

Updating Unclassified Data

Tenure Date/Status -- Faculty Senate Standing

Deadline: September 26, 2008

Note: This page is no longer used to assign KATS/iSIS (Student Information System) access.

Please use the [iSIS Access Form](http://www.k-state.edu/hr/forms/itaccessforms.html) to assign access.
<http://www.k-state.edu/hr/forms/itaccessforms.html>

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

- 1) **Access and 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.ksu.edu/hr/hris/hris-reports.html>

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

Workforce Administration > Job Information > Unclassified Data

- 3) **Add a new effective-dated row by selecting "Insert Row" push button.** Effective date may be the day the page was updated or fiscal 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.

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

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/uau/fhbook/fhxe.html>

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

Report Instructions:

<http://www.ksu.edu/hr/hris/hris-reports.html>

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

Unclassified Data Page

Unclassified Data

Spooner, Brian S ID: W0000003849

Original Hire Date: 08/01/1971

Scroll Area Find | View All First 1 of 2 Last

Effective Date: 06/15/2008

Tenure Date	Status	<12 Annual Leave Eligible	Teaching Faculty
09/01/1975	T	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Faculty Senate	Graduate Faculty Status	Date
F	C	06/01/1994

Phased Retirement Dates	Sabbatical Leave Dates
Begin: End:	Begin: End:

Professional Performance Award	
Begin: 06/17/2007	End: 06/08/2013

On-Line Entry Deadline: September 26, 2008

(June 9, 2008)