

## Recording Academic Rank in HRIS

In 2008, initial on-line entry of academic rank information was performed by department personnel specialists and major administration officers. This year, we have created the Academic Rank Verification Report that produces a single document for each individual with academic rank. We are asking that this report be run and distributed to those with academic rank for verification. The report request parameters include a DOCUMENT RETURN DATE ... the date entered will appear on the documents and is the date the documents are to be returned to the department personnel specialist. We suggest September 1 as the Document Return Date ... [deadline for HRIS on-line updates is October 1.](#)

It is important that this information is verified and updated to maintain current academic rank information for university reports.

For each faculty member and/or department head with academic rank, this page will need to be updated to display their current academic rank and their academic rank history, if applicable.

**Note:** Faculty and department heads need to be updated. In most cases, deans, directors will not appear on this page.

Department personnel specialists and major administration officers (those who update the university budget) have access to update this information and run these reports.

After initial on-line entry of this information, please continue to maintain current information for report purposes.

### 1. Access the KSU Academic Rank page:

[Workforce Administration](#) > [Job Information](#) > [Academic Rank](#) > [Academic Rank](#)

### 2. Enter Search Criteria (Department ID, Etc.)

**KSU Academic Rank**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

Department:

Include History  Correct History

## Academic Rank Page:

The page displays the **Current Academic Rank** on the right side of the page, defaulting on this page from position data. If the Current Academic Rank is not correct, please submit a Position Data Sheet to HR so it can be corrected within Position Data.

### 3. Enter Date Acquired for each academic rank, if applicable.

*This page may be updated/corrected/saved more than once, if necessary.*

## Academic Rank Page

The screenshot shows the 'Academic Rank Page' interface. At the top left, there is a tab labeled 'Ksu Rank Data'. Below it, the user's name 'Lname,Fname M' and 'Research Assistant Professor' are displayed, along with the 'EmpID: W0000000805'. The 'Position: W0008576' and 'Department: Biology' are also shown. A table lists academic ranks with corresponding 'Date Acquired' fields. The 'Current Academic Rank' is shown as 'Instructor' on the right side. A callout box points to the 'Current Academic Rank' field, stating: 'Current Academic Rank: Information coming from Position Data. If this is not correct, please notify HR liaison.' Another callout box points to the 'Date Acquired' field for the 'Assistant Professor' rank, stating: 'Please check dates carefully.' At the bottom, there is a navigation bar with buttons: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History, and Correct Hist.

Date Acquired	Academic Rank
06/08/2003	Instructor
01/01/1900	Assistant Professor
	Associate Professor
	Professor

**Current Academic Rank:**  
Instructor

**Current Academic Rank:**  
Information coming from Position Data. If this is not correct, please notify HR liaison.

**Current Academic Rank:**  
Instructor

*Please check dates carefully.*

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct Hist

### 4. Check data carefully and select Save.

See next page for report descriptions and instructions.

## **Academic Rank Reports:**

There are three reports that track all levels of academic rank for faculty members and department heads. Reports: <http://www.k-state.edu/hr/hris/hris-reports-rank.html>

### **Academic Rank Report:**

The **Academic Rank Report** is designed to display academic rank including history, if applicable, for each faculty member within a department. This report may be run as data is entered on-line or after data has been entered on-line to ensure accuracy. Report Instructions [http://www.k-state.edu/hr/hris/Academic\\_Rank\\_Report.pdf](http://www.k-state.edu/hr/hris/Academic_Rank_Report.pdf)

**Path:** Workforce Administration > Job Information > Academic Rank > Academic Rank Report

### **Academic Rank Compare Report:**

The **Position Rank Compare Report** identifies discrepancies between the job title, academic rank and position rank (academic rank that displays in position data). This report may be run before the on-line update process or at the end of the on-line update process to expose inaccurate data. Report Instructions [http://www.k-state.edu/hr/hris/Academic\\_Rank\\_Compare\\_Report.pdf](http://www.k-state.edu/hr/hris/Academic_Rank_Compare_Report.pdf)

**Path:** Workforce Administration > Job Information > Academic Rank > Academic Rank Compare Report

### **Academic Rank Verification Report:**

The **Academic Rank Verification Report** provides a document identifies discrepancies between the job title, academic rank and position rank (academic rank that displays in position data). This report may be run before the on-line update process or at the end of the on-line update process to expose inaccurate data. Report Instructions: [http://www.k-state.edu/hr/hris/Academic\\_Rank\\_Verification\\_Report.pdf](http://www.k-state.edu/hr/hris/Academic_Rank_Verification_Report.pdf)

**Path:** Workforce Administration > Job Information > Academic Rank > Academic Rank Verification

**Questions, please do not hesitate to contact Alma Deutsch at (785) 532-1448.**