PAFs for Faculty Receiving Promotion and/or Tenure

*Special Note:* The completed PAF should be received by HRIS prior to 01- MAY.

**Initiating the PAF**
- Use Reappointment/Change Assignment PAF (CHG PAF).
- Effective Date for PAF: 01-JUL-20YY (current year)

**For Promotion When Faculty Member Already Has Tenure**
- **Assignment Change Reason** (Assign Info tab): Promotion
- **Change Rank** (Specific tab).
- Do *not* modify **Appointment Salary** (Specific tab)—this should remain the same.
- Add note to **Additional Information** (Specific tab): “Appointment Salary will be modified to reflect this promotion during the 01-JUL budget update.”

**For Promotion with Tenure**
- Change **Appointment Status** (Assign Info tab) to Tenured.
- Change **Appointment Status Date** (Assign Info tab) to 01-JUL-20YY (current year).
- **Assignment Change Reason** (Assign Info tab): Promotion
- **Change Rank** (Specific tab).
- Do *not* modify **Appointment Salary** (Specific tab)—this should remain the same.
- Add note to **Additional Information** (Specific tab): “Appointment Salary will be modified to reflect this promotion during the 01-JUL budget update.”

**For Tenure Only**
- Change **Appointment Status** (Assign Info tab) to Tenured.
- Change **Appointment Status Date** (Assign Info tab) to 01-JUL-20YY (current year).
- **Assignment Change Reason** (Assign Info tab): Appointment Status
- Do *not* modify **Appointment Salary** (Specific tab)—this should remain the same.
- Add note to **Additional Information** (Specific tab): “Appointment Salary will be modified to reflect this promotion during the 01-JUL budget update.”

For questions regarding PAF preparation, send an email message to paf-support@uni.edu
Last Updated: April 2, 2010