## **Academic Rank**

## Update by October 1

Run the Academic Rank Verification Report and distribute pages to faculty and department heads for verification. Instructions: http://www.k-state.edu/hr/hris/Academic Rank Verification Report.pdf

Note: In most cases, deans and directors will not appear on this report and do not need to be updated on-line.

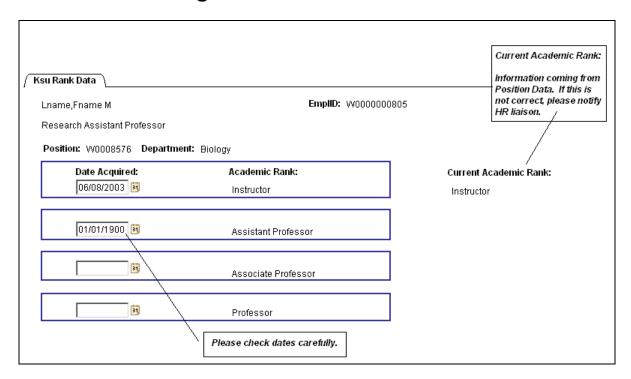
#### To update Academic Rank, go to 1.

Workforce Administration > Job Information > Academic Rank > Academic Rank

- Enter Search Criteria (Last Name or Department ID) 2.
- Enter Date Acquired for each academic rank, if applicable. 3.

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

# **Academic Rank Page:**



Note: The Current Academic Rank on the right side of the page defaults 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.

# Check data carefully and select Save.

See next page for report descriptions and instructions.

# **Academic Rank Reports**

There are three reports that track 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.

<u>Path</u>: 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.

<u>Path</u>: Workforce Administration > Job Information > Academic Rank > Academic Rank Compare Report

# **Academic Rank Verification Report:**

The **Academic Rank Verification Report** provides a document that 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.

<u>Path</u>: Workforce Administration > Job Information > Academic Rank > Academic Rank Verification

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