

Updating Unclassified Data

It is important that data is updated by October 1.

Unclassified Data Field	Contract Type			
	Regular	Probationary	Tenured	Term
Tenure Date	Blank	Optional	Required	Blank
Tenure Status	N	E	T	N
Teaching Faculty	N	Y/N	Y/N	Y/N
Faculty Senate	A/E/F	A/E/F	A/E/F	A/E/F

To update tenure date/status and Faculty Senate information, follow these steps:

- 1) **Run Unclassified Data Report to view current data** (i.e., tenure date/status and Faculty Senate information.)

Workforce Administration > Workforce Reports > Unclassified Data

Report Instructions:

http://www.k-state.edu/hr/hris/Unclassified_Data_rpt.pdf

- 2) **To update information, access the Unclassified Data page:**

Workforce Administration > Job Information > Unclassified Data

- 3) **Add a new effective-dated row.** Effective date may be the day the page was updated or fiscal year or academic year begin date.

- 4) **Enter/Update appropriate information.**

No need to update the following information:

Graduate Faculty Status and Date, Phased Retirement Dates, Sabbatical Leave Dates and Professorial Performance Award Dates are maintained by personnel in the Graduate School, Office of Academic Personnel and the Division of Human Resources.

Faculty Senate:

All unclassified personnel appointed five-tenths (.5) or more on regular, probationary or tenured contracts are eligible for Faculty Senate. Valid values are A, E or F. Those on term contracts are not eligible. **Faculty holding joint appointments should be coded in the area in which the majority of the tenths reside. For example, a person with both Extension and Main Campus FTE would be coded in the area with the majority of the tenths.**

- A Administrative; Eligible for Faculty Senate Membership. **Faculty** with the title of dean, associate dean, or assistant dean are members of general administration. And, all unclassified employees not falling in one of the representative units of the Extension Division, the Library, or one of the colleges.
- E Extension; Unclassified employees in the Division of Cooperative Extension, **with the exception of Farm Management Fieldmen and County Extension Agents.**
- F Faculty; Faculty Senate Eligible. All faculty and **unclassified professional staff** employed in the library or one of the colleges except those with the title of dean, associate dean, or assistant dean.
- N Not applicable; Not eligible for Faculty Senate Membership. Unclassified employees on temporary appointments and/or with term contracts are not eligible for Faculty Senate.

Representation in the Faculty Senate:

<http://www.ksu.edu/uauc/fhbook/fhxe.html>

- 5) **Check data entry carefully and select "Save."**
- 6) **Run Unclassified Data Report to verify data entry.**

Report Instructions:

http://www.k-state.edu/hr/hris/Unclassified_Data_rpt.pdf

Be sure to use appropriate "As of Date" when completing report parameters.