

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.

1. To update Academic Rank, go to

[Workforce Administration](#) > [Job Information](#) > [Academic Rank](#) > [Academic Rank](#)

2. Enter Search Criteria (Last Name or Department ID)

3. Enter Date Acquired for each academic rank, if applicable.

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

Academic Rank Page:

The screenshot shows the 'Ksu Rank Data' page for an employee. The employee's name is 'Lname,Fname M' and their EmpID is 'W0000000805'. Their current position is 'Research Assistant Professor' with Position 'W0008576' and Department 'Biology'. The table below lists academic ranks and the dates they were acquired:

Date Acquired	Academic Rank
06/08/2003	Instructor
01/01/1900	Assistant Professor
	Associate Professor
	Professor

Callouts in the image include:

- A box on the right stating: "Current Academic Rank: Information coming from Position Data. If this is not correct, please notify HR liaison." with a line pointing to the 'Current Academic Rank: Instructor' text.
- A box at the bottom stating: "Please check dates carefully." with a line pointing to the '01/01/1900' date in the Assistant Professor row.

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.

4. 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.

Path: 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.

Path: 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.

Path: Workforce Administration > Job Information > Academic Rank > Academic Rank Verification

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