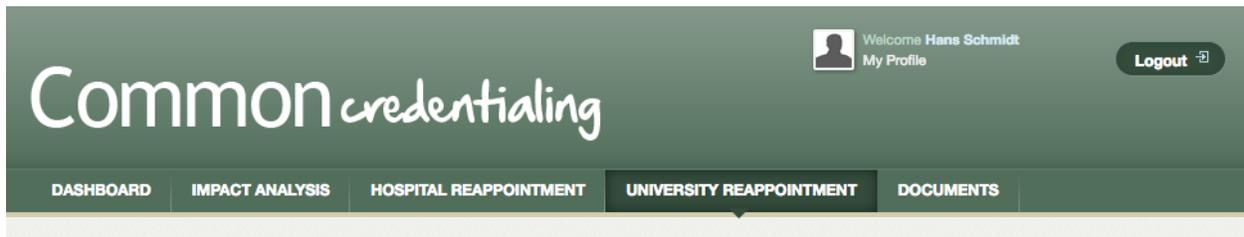


University Adjunct 1 Reappointment Quick Guide

This guide will walk you through the steps to complete a University Adjunct 1 Reappointment.

If you have completed hospital reappointments in the past you will notice that the Reappointment option has been changed to say “Hospital Reappointment” and there is now a new menu option that says “University Reappointment”.

To view the University Adjunct 1 Reappointment data, click on the “University Reappointment” menu option.



This will take you to a list of faculty in your department that have Adjunct 1 appointments ending June 30th of this year.

To view the reappointment options for each faculty member, click on the “Reappoint” link at the end of each row associated with that person.

University Adjunct 1 Reappointment

First Name	Last Name	Start	End	Preceptor	Status	
Evan	Adams	2016-07-01	2017-06-30	Yes	Ending	Reappoint
Myron	Adams	2014-07-01	2017-06-30	Yes	Ending	Reappoint
Carl	Anderson	2016-07-01	2017-06-30	Yes	Ending	Reappoint
Earnest	Andrews	2016-08-01	2017-06-30	Yes	Ending	Reappoint
Jerome	Armstrong	2014-07-01	2017-06-30	Yes	Ending	Reappoint
Burl	Arnold	2016-05-01	2017-06-30	Yes	Ending	Reappoint
Granville	Avila	2016-07-01	2017-06-30	Yes	Ending	Reappoint
Elmer	Ayala	2016-07-01	2017-06-30	Yes	Ending	Reappoint
Matt	Ayala	2016-07-01	2017-06-30	Yes	Ending	Reappoint
Louise	Boiley	2016-07-01	2017-06-30	Yes	Ending	Reappoint

Once you click this, a window will open where you first need to review the address information. If a change of address is required, click the link that says “Address Change Form” to download the form. You will need to print the Form, fill it out and send it to the FHS Staffing Office.

If you want to proceed with Reappointment, click the “Reappoint for” drop down to select the number of years you want to reappoint the faculty member for (e.g. 1 -3 years), then click “Save”.

University Adjunct 1 Reappointments x

Verify Address

Please confirm the following information for **Evan Adams**

346 Otty Way, Perth, ON, K7H 5C5

If the information above is incorrect please proceed to the link below to request an update to this information.

[Address Change Form](#)

Reappointment Details

Reappointment Start	2017-07-01
Reappoint for	-- Select --

Cancel

Save

The start date is automatically set to July 1st of the current year and the end date is calculated based on that plus the number of years you selected. The end date will be June 30th of the year that the appointment ends (e.g. if the start date is 2017-07-01 and you are reappointing for 3 years, then the end date will be 2020-06-30).

If the faculty member is a preceptor, this update will also insert the new preceptor dates.

Once this is completed, the list will update to show you that a reappointment has been requested. The older appointment dates will still appear and you will still have the ability to update the appointment dates if needed, but no further action is required.

Nathan	Tucker	2015-07-01	2017-06-30	Yes	Reappointment Requested (3 years)	Update
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If you do not want to reappoint the faculty member and they are to be terminated, then select “Termination” from the drop down and a blue information box will appear.

Verify Address

Please confirm the following information for **Nathaniel Schmidt**

**Peterborough Regional Health Centre, 1 Hospital Drive c/o Operating Room W5600,
Peterborough, ON, K9J 7C6**

If the information above is incorrect please proceed to the link below to request an update to this information.

[Address Change Form](#)

Reappointment Details

Reappointment Start	2017-07-01
Reappoint for	Termination

For termination of appointments you are not required to submit the new dates. The privilege in this system will automatically end. You are required to submit the following form to the FHS Staffing Office:

[Termination Notice](#)

Cancel

Save

If this faculty member is to be terminated, you will need to fill out the Termination form. You can download it by clicking the "Termination Notice" link in the blue information box. You will need to print the Notice, fill it out and send to the FHS Staffing Office.

Then click "Save" and the information will be updated on the list.

Dan	Maldonado	2015-07-01	2017-06-30	No	Reappointment Terminated	Update
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After this has been done, no further action is required because the appointment will automatically end.