

Departmental/divisional personnel staff processing personnel actions may complete this form and keep it in the departmental personnel file for the employee.

Effective Date _____

Employee ID _____ Employee's Name _____

CONTRACT DATA

Contract Number _____ Contract Begin Date _____ Contract End Date _____

TENURE DATA

Tenure Status _____ Home Rank _____ Tenure Home _____

Track Start Date _____

Other Tenure Department _____ Tenure Status _____ Rank _____

Effective Date _____ FTE _____

FACULTY DATA

Vote Assignment _____ Vote Assignment Date _____

Grad Faculty Status _____ Grad Faculty Status Date _____

Associate Status Department Primary _____

Associate Status Department Secondary _____

NEPOTISM INFORMATION

Effective Date _____ Status _____

Related Employee ID _____ Relationship to Employee _____

PROFESSIONAL EDUCATION

Country _____

Degree _____ Date Acquired _____ Terminal Degree

Major _____ Major Code _____

School _____ School Code _____ State _____