	311689 UH/CVC Executive Director	Linda Larin
311378 MPLAN UH Surgical	Cathy Emiline-Fegan	314799 MM Cancer Center Admin	Jennifer Camilleri
311379 MPLAN CW	Cathy Emiline-Fegan	319319 MM Transplant MOU	Matt Prunte
311672 OCA	Cathy Emiline-Fegan		

Faculty Additional Administrative Appt(s). Common Medical School Department Role Jobcodes (8/2022)

Job Group: University Executives (Academic)	
Jodcode	Job code description
108000	Assistant Chair
107000	Associate Chair
109350	Center Director
105705	Program Assistant
162420	Program Associate
162400	Program Director

Job Group: Health Care Execs and Admins	
Jodcode	Job code description
109352	Assistant Medical Director
103782	Associate Medical Director
103781	Medical Director
174440	Physican Advisor
110380	Section Head
109351	Senior Medical Director
109370	Service Chief

- Roles removed from above: Chair, Dean/s, Acting/Interim, President, Provost, etc.
- For Clinical and Tenure track faculty use only.
- See slide 21 for Research track faculty with leadership role / title options.

Faculty Additional Administrative Appt(s). Common Clinical Enterprise Jobcodes (8/2022)

- All Interim and Acting job Codes removed
- Clinical Enterprise leadership role titles are exempt from Regental approval requirement
- Medical Director series also commonly used in Clinical Departments
- For Clinical and Tenure track faculty use only.
- Jobcode review/request currently in-progress: *"Associate Chief of Staff"*
- See slide 21 for Research track

Jodcode	Job code description
109505	Ambulatory Care Clinical Chief
109352	Assistant Medical Director
109480	Assoc Chief Clinical Affairs
109325	Assoc Chief Medical Officer
113775	Assoc Chief Medical Info Officer
113780	Assoc Dir Med Aff-UTL MGT
103761	Associate Chief Clinical Ofcr
103782	Associate Medical Director
109460	Asst Chief Clinical Affairs
109340	Chief Clin OFC-Medical Group
109341	Chief Clin Strat Off UMMG
109330	Chief Clinical Ofr Sys Own HOS
109320	Chief Medical Ofcr-Hlth Syst
113760	Exec Med Director Med Group
105050	Executive Director
109500	Chief Clinical Affairs
103781	Medical Director
174440	Physician Advisor
110380	Section Head
109351	Senior Medical Director
109370	Service Chief
113810	Sr Assoc Dir Med Aff

Faculty Additional Administrative Appt(s).: Options for Research Track (Primary) Faculty (8/2022)

- These are examples of possible additional appointment titles for Research track faculty.
- Research Track (Primary) faculty must use leadership titles from staff job families – and not from Job Family 28.
- These appointments do not require Regental approval.
- Please contact the Office of Faculty Affairs with questions.

Jodcode	Job code description
100009	Ombudsperson
100197	Program Manager
101541	Associate Director
101544	Assistant Dean
103461	Director
103462	Assistant Director
103682	Assistant Program Manager

Faculty in Leadership Roles & Titles: Framing, Tips, Comments

Using standard titles:

- One 'standard' title may map to many distinct roles (except Chair!); be flexible
- Some faculty may have multiple similar roles which map to the same title (e.g. Medical Director for two or more ACU's). In this example, there would be just one additional appointment. Optional ULT edits may reflect two or more roles on the same appointment title.
- Local title may differ from the title assigned in HR system. A "Vice Chair" on dept org chart and in daily practice can/would be an "Associate Chair" in the HR system
- Faculty may hold two or more distinct leadership titles (e.g. Associate Chair and Medical Director)

Department/Unit:

- Leadership roles held by faculty do not require administrative differentials and/or reduction in other duties
- No explicit need to change department org charts, websites: May continue to use local "working titles"
- Carefully consider optional University Long Title changes to enhance the leadership title listing(s) in M-Community, Outlook, paging, etc.
- Every leadership role should have a job description (see slide 23)
- Provide Medical School Office of Faculty Affairs the job description via JIRA service portal when requesting new administrative appointment.

Sample Generic Job Description:

Program Director (Jobcode 162400)

Overall Responsibilities:

The Program Director develops, coordinates and conducts training programs, both on and off-campus; coordinates and conducts clinical, community service or research activities. The Program Director may be responsible for an entire mission area for a department or unit or for a significant portion of a mission area.

The Program Director develops and implements program objectives and long-range planning and assists in determining necessary financial, physical and human resources. Explore new areas of training and research. Plan and conduct seminars, lectures and symposia. Interview, train and assist with evaluation of support staff.

Reporting Relationship:

The Program Director reports to the Chair or to other appropriate department leadership for a stated time duration. The appointment may or may not be renewable.

Appointment Details:

Administrative (protected) Time: .2 FTE (illustrative only)

Annual Administrative Differential: \$20,000 (illustrative only)

Appointment Term: 3 years (illustrative only)

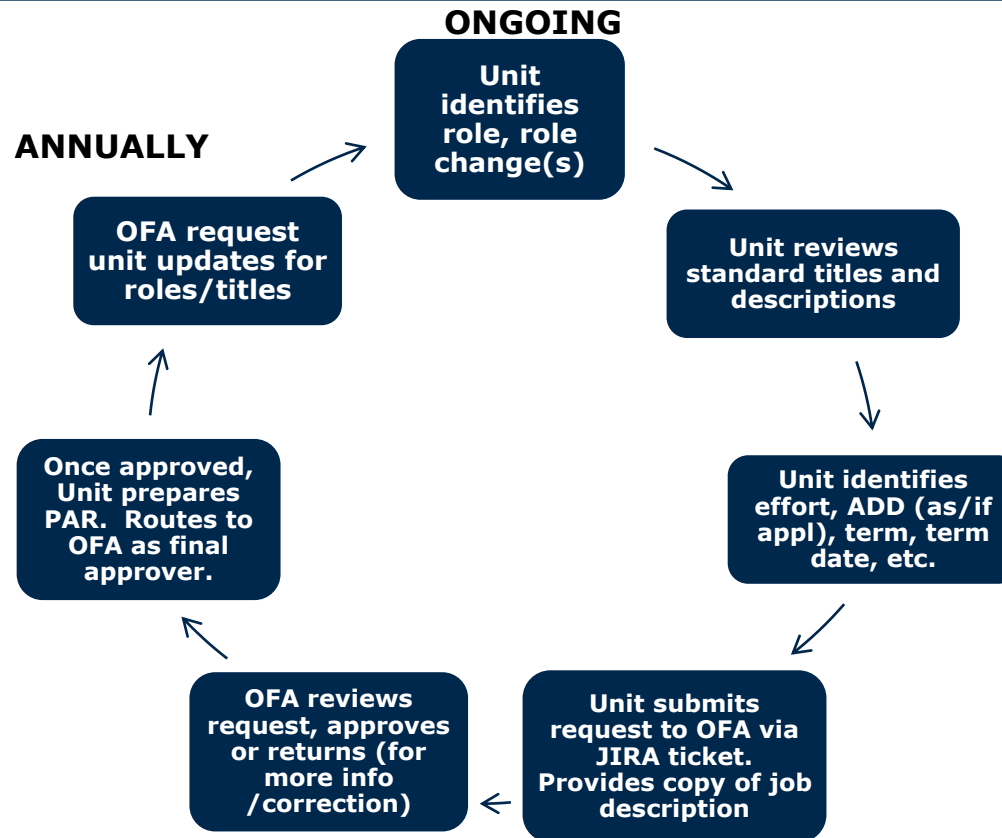
Illustrative example using this title:

MM Job Code: 162400 - Program Director

University Long Title – Program Director, *Residency Director*

For common Additional Administrative appointment job codes, see slides 19-21

Additional Administrative Appointments: Workflow



Note: Departments and other units review/submit ADD compensation annually via the merit process. Leadership roles, their HR system titles and related ADD's and ULT changes may occur throughout the year.

In most cases, academic **department-based staff will enter the PARs for the leadership roles, regardless of appointment location or funding source for the role(s)**. Department staff should collaborate with funding source staff for non-department-based leadership roles to confirm PAR entry.

Submitting a PAR in M-Pathways to create an Additional Appointment

1 hcmprod.dsc.umich.edu/psp/hcmprc

< HRMS Homepage

Personnel Action Request

Name: [Redacted]
 Campus ID: [Redacted]
 Empl ID: [Redacted]
 Admin Contact: [Redacted]
 Admin Dept: [Redacted]

Person Modifier Summary

Person Modifier	Begin Date
Employed As Regular	06/19/2004
Instructional Entry/Exit Dates	07/01/2008

Visa/Permit Data Summary

Permit Type	Effecti
19	06/19/2

**Rehire to the University/
New Employment Record/
Additional Appointment** Ad

Please provide how many employment record numbers are required:



2 AFTER Find | View All First 1 of 1 Last

Work Location

Effective Date: Eff Seq: 0
 Department:
 Supervisor ID:

Job Information

Job Code:
 Classified Indicator:
 % Effort:
 Standard Hours:
 FLSA Status: FTE:

Payroll

Pay Group:
 Employee Type:

Compensation

Comp Rate: Frequency:
 Hourly: Daily: 0.00 Biweekly: 0.00
 Monthly: 0.00 Annual: 0.00
 Job/Career Family:
 Sal Plan/Career Band:
 Salary Grd/Job Role:

UM Job Data

Appt Begin Date: Appt End Date: Appt Period:
 FTR: FTR Override:
 Unit PCN:
 Tenure Status: Tenure Granted Date:

UM Work Address

This will update the work address and phone as of the transaction effective date.

Address 1: City:
 Address 2: State:
 Address 3: Postal:
 UM Work Address Voice:
 Check if this is a Secondary Work address:

1 Create PAR, select Rehire to the University/New Employment Record/Additional Appointment

2 Enter all the detail for the Additional Appointment (including DBE).

Save and submit for approval.

Submitting a PAR in M-Pathways to add/change University Long Title

Job Data Changes

[Pay Rate Changes](#)

[Other Job Changes](#)

[Correction or Deletion of Data](#)
 Correction or Deletion of Data
 Earliest effective date to Correct/Delete

Create PAR, select "Correction or Deletion of Data"

In the Comment section, write out preference for University Long Title

This information will be manually entered into M-Pathways HR data base by HRRIS

Employment Record #:
Correction/Deletion

BEFORE Find | View All First 1 of 1 Last

Work Location

Employee Status: Active

Effective Date: 12/05/2019 Eff Seq: 0

Job Indicator: Primary

Action: Data Change Reason: Supervisor ID Batch Load

Action Date: 12/05/2019

Department: 2

Department Contact: [REDACTED]

Supervisor ID: 6

Job Information

Job Code: 201000 PROFESSOR

Entry Date: 09/01/2019

Classified Indicator: Regular

% Effort: 80.00

Standard Hours: 32.00

FLSA Status: E FTE: 0.800000

Payroll

Pay Group: MOR

Employee Type: S

Compensation

Comp Rate: 185,968.00 Frequency: A

Hourly: 111.76 Daily: 715.26 Biweekly: 7,152.62

Monthly: 15,497.33 Annual: 185,968.00

Job/Career Family: 10 Regular Instructional

Sal Plan/Career Band: 10 Regular Instructional

Salary Grd/Job Role:

UM Job Data

Appt Begin Date: 09/01/2019

Appt End Date: Appt Period: Per 12

FTR: 232,460.00

Unit PCN:

Tenure Status: Tenure Tenure Granted Date:

Effective date to be corrected or deleted: 01/01/2020

For corrections, type in the field(s) to be corrected and the new values to be entered in the box below
For deletions, type in the date of the row to be removed from the system in the box below.
Also provide the reason for the correction or deletion.

Comments:

Long title: Associate Dean, Office of Research, Associate Chair for Strategy and Technology, Department of .

In this example, the text "of Strategy and Technology" was added to the 'Assoc Chair' add'l appt.



Basic PAR Sequence to Move an Additional Pay to a new Additional Appointment

- If ADD is provided with the role and if department wants the Additional Pay linked to the role/title in Payroll, > end the applicable Additional Pay on the academic title
- Enter the Additional Appointment administrative role/title(s)
- Enter the applicable Additional Pay for the additional administrative appointment(s)

Note: *there will be other scenarios requiring different PAR sequence entries associated with Academic Administrative appointments*

See: <https://hr.umich.edu/working-u-m/management-administration/records-management/par-job-aids-other-tutorials>
for helpful documentation to support PAR workflows

Resources Recap

- OFA webpage: <https://faculty.medicine.umich.edu/office-faculty-affairs>
- Faculty Leadership Administrative Appointment resource page
(specific new link is TBD)
- Jira: <https://sd-jira.med.umich.edu/servicedesk/customer/portal/17>