

## Instructions for Completing the Form 19 – Appointment to the Faculty

**Campus:** select the appropriate campus location.

**Type of Appointment:** values are New, New-Revised, and Extension/Change.

- **New** - Examples include:
  - Faculty member new to University
  - Current employee changing from non-faculty employee group to faculty employee group (examples: grad student transferring to post doc; current A/P employee transferring to Research Assistant Professor; etc.)
  - Rehires – there has been a break in employment so contract should be marked “New”
- **Extension/Change** - if the employee has received a Form 19 for a previous appointment, select “Extension/Change.” Examples include:
  - Employee initially hired as a Visiting appointment and now changing to a Tenure Track appointment
  - Extension of current appointment
  - Employee changing from faculty position in one org unit to a faculty position in another org unit
  - Employee received an extension to maximum probationary period
- **New-Revised** – the initial contract has been approved and then there are changes that are effective back to the original hire date. The original contract may have been approved with contingencies (i.e. PhD, H1-B, etc.) and then when the employee began, there was a change. For example, if an employee did not receive a PhD as expected, a revised contract is required if the position title changed. Since the appointment is new, select New-Revised to acknowledge a revision to the original approved contract.

**Personnel No. (if extension/change):** Complete the personnel no. if available (aka PERNR). In some cases, the employee will have a personnel no. for a new appointment (one example is a current grad going to a post doc position). This field should be completed whenever possible.

**Last Name, First Name, Mi:** complete with accurate information. The name on the contract must be the individual’s legal name. Check their vita, signature, etc. to capture their legal name.

**Organizational Unit Name:** type the Organizational Unit name.

**FTE:** (aka CUL) – this represents the % of time associated with this appointment. The contract shows FTE (Full Time Equivalency) instead of CUL (Capacity Utilization Level) as shown in SAP. FTE is a well known acronym used to measure a worker’s involvement in a project or a student’s enrollment at an educational institution. An FTE of 1.00 means that the person is equivalent to a full-time worker, while an FTE of 0.50 signals that the worker is only half-time. The contract will continue to show FTE.

**Note:** The PA Form and other associated fields within SAP must conform to CUL in the format of whole numbers (i.e. 1.00 FTE equals 100.00 CUL, .50 FTE equals 50.00 CUL, etc.).

**Position Title:** This should be the title as approved by Compensation. If the individual has a merged faculty appointment, the contract should show org unit, FTE and title for each faculty appointment. If the person has a concurrent appointment (one faculty and one A/P position), the Form 19 would show the faculty position and reference the A/P position in the comments section.

**Period of Appointment:** Begin Date (Month, Day, Year) \_\_\_\_\_; End Date (Month, Day, Year) \_\_\_\_\_

- **Note:** for AY appointments, these dates should be consistent with the AY calendar as much as possible. Sometimes that is not possible if the term of the assignment is beginning or ending during the middle of a semester. However, contracts for AY employees should never begin or end during summer session.

**End Signifies:** easily missed but very important

- **Review of Appointment Date**
  - When this option is used, the contract will be part of the contract warning system and notice must be given in accordance to Exec. Memo B-50.
  - This option should always be chosen for tenure track faculty.
- **Termination Date Without Further Notice**
  - This option should be used for appointments with specific time periods. This option should be chosen for all Research Faculty positions, per the guidelines for research faculty. Visiting faculty and Post Doc appointments are normally offered with specific time periods.
  - These contracts are included in the contract warning system to provide notice of contract expiration. Departments will process additional documents as needed.
- **N/A**
  - This option is chosen for tenured faculty. One example of when a tenured faculty would need a contract is when they convert from either FY to AY or AY to FY.

**Annual Rate of Pay for this appointment \$ \_\_\_\_\_ on an \_\_\_\_\_ year basis (budget year \_\_\_\_\_)**

- Annual Rate -- this is the annual rate based upon appropriate FTE; this will match the annual rate on PA (Example: Full time annual rate is \$100,000, CUL is 75%, annual rate on contract and PA should be \$75,000). If it is a future dated contract extension, the most current, approved salary should be used.
- Year Basis – Choose academic or fiscal year
- Budget Year – use the budgeted year for which the salary is current (Example: contract extension processed on 8/18/08 for 09/10 academic year; last approved known salary is the 08/09 rate; therefore the 08/09 annual rate should be used and 08/09 should be the budget year).

**Cash Rate of Pay** – this is used for short term assignments and should be the exact amount that the employee will receive for the duration of his/her assignment. When this option is used, Annual Rate, year basis and budget year should not be completed.

**Are there any other agreements?** Select “Yes” or “No.”

**Attachments/Comments** – use this area when there are special conditions of employment (“Yes” should be chosen for “Are there any other agreements”). Some examples include:

- Offer letter, dated xx/xx/xx from (dept head’s name) – must include all of this information
- Contingent upon appropriate immigration status – use this, regardless of the type of position or length of employment, when the employee is not a citizen or permanent resident. If the employee changes from an H-1B to permanent resident, this statement should no longer be used on the contract.
- All vacation is requested to be used prior to termination – this is generally used for temporary FY positions such as post docs.
- Salary includes administrative supplement of \$xx,xxx – when the faculty member’s salary includes an administrative supplement, the annual salary should be the total of his base pay plus the supplement and then this statement should be in this section. Reference Administrative Supplements, Guidelines and Procedures on the Provost website.  
[http://www.purdue.edu/provost/shtml/documents/admin\\_guide\\_proc\\_update\\_final.pdf](http://www.purdue.edu/provost/shtml/documents/admin_guide_proc_update_final.pdf)
- Note: Do NOT reference homeland security letters relative to visa status
- Caution: Use caution when referencing conditions based upon availability of funds – Per DFA Minutes dated 2/20/08: “Clause VII of B-50 states that “The University may terminate any tenured or non-tenured faculty member before the end of the term of appointment because of unavailability of funds.” Some may interpret this policy to mean that when grant funds supporting a post-doc are no longer sufficient to continue the support, the post-doc contract can be terminated early. University counsel has determined that unavailability of funds would be hard to defend since the departments/colleges have other sources of funds. Contracts should be honored unless there is cause to terminate early. Please use caution when writing contracts.”

**Faculty Tenure Status:** Check one of the following:

- New Appointment – choose this option for situations as stated above under New Types of Appointments. Choose one of the following options in drop down box
  - Appointed with Tenure – the tenured date must be referenced
  - Not Eligible for Tenure
  - Eligible for Tenure; waiting – a projected tenure date must be referenced
- Extension/Change in Tenure Status – choose this option for situations as stated above under Extension/Change Types of Appointments. Choose one of the following options in drop down box
  - Tenured – the tenured date must be referenced
  - Not Eligible for Tenure
  - Eligible for Tenure, waiting – the projected tenure date must be referenced
  - Change in Maximum Probationary Period – the projected tenure date should reflect this change from previous contracts
  - Other (explain below)

**Date Tenured/Day Following End of Maximum Probationary Period:** (month, day, year)

- Date Tenured – date person was tenured. If a faculty member is waiting on his resident alien card to be tenured, the statement “will be tenured upon receipt of permanent residency” should be on this line.
- Day Following End of Maximum Probationary Period – literally the day following the max probationary period. This date is the date following the end of the Spring semester (ex. if the semester ends 5/16/10, the day following would be 5/17/10). This date should be changed when employee receives an approval for an extension of their probationary period.

**Are there any Conditions regarding Tenure** – choose one of the following options (do not leave this as “Select One”):

- Yes – if this option is chosen, an explanation needs to be in the Attachments/Comments section
- No – choose this option for tenured/tenure track positions with no tenure conditions as well as for positions that are not eligible for tenure
- Yes, Contingent upon appropriate immigration status – use this option for tenure/tenure track employees who have H-1B visas. Once permanent residency has been obtained, this option should no longer be used.

**Attachments/Comments** – if “Yes” were chosen above “Conditions regarding Tenure.” One example is:

- Tenure home is in (name of org unit) – when an employee is tenure track and has a merged appointment, the tenure home needs to be stated on the contract and in the offer letter.

**Signatures with dates:**

- Appointee – this needs to be the original signature of employee.
- Org Unit Head – if the employee has a merged appointment, the department head signature from every org unit is required.
- Vice President/Dean/Vice Chancellor/Director – if the employee has a merged appointment between 2 or more colleges/schools, a signature from every college/school is required.
- President or Designee – HR SSC is responsible for obtaining this signature.

## GENERAL GUIDELINES

**New Appointments** – All new faculty need a contract (Form 19) except:

- Faculty employed less than 2 complete pay periods. If employment involves more than 2 pay periods (including partial pay periods), a contract is needed.
- Academic year faculty employed for the summer session only.

**Continuing Appointments: Non-tenured Faculty** – A subsequent contract ***is required*** for the following situations:

- Contract is extended beyond approved ending date
- Change in total FTE (CUL)
- Change in org units
- Change in positions
- Decrease in salary
- Special terms and conditions beyond existing contract
- Tenure probationary period is extended in accordance with Exec. Memo B-48
- Conversion from AY to FY or FY to AY
- Tenure awarded without promotion

**Continuing Appointments: Non-tenured Faculty** – A subsequent contract ***is not*** needed under these conditions (however PA's and/or Form 13's may be required to implement the change. Some changes will be made via the annual budget.)

- Change in name, social security number or title
- Increase in salary
- Promotions with budget which automatically award tenure (such as promotion from Assistant to Associate Professor). If the promotion occurs outside of the budget, a contract is required.

**Continuing Appointments: Tenured Faculty** – once a faculty member is tenured, contracts are only needed for the following situations:

- Conversions from AY to FY or FY to AY
- If tenured at .50 FTE and then increased to 1.00 FTE, a contract will be needed to explain new tenure status.

**Additional guidelines:**

- The contract should be retyped if there is a change which alters the intent of the contract (examples: position title, salary, begin or end date, max probationary period, contingency statements, etc.). If corrections need to be made and the contract is not retyped, all changes need to be initialed by everyone who has signed the contract.
- If a faculty member holds both a faculty and administrative/professional appointment, the form 19 should reference the A/P position in the comments section.
- If a faculty member holds both a faculty and a continuing lecturer appointment, a form 19 and a form 19L are needed. Each contract must reference the other under the attachment section. CUL's should correspond to individual contract assignments.