

Updating Unclassified Data

Please update
Tenure Date/Status & Faculty Senate Standing
by September 25, 2009.

**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.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 by selecting "Insert Row" push button.** 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.

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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.k-state.edu/hr/hris/Unclassified_Data_rpt.pdf

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

Unclassified Data Page

Unclassified Data

Lname,Fname M ID: W0000003849

Original Hire Date: 08/01/1971

Scroll Area Find | View All First 1 of 2 Last

Effective Date:

Tenure Date	Status	<12 Annual Leave Eligible	Teaching Faculty
<input type="text" value="09/01/1975"/> <input type="button" value="31"/>	<input type="text" value="T"/> <input type="button" value="Q"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>Faculty Senate</p> <p><input type="text" value="F"/> <input type="button" value="Q"/> Faculty</p>	<p>Graduate Faculty Status Date</p> <p><input type="text" value="C"/> <input type="button" value="Q"/> Certified <input type="text" value="06/01/1994"/> <input type="button" value="31"/></p>
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<p>Phased Retirement Dates</p> <p>Begin: <input type="text"/> <input type="button" value="31"/> End: <input type="text"/> <input type="button" value="31"/></p>	<p>Sabbatical Leave Dates</p> <p>Begin: <input type="text"/> <input type="button" value="31"/> End: <input type="text"/> <input type="button" value="31"/></p>
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Professional Performance Award	
Begin: <input type="text" value="06/17/2007"/> <input type="button" value="31"/>	End: <input type="text" value="06/08/2013"/> <input type="button" value="31"/>

On-Line Entry Deadline: September 25, 2009

(June 15, 2009)