RHODE ISLAND COLLEGE

Peoplesoft
MyRIC:
RIC Management Center

The information contained herein is intended to be used solely by Rhode Island College and its employees.

Last Updated on March 20, 2018

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RIC Management Center
From the menu select **RIC Custom Applications > RIC Management Center:**

1 Current Adjuncts by Name:

Clicking on this link will give you a listing of your department's adjunct faculty employees (defined by the Academic Organizations you have security to) in order by last name with the # of term* assignments. ==**The page may take a little while to load – please be patient and do not re-click on the link – this will slow down the page load.**==

Adjuncts by Name

*Terms selected are 3 years from the current year up to 3 years beyond the current year.

First ◀ 1-88 of 88 ▶ Last

	Pay Group	Job Code	Union Code	EmplID	Name	Email Address	Academic Organization	# of Terms	View Details
1	INS	ADJ1	ADJ	0	Abdelqader,Ghada M.	SADEV90@ric.edu	ENGLISH	2	View Details
2	INS	ADJ1	ADJ	0	Ackley,David L	SADEV90@ric.edu	ENGLISH	2	View Details
3	INS	ADJNON	ANN	0	Albanese III,Robert W	SADEV90@ric.edu	ENGLISH	1	View Details
4	INS	ADJ1	ADJ	0	Allison,Maya	SADEV90@ric.edu	ENGLISH	2	View Details
5	INS	ADJ1	ADJ	0	Amore,Anthony	SADEV90@ric.edu	ENGLISH	7	View Details
6	INS	ADJ1	ADJ	0	Bailey,Carol Y	SADEV90@ric.edu	ENGLISH	2	View Details
7	INS	ADJ1	ADJ	0	Batson,Judith Williamson	SADEV90@ric.edu	ENGLISH	7	View Details
8	INS	ADJ1	ADJ	0	Bethea,Indigo K	SADEV90@ric.edu	AFAMST	1	View Details
9	INS	ADJ1	ADJ	0	Bredie,Nicholas A	SADEV90@ric.edu	ENGLISH	2	View Details
10	INS	ADJ1	ADJ	0	Bryant,Heather R	SADEV90@ric.edu	ENGLISH	2	View Details
11	INS	ADJ1	ADJ	0	Callahan,Mary C	SADEV90@ric.edu	ENGLISH	2	View Details
12	INS	ADJ3	ADJ	0	Campana,Constance M	SADEV90@ric.edu	ENGLISH	9	View Details
13	INS	ADJ1	ADJ	0	Carr,Karen L.	SADEV90@ric.edu	ENGLISH	7	View Details
14	INS	ADJ1	ADJ	0	Carroll,Joseph R	SADEV90@ric.edu	ENGLISH	2	View Details
15	INS	ADJ1	ADJ	0	Chitwood,J. Martin	SADEV90@ric.edu	ENGLISH	8	View Details
16	INS	ADJ1	ADJ	0	Coletta,Francis S		ENGLISH	1	View Details
17	INS	ADJ1	ADJ	0	Collins,Moira	SADEV90@ric.edu	ENGLISH	6	View Details
18	INS	ADJ1	ADJ	0	Collins,Raymond D	SADEV90@ric.edu	ENGLISH	7	View Details
19	INS	ADJNON	ANN	0	Conti,Barbara A	SADEV90@ric.edu	ENGLISH	1	View Details
20	INS	ADJ3	ADJ	0	Cote,Joyce C	SADEV90@ric.edu	ENGLISH	8	View Details
21	INS	ADJNON	ANN	0	Dalessio,William R		ENGLISH	1	View Details
22	INS	ADJ1	ADJ	0	Daley,James	SADEV90@ric.edu	ENGLISH	3	View Details
23	INS	ADJNON	ANN	0	DePiero,Deborah A	SADEV90@ric.edu	ENGLISH	2	View Details
24	INS	ADJ1	ADJ	0	Donnelly,Uriah	SADEV90@ric.edu	ENGLISH	6	View Details
25	INS	ADJ1	ADJ	0	Drury,Jeffrey L		ENGLISH	2	View Details
26	INS	ADJNON	ANN	0	Edgerton,Michael T		ENGLISH	1	View Details

*Terms selected are 3 years from the current year up to 3 years beyond the current year – for example: current year = 2007; terms selected are any from 2005-2009.

To view details for a term click on the **View Details** link:

Adjunct Details by Name

	0252841	Clarke,Mary Anne
HISTORY	**Dept of History**	

Customize | Find | View All | 1-

	Term	Description	Subject Area	Catalog Nbr	Class Section	Descr	Meeting Pattern	Meeting Start Time	Meeting End Ti
1	1092	Spring 2009	HIST	161	23	Western History	F	9:00AM	12:50PM
2	1088	Fall 2008	HIST	161	27	Western History	F	9:00AM	1:50PM
3	1082	Spring 2008	HIST	161	07	Western History	MW	10:00AM	11:50AM
4	1072	Spring 2007	HIST	161	23	Western History	MW	6:00PM	7:50PM
5	1068	Fall 2006	HIST	161	18	Western History	MW	6:00PM	7:50PM
6	1062	Spring 2006	HIST	161	14	Western History	TUF	12:00PM	1:50PM

Return

Click on the **Return** button to go back to the previous page.

2 Current Adjuncts by Term/Org:

Current Adjuncts by Term/Org
Current Adjuncts by Term/Academic Org

Clicking on this link will give you a listing of your department's adjunct faculty employees (defined by the Academic Organizations you have security to) grouped by term*. **The page may take a little while to load – please be patient and do not re-click on the link – this will slow down the page load.**

Adjuncts by Term/Academic Org

Daniel Scott III

Adjuncts by Term/Academic Org   ***Data Updated Nightly***

*Terms selected are 3 years from the current year up to 3 years beyond the current year.

Customize | Find | 🔢   First ◀ 1-12 of 12 ▶ Last

	Term	Description	Academic Organization	Employee Counter	View Details
1	1108	Fall 2010	AFAMST	1	View Details
2	1106	Summer 2010	AFAMST	1	View Details
3	1102	Spring 2010	AFAMST	6	View Details
4	1098	Fall 2009	AFAMST	5	View Details
5	1096	Summer 2009	AFAMST	2	View Details
6	1092	Spring 2009	AFAMST	5	View Details
7	1088	Fall 2008	AFAMST	7	View Details
8	1086	Summer 2008	AFAMST	2	View Details
9	1082	Spring 2008	AFAMST	4	View Details
10	1078	Fall 2007	AFAMST	5	View Details
11	1076	Summer 2007	AFAMST	3	View Details
12	1072	Spring 2007	AFAMST	3	View Details

MANAGE HIRES

Adjuncts by Name   Adjuncts by Term/Academic Org   Current Employees

*Terms selected are 3 years from the current year up to 3 years beyond the current year – for example: current year = 2007; terms selected are any from 2005-2009. The adjunct is listed because they have been scheduled to teach a course that falls within this Academic Organization (verified by the Instructor Schedule page).

To view details for a term click on the **View Details** link:

Adjunct Details by Term/Academic Org

1102   Spring 2010

AFAMST   Dept of Afro American Studies   Accounting Dept #   12440

Customize | Find | View All | 1-6 of 6

	Pay Group	Job Code	Union Code	Name	EmplID	Business Title	Email Address
1	INS	ADJ1	ADJ	Green,Angel Y	0	Adjunct	SADEV90@ric.edu
2	INS	ADJ1	ADJ	Johnson,Bruce G.	0	Adjunct	SADEV90@ric.edu
3	INS	ADJ1	ADJ	Kyei-Poakwa,Daniel	0	Adjunct	
4	INS	ADJ1	ADJ	Mends,Stephen K	0	Adjunct	SADEV90@ric.edu
5	INS	ADJNON	ANN	Resseger,Hannah C	0	Adjunct	SADEV90@ric.edu
6	INS	ADJ1	ADJ	Silliman,Barbara	0	Adjunct	

Return

Click on the **Return** button to go back to the previous page.

3   Current Employees:

Current Employees
Current Employees

Clicking on this link will give you a listing of your department's current full-time employees and department retirees:

Full-Time Employees

Raimundo Kovac

Full-Time Faculty/Staff Members

Customize | Find | First   1 of 1   Last

	Department	Description	Employee #	View Details
1	11252	Mathematics & Comp Science	22	View Details

MANAGE HIRES

Adjuncts by Name   Adjuncts by Term/Academic Org   Current Employees

By clicking on the **View Details** link you will see the detail information:

Department Details

11252   Mathematics & Comp Science

Customize | Find | View All | First 1-21 of 22 Last

	Pay Group	EmplID	Name	Title	Telephone	Extension	Email Address
1	FAC	0:	Abrahamson,David L	Professor	401/456-8038	9862	SADEV90@ric.edu
2	FAC	0:	Andreozzi,Peter P	Assistant Professor	401/456-9758		SADEV90@ric.edu
3	FAC	0:	Christy,Donna	Assistant Professor	401/456-8038	1937	SADEV90@ric.edu
4	FAC	0:	Costa,Stephanie A	Assistant Professor	401/456-8038	9672	SADEV90@ric.edu
5	FAC	0:	DiPippo,Mark A	Assistant Professor			SADEV90@ric.edu
6	C12	0:	Ferguson,Jennifer L	Senior Word Processing Typist	401/456-8038	8507	SADEV90@ric.edu
7	FAC	0:	Gall,Walter G	Assistant Professor	401/456-8038		SADEV90@ric.edu
8	FAC	0:	Harrop,Frederick F	Associate Professor	401/456-9640		SADEV90@ric.edu
9	FAC	0:	Humphreys,Lisa D	Professor	401/456-8038	8295	SADEV90@ric.edu
10	FAC	0:	Kovac,Raimundo M	Associate Professor	401/456-9753		SADEV90@ric.edu
11	FAC	0:	La Ferla,Vivian L	Professor	401/456-8038	9861	SADEV90@ric.edu
12	FAC	0:	McDowell,Edward D	Associate Professor	401/456-8038	9776	SADEV90@ric.edu
13	FAC	0:	Moskol,Ann E	Professor	401/456-9761		SADEV90@ric.edu
14	FAC	0:	Ravenscroft Jr,Robert A	Assistant Professor	401/456-9745		SADEV90@ric.edu
15	FAC	0:	Roy,Charles L	Assistant Professor	401/456-8038	9662	SADEV90@ric.edu
16	FAC	0:	Sanders,Kathryn E	Professor	401/456-8038	9634	SADEV90@ric.edu
17	FAC	0:	Sarawagi,Namita	ASSISTANT PROFESSOR	401/456-9634	9865	SADEV90@ric.edu
18	FAC	0:	Sparks,Rebecca L	Associate Professor	401/456-9881		SADEV90@ric.edu
19	FAC	0:	Sullivan,Mary M	Professor	401/456-8038	9851	SADEV90@ric.edu
20	FAC	0:	Teixeira,Christopher T	Associate Professor	401/456-8038	9576	SADEV90@ric.edu
21	FAC	0	Wang,Bin	Assistant Professor	401/456-8508		SADEV90@ric.edu

Return

4 Manage Hires:

You can access this page a couple of ways:

From the menu:

Manage Hires
Manage Hires

OR

From a link available on other RIC Management Center pages:

MANAGE HIRES

4.1 Adding & Submitting a new potential hire:

You will be taken to the Hire Data – Add a New Value page:

Hire Data

Find an Existing Value | Add a New Value
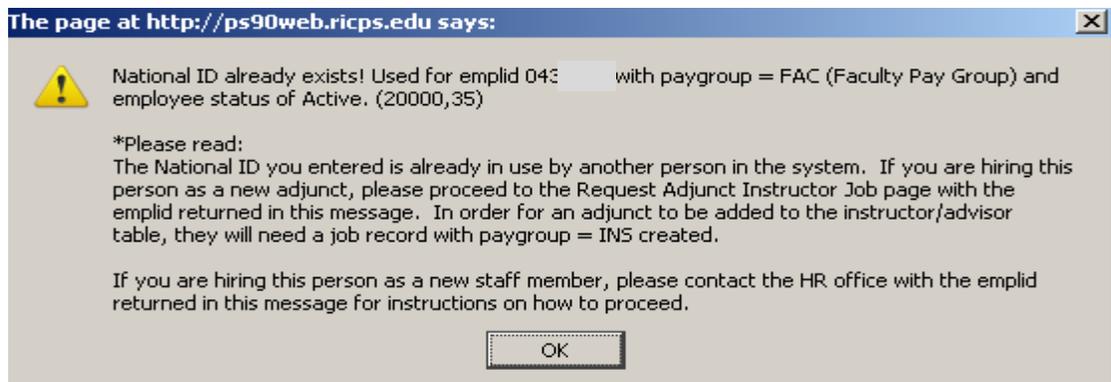
SetID: RICOL
SSN: XXXXXXXXX

Add

Find an Existing Value | Add a New Value

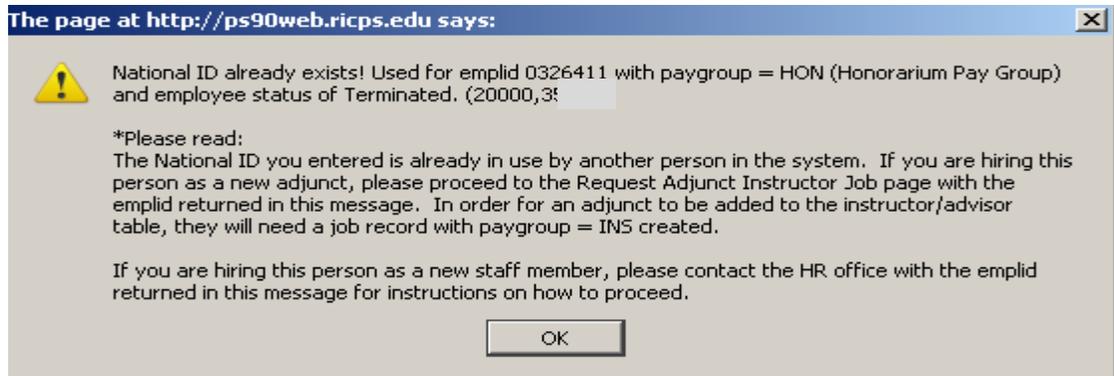- SetID = RICOL

- Enter in the new potential hire's 9-digit SSN (an initial verification check will be done based on SSN) & click on the Add button

If SSN exists in the system you will receive an error message - the emplid, paygroup, and employment status will be provided. If a match is found you can not initiate a new hire here; you may receive the following messages that will guide you on how to proceed.

Example 1: Person's emplid is 0433768 with paygroup = FAC (faculty) and is active; if you'd like to add this person as an adjunct instructor you may proceed to the Request Adjunct Instructor Job page as indicated in the message (explained in section 8)

The page at http://ps90web.ricps.edu says:

⚠ National ID already exists! Used for emplid 043___ with paygroup = FAC (Faculty Pay Group) and employee status of Active. (20000,35)

*Please read:
The National ID you entered is already in use by another person in the system. If you are hiring this person as a new adjunct, please proceed to the Request Adjunct Instructor Job page with the emplid returned in this message. In order for an adjunct to be added to the instructor/advisor table, they will need a job record with paygroup = INS created.

If you are hiring this person as a new staff member, please contact the HR office with the emplid returned in this message for instructions on how to proceed.

OK

Example 2: Person's emplid is 0326411 with paygroup = HON (Honorarium) and is terminated; if you'd like to add this person as an adjunct instructor you may proceed to the Request Adjunct Instructor Job page as indicated in the message (explained in section 8)

The page at http://ps90web.ricps.edu says:

⚠ National ID already exists! Used for emplid 0326411 with paygroup = HON (Honorarium Pay Group) and employee status of Terminated. (20000,35)

*Please read:
The National ID you entered is already in use by another person in the system. If you are hiring this person as a new adjunct, please proceed to the Request Adjunct Instructor Job page with the emplid returned in this message. In order for an adjunct to be added to the instructor/advisor table, they will need a job record with paygroup = INS created.

If you are hiring this person as a new staff member, please contact the HR office with the emplid returned in this message for instructions on how to proceed.

OK

Example 3: Person's emplid is 0234139 with paygroup = none and is a student; if you'd like to add this person as an adjunct instructor you may proceed to the Request Adjunct Instructor Job page as indicated in the message (explained in section 8)

The page at http://ps90web.ricps.edu says:

⚠ National ID already exists! Used for emplid 0234139 with paygroup = NONE () and employee status of STUDENT. (20000,35)

*Please read:
The National ID you entered is already in use by another person in the system. If you are hiring this person as a new adjunct, please proceed to the Request Adjunct Instructor Job page with the emplid returned in this message. In order for an adjunct to be added to the instructor/advisor table, they will need a job record with paygroup = INS created.

If you are hiring this person as a new staff member, please contact the HR office with the emplid returned in this message for instructions on how to proceed.

OK

Example 4: Person's emplid is 0301620 with paygroup = RET (retiree) and is active; if you'd like to add this person as an adjunct instructor you may proceed to the Request Adjunct Instructor Job page as indicated in the message (explained in section 8)

The page at http://ps90web.ricps.edu says:

⚠ National ID already exists! Used for emplid 03_____ with paygroup = RET (Retiree Pay Group) and employee status of Active. (20000,35)

*Please read:
The National ID you entered is already in use by another person in the system. If you are hiring this person as a new adjunct, please proceed to the Request Adjunct Instructor Job page with the emplid returned in this message. In order for an adjunct to be added to the instructor/advisor table, they will need a job record with paygroup = INS created.

If you are hiring this person as a new staff member, please contact the HR office with the emplid returned in this message for instructions on how to proceed.

OK

Example 5: Person's emplid is 0402383 with paygroup = SPM (Special Monthly Pay Group) and is terminated; if you'd like to add this person as an adjunct instructor you may proceed to the Request Adjunct Instructor Job page as indicated in the message (explained in section 8)
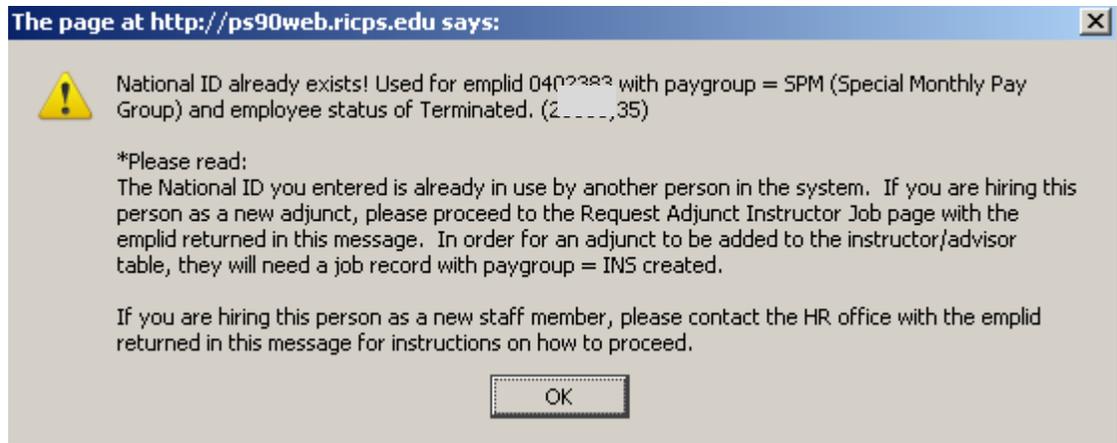
Example 6: Active INS job record exists for emplid is 0429866 and is setup as an instructor for ARTS & ENGLISH; if you'd like to add this person as an adjunct instructor for your courses, you may proceed to the Add Academic Org page as indicated in the message (explained in section 9)
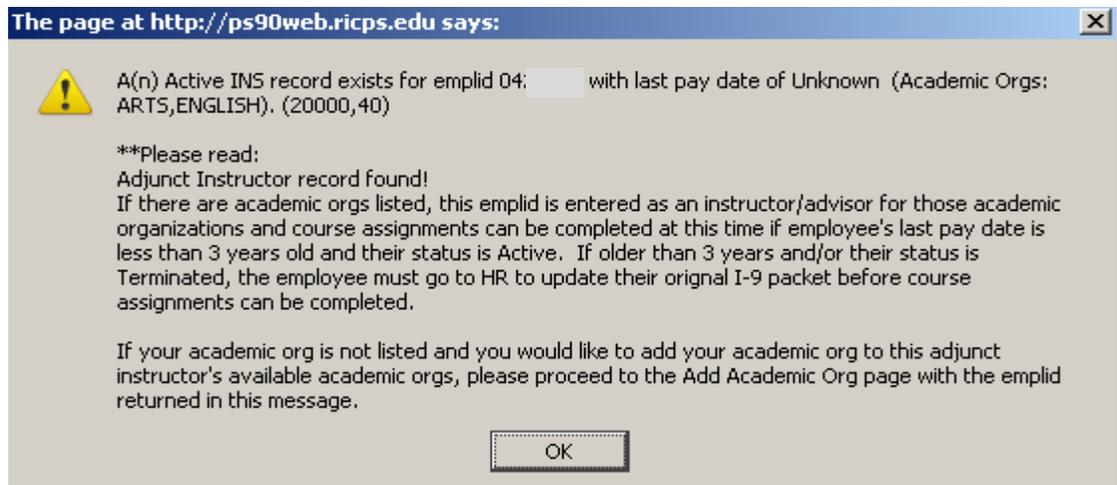
If SSN is new to the system you will see the Hire Data page:

Hire Data

Find an Existing Value | Add a New Value

SetID: RICOL 🔍
SSN: XXXXXXXXX

[Add]

Find an Existing Value | Add a New Value

New Hire Data

Potential Hire Data

National ID 064·   *First Start Date [____] 📅
*Hire Type Special ▼   Category Instructor ▼   Starting Term [____] 🔍
Instr Type Adjunct ▼   Acad Org [____] 🔍   Session [____] 🔍
Advisor: ☐

Prefix   *Legal First Name   Middle   *Legal Last Name   Suffix
[____] 🔍   [____]   [____]   [____]   [____] 🔍

*Date of Birth [____] 📅 *Gender Unknown ▼

Address Type   HOME   *Country USA 🔍
*Address Line 1 [____]
Address Line 2 [____]
Address Line 3 [____]
*City [____]   *State [____] 🔍   *Postal [____]

Phone Type [____] ▼   Telephone [____]   Phone Extension [____]

*Email Type Home ▼   *Email Addr [____]   Disable Reminder: ☐

Reason [____]

Adjuncts by Name   Adjuncts by Term/Academic Org   Current Employees

💾 Save

As much information should be entered so that the most thorough verification can be done upon submittal. Page cannot be saved without the required fields which have an * next to their label.

Once all the information is entered click on **Save** button: [💾 Save]

On the Hire Data page you will now see the status of Pending with a new Submit button in the top right hand corner of the screen:

If you are ready to submit the potential new hire for verification click on the **Submit** button. If it is your first new hire entry the page will refresh itself. If you've previously entered a potential hire, when clicking submit it will close your current window and bring you back to the Manage Hires search page. You will notice the new potential hire's status has been updated from Pending to Submitted:

If you select the potential new hire in Submitted status you will notice that all fields are locked. ***No changes can be made by you at this point; if there are corrections required you will need to contact the HR department so they can make corrections.**

4.2 Statuses of your hire request:

There are 5 statuses that a new hire can have:

1. <u>Pending</u>: data entry only; no notification sent

2. <u>Submitted</u>: data entry complete; email notification sent to Verifiers with the person who submitted the request and the Department Dean/Manager on copy

> Sample Submit Email
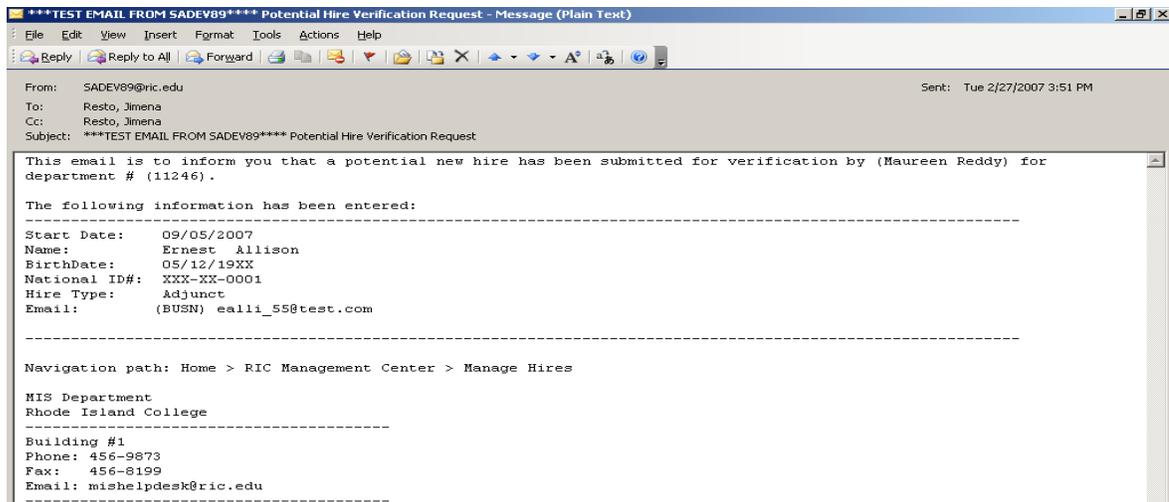
3. <u>Verified</u>: the verification results and actions can be as follows:

   a. If this is a brand new person & NO MATCH is found

   - a new bio/demo record is created

   - a notification email will be sent to Human Resources personnel with the **new** emplid listed in the email

   - Human Resources will wait for the new hire to come in **before** creating a new job record

   - When the new job record is created the person will be marked as complete on the Manage New Hires page

> Sample Verification Email

```
***TEST EMAIL FROM SADEV89**** ATTENTION REQUIRED! New Bio/Demo record (emplid# 0408300) created! - Message (Plain Text)

File  Edit  View  Insert  Format  Tools  Actions  Help

From:     SADEV89@ric.edu                                              Sent:  Fri 2/23/2007 4:21 PM
To:       Resto, Jimena
Cc:       SADEV89@ric.edu
Subject:  ***TEST EMAIL FROM SADEV89**** ATTENTION REQUIRED! New Bio/Demo record (emplid# 0408300) created!

This email is to inform you that a potential new hire that was originally submitted for verification by (Jennifer
Ferguson) for department # (11252) has been verified!  Once the I-9 packet is received by your office it is important to
follow the instructions below.

The following information was entered for bio/demo verification:
------------------------------------------------------------------------------------------------
Name:                 Christina  Batastini
BirthDate:            03/11/19XX
National ID#:         XXX-XX-1212

**Hire Type:          Full-time
NEW EMPLID:           0408300

------------------------------------------------------------------------------------------------
To verifty bio/demo data:
Navigation path: Home >Campus Community>Personal Information>Add/Update Person

To create new job record for new hire:
Navigation path: Home>Workforce Administration>Personal Information>Organizational Relationships>New Employment Instance

Once job record is created the RIC Management Center needs to be completed:
Navigation path: Home>RIC Management Center > Manage Hires
                            1.) select Correction Mode checkbox
                            2.) select verified new hire by name or ssn
                            3.) Click on the COMPLETE button


MIS Department
Rhode Island College
--------------------------------------
Building #1
Phone: 456-9873
Fax:   456-8199
Email: mishelpdesk@ric.edu
--------------------------------------
```

4. <u>Denied</u>: if this was thought to be a new person but a MATCH was found

   a. the request will be denied

   b. a notification email will be sent to the person who originally submitted with the Department Dean on copy with the reason why this person was denied which will also include the emplid found

> Sample Denial Email


```
***TEST EMAIL FROM SADEV89**** Denial of Potential Hire Verification Request - Message (Plain Text)

File  Edit  View  Insert  Format  Tools  Actions  Help

From:     SADEV89@ric.edu                                              Sent:  Mon 2/26/2007 1:04 PM
To:       SADEV89@ric.edu
Cc:       Resto, Jimena
Subject:  ***TEST EMAIL FROM SADEV89**** Denial of Potential Hire Verification Request

This email is to inform you that the potential new hire:
Name:         Peggy  Choudrey
BirthDate:    09/23/19XX
National ID#: XXX-XX-3923
Hire Type:    Adjunct

you submitted for verification has been denied for the following reason:
------------------------------------------------------------------------------------------------
Person exists - emplid 0244996



------------------------------------------------------------------------------------------------

MIS Department
Rhode Island College
--------------------------------------
Building #1
Phone: 456-9873
Fax:   456-8199
Email: mishelpdesk@ric.edu
--------------------------------------
```

5. <u>Complete</u>: once Human Resources creates the new job record the person will be marked as complete on the Manage New Hires page

    a. a notification email will be sent to the person who originally submitted the hire request with the Department Dean on copy; the email will provide job data information for the new hire record

> Sample Complete Email
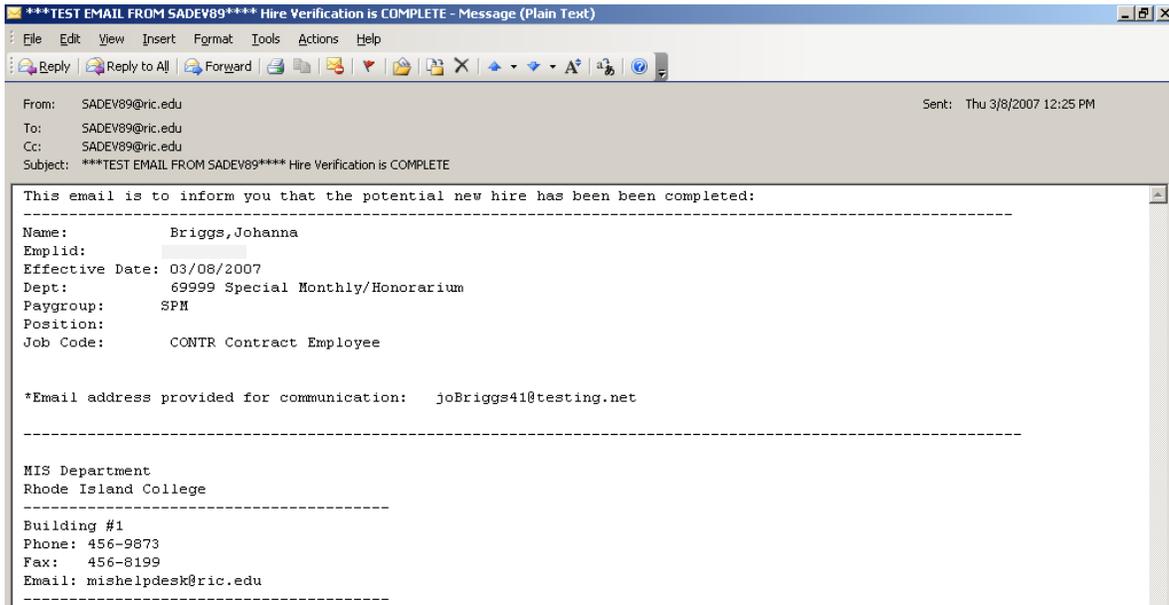
At this point a new hire is complete and is added to the instructor/advisor table and course assignments can be completed.

5   Update Denied/Canceled Hires:

Update Denied/Canceled Hires
Update Denied/Canceled (no emplid) Hires

Clicking on this link will give you a listing of the hires that have been canceled prior to creating a new emplid and/or those that were denied by the MIS verification step. You are able to set that person back to pending if necessary:

To update the status back to pending simply click on the **Update to Pending** button for that person. You will automatically be taken to the Manage Hires page where you can now select that hire for modification and to resubmit to MIS for verification:

Hire Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

/ Find an Existing Value \ Add a New Value \

EmplID:	begins with ▼	
SetID:	begins with ▼	🔍
National ID:	begins with ▼	
Last Name:	begins with ▼	
Department:	begins with ▼	🔍
Status of Hire:	= ▼	▼

☐ **Case Sensitive**

[Search] [Clear]   Basic Search 📇 Save Search Criteria

Search Results
View All   First ◄ 1-3 of 3 ► Last

EmplID	SetID	National ID	Last Name	Department	Description	Status of Hire	Entered by
0430086	RICOL	06	Doe	12440	Arts and Sciences	Complete	LSCHUSTER
(blank)	RICOL	05	Doe	11248	History Department	Pending	LSCHUSTER

Make corrections then submit:

[Hire Data]

Potential Hire Data

National ID	·1485	*First Start Date 02/09/20 🗓 Pending [Submit]
	Advisor ☐	
*Hire Type SPM ▼	Employee Category Instructo ▼	*Department 11248 🔍

Name Prefix [ ] 🔍	*Date of Birth 02/17/19 🗓
*Legal First Name Jane	Middle [ ]
*Legal Last Name Dodin	Name Suffix [ ] 🔍

Marital Status Single ▼   Marital Status Date [   ] 🗓   *Gender Female ▼

Address Type HOME	*Country USA 🔍
*Address Line 1 200 Old Road	
Address Line 2 [ ]	
Address Line 3 [ ]	
*City Providence	*State RI 🔍 *Postal Code 02908

Phone Type [▼]   Telephone [   ]   Phone Extension [   ]

*Email Type Home ▼   *Email Addr emailme@email.net   Disable Reminder ☐

Reason [   ]

Adjuncts by Name   Adjuncts by Term/Academic Org   Current Employees

[💾 Save]   [↩ Return to Search]
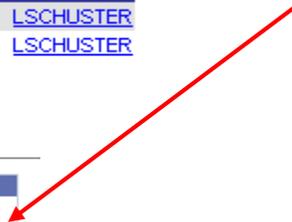
6 Department Class Updates

Department Class Updates
Department Class Listing: Update Requests

Use this page to make instructor changes for a course. You will be able to directly update instructor assignments for the term that is made available for instructor updates by your Dean. You will no longer be required to email your individual instructor assignment changes. Terms prior to the term available will be display only. Terms following the term available will be available for updating instructors.

1.) Select or enter the term and Academic Organization

      a. You can either use the lookups for valid values or click search to get a full list of available terms/academic orgs:

Depart Class Update Requests

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Term:	begins with ▼	🔍
Academic Organization:	begins with ▼	🔍

[Search] [Clear] Basic Search Save Search Criteria

Search Results

View All   First ◀ 1-19 of 19 ▶ Last

Term	Descr	Academic Organization
1158	Fall 2015	MATHCOMSCI
1156	Summer 2015	MATHCOMSCI
1152	Spring 2015	MATHCOMSCI
1148	Fall 2014	MATHCOMSCI
1146	Summer 2014	MATHCOMSCI
1142	Spring 2014	MATHCOMSCI
1138	Fall 2013	MATHCOMSCI
1136	Summer 2013	MATHCOMSCI
1132	Spring 2013	MATHCOMSCI
1128	Fall 2012	MATHCOMSCI
1126	Summer 2012	MATHCOMSCI
1122	Spring 2012	MATHCOMSCI
1118	Fall 2011	MATHCOMSCI
1116	Summer 2011	MATHCOMSCI
1112	Spring 2011	MATHCOMSCI
1108	Fall 2010	MATHCOMSCI
1106	Summer 2010	MATHCOMSCI
1102	Spring 2010	MATHCOMSCI
1082	Spring 2008	MATHCOMSCI

b.) You are able to REPLACE or ADD an instructor assignment by clicking on the ⬜ lookup icon for the New Instructor column (by default the action is to Replace the currently assigned instructor):

2.) **Make Instructor Assignments**: This button is available for terms where you are allowed to update the instructors. Once clicked your instructor changes will directly update the schedule of classes. If you are only replacing instructors, the page will refresh and you will immediately see the instructor assignment changes. If you are adding instructors, you will be brought back to the search page after your additions are saved. You can verify the changes by navigating to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

3.) If the term selected is not available for updating instructor assignments the Make Instructor Assignments button will be grayed out.

7 Maintain Term Workload

Maintain Term Workload
Maintain Term Workload

Use the Maintain Term Workload page to maintain faculty (full time) and adjunct (part time) instructor's term workload. This page will list all faculty (full time) and only those adjuncts (part time) that are scheduled to teach for the available term.

ORACLE

Home

Maintain Term Workload

Maintain Term Workload

This is a list of instructors for the term.
Click the "Maintain Workload" button to view Term Workload for the selected instructor. Term Workload opens in another page and will display workload for ALL terms for instructor. Please make sure to look at the appropriate term.

You can change the sort order by clicking on column headers.

Customize | Find | ▦   First ◀ 1-29 of 29 ▶ Last

	Term	Acad Org	Pay Group	EmplID	Name	Maintain Workload
1	1108	MATHCOMSCI	FAC	0	Abrahamson,David L	Maintain Workload
2	1108	MATHCOMSCI	FAC	0	Andreozzi,Peter P	Maintain Workload
3	1108	MATHCOMSCI	FAC	0	Christy,Donna	Maintain Workload
4	1108	MATHCOMSCI	FAC	0	Costa,Stephanie A	Maintain Workload
5	1108	MATHCOMSCI	FAC	0	DiPippo,Mark A	Maintain Workload
6	1108	MATHCOMSCI	FAC	0	Gall,Walter G	Maintain Workload
7	1108	MATHCOMSCI	FAC	0	Harrop,Frederick F	Maintain Workload
8	1108	MATHCOMSCI	FAC	0	Humphreys,Lisa D	Maintain Workload
9	1108	MATHCOMSCI	FAC	0	Kovac,Raimundo M	Maintain Workload
19	1108	MATHCOMSCI	FAC	03	Teixeira,Christopher T	Maintain Workload
20	1108	MATHCOMSCI	FAC	04	Wang,Bin	Maintain Workload
21	1108	MATHCOMSCI	FAC	0	Zhou,Ying	Maintain Workload
22	1108	MATHCOMSCI	INS	04	Berman,David M	Maintain Workload
23	1108	MATHCOMSCI	INS	0	Bierden,James E	Maintain Workload
24	1108	MATHCOMSCI	INS	03	Calhoun,Thomas M	Maintain Workload
25	1108	MATHCOMSCI	INS	03	Marsis,James L.	Maintain Workload
26	1108	MATHCOMSCI	INS	0	Rodrigues,Mariano	Maintain Workload
27	1108	MATHCOMSCI	INS	0	Snowman,Alaysha A	Maintain Workload
28	1108	MATHCOMSCI	INS	04	Who,Samantha	Maintain Workload
29	1108	MATHCOMSCI	INS	03	Yu,Bin	Maintain Workload

Click on the "**Maintain Workload**" button to open up a Term Workload page for a selected instructor – a new page will pop-up. ***Pop-up blockers may prevent the page from displaying – turn off pop-up blockers if necessary.**

This page should be familiar to you. It is the same page that is currently used to maintain a current instructor's term workload with some additional new features.

Available features:

1. **Split Load (click +)** Click the "Split Load" checkbox then the "+" sign at the end of the row only if the course on this particular line is going to be split between in-load and over-load credits. This action will cause the row to be duplicated with an Assign Type of "OVI-Overload Instruction" and you can enter the appropriate number of overload workload units.

2. **Workload Enrl**. You can (and should) enter the number of students taught by the instructor <u>only</u> <u>if the class is taught by multiple instructors</u>. Student teaching and applied music classes are good examples of when to enter the workload enrollment total for each instructor of the class. When you update this value your username and date/time will be saved as the last updated columns.

3. If you want to <u>add non-instructional</u> activity, just press the "+" sign on the last row display. A new line will be inserted where you can enter the necessary information. In no case should you see non-instructional activity (including Additional Prep) combined with data in the Subject, Catalog_nbr, Section and Class_Nbr fields. If this happens please call Institutional Research so it can be corrected.

IMPORTANT: When you are done making your changes remember to click the SAVE button [Save] .
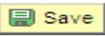
After you've saved your changes, you can then close the new window. You can then pick another instructor from the original page where you had the list of instructors for the semester.

8 Request Adjunct Instructor Job:

Request Adjunct Instructor Job
Request Adjunct Instructor Job

Here you can request an adjunct instructor job record be created for an existing emplid. In order for an adjunct instructor to be added to the instructor/advisor table, they will need an instructor job.

   1.) You will enter or lookup the emplid and then click Add:

   2.) Enter:
      a. Expected start date
      b. Academic organization
      c. Instructor's email for notification
            i. The campus email will populate if found but it may no longer be a valid email address for communication; you should update the email address because when you submit your request an automated message will be sent to the email address notifying them that HR has received a request for their instructor employment and that they will need to report to the HR office to complete the proper paperwork

Request Adjunct Instructor Job

*EmplID [   ]   Wimsatt,Theila Joy

Expected Start Date 05/03/2010 📅

*Academic Organization PSYCH 🔍

Instructor's email for notification sadev90@ric.edu

Submitting will send a message to the email entered above

Status   Submit Request to HR

Updated by TMALLOY   Date/Time 04/27/10 2:14:20.000000PM

💾 Save   📧 Notify   📑 Add   📋 Update/Display

3.) Click the Submit Request to HR to send your request.

Once HR completes your request, you will be sent an email letting you know it's complete.

9 Add Department Affiliation:

Add Department Affiliation
Add Department Affiliation

Here you can add your department (academic org) to an instructor's approved departments list.

1.) You will enter or lookup the emplid, enter your academic organization and then click Add:

Add Academic Org

Find an Existing Value | Add a New Value

EmplID: 0[   ] 🔍
Academic Organization: PHILOSOPHY 🔍

Add

Find an Existing Value | Add a New Value

2.) Click the ADD button to complete:

3.) Once the instructor has had your department added to their approved departments list, you can assign them to courses.

10 Faculty Cumulative Workload:
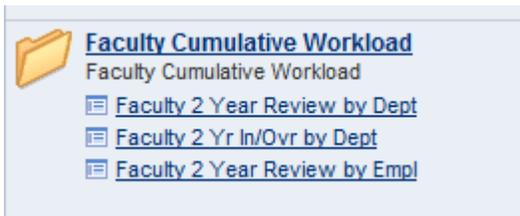
10.1 Faculty 2 Year Review by Dept

This page will provide a department summary of the inload Faculty Load Hours for the two year cycle. The inload hours completed for terms up through the current terms will display. Inload hours display are included on the last day of the previous term.

1) Select a 2 year Fall term
2) Select a department (academic organization)
3) Click Search

10.2 Faculty 2 Yr In/Ovr by Dept

This page will provide a department summary of the inload and overload Faculty Load Hours for the two year cycle. The inload and overload hours for terms up through the current terms will display. Workload hours for each term are included on the last day of the previous term.

4) Select a 2 year Fall term
5) Select a department (academic organization)
6) Click Search

10.3 Faculty 2 Year Review by Empl

This page will provide a summary of individual instructor inload and overload Faculty Load Hours for the two year cycle. The inload and overload hours for all available terms will display. Workload hours for each term are included on the last day of the previous term.

1) Select or enter EmplID
2) Select a 2 year Fall term
3) Click Search

11 Payroll Contracts:

Payroll Contracts
Payroll Contracts
  Submit Instructor Contracts
  Instructor Contracts Report
  Review Contracts by Emplid
  Review Contracts by Department

Beginning Fall 2010 semester, all instructor payroll contracts will be submitted online. Chairs have up to 2 business days after the add/drop date to submit their instructor payroll contracts.

11.1 Submit Instructor Contracts:

Submit Instructor Contracts
Submit Instructor Contracts

*IMPORTANT: Before submitting contracts it is strongly suggested that you run and review the Instructor Contracts Report explained in section 10.3 (pages 27-29)

To submit an instructor's contract for approval you will use the Submit Instructor Contracts page.

1.) Click Search and you will see a list of instructors that have any type of Overload assignments for the available term. (Please note: after the 2nd business day after the add/drop date you will no longer be able to see or submit an instructor's contract)

RIC Management Center

Submit Instructor Contracts
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Term: begins with ▾ [   ] 🔍
Academic Organization: begins with ▾ [   ] 🔍
EmplID: begins with ▾ [   ] 🔍

[Search] [Clear] Basic Search 💾 Save Search Criteria

Search Results
View All   First ◀ 1-3 of 3 ▶ Last

Term	Description	Academic Organization	EmplID	Name	Instructor Type	Approval Status
1108	Fall 2010	PHILOSOPHY	7	Castiglione,Robert L	Professor	Not Submit
1108	Fall 2010	PHILOSOPHY	6	Quinn,Teresa	Adjunct	Not Submit
1108	Fall 2010	PHILOSOPHY	2	Prior,John G	Adjunct	Not Submit

2.) Select an instructor to see details:

Submit Instructor Contracts

Contract Term 1152 Spring 2015   Acad Org MATHCOMSCI

Empl ID   Andreozzi,Peter P   2Yr Cycle Start Term 1138
SSN   Inload (2yrs)* 52.00
                                             Overload (2yrs)* 4.50
Job Code OVERLD Instructor Type Asst Prof Total (2yrs)* 56.50
                                          *Totals include current term

Services to Be Performed

First ◀ 1 of 1 ▶ Last

	Subject Area	Catalog Nbr	Class Section	Class Nbr	Description	Assign Type	Workload Hours	Course Component	Compensation Rate	Line Total
1	MTET	512C	80	22547	Delving Deeper: Func&Algebra	OCE	1.00	Lecture	1,181.00	$1,181.00

[Submit for Approvals]   Print Contract (new window)   Total Units   1.00000
Instructor will be notified when their contract is submitted   Contract Total $1,181.00

Contract Status: Not Submitted
                              View Payroll Contract Details
[Cancel Contract] ☐ Do not send Cancel Email

Instructor will be notified when their contract is canceled

[🔍 Return to Search] [↑ Previous in List] [↓ Next in List] [📧 Notify] [↻ Refresh]

3.) Click the Submit for Approvals [Submit for Approvals] button (Note: an email will be sent to the instructor notifying them that their contract for the term has been submitted with instructions on how they can log into MyRIC to review the details)

4.) Optional: to get a printable version of the contract you can click the Print Contract (new window) link.

The report will open up a new window and will automatically appear when ready. You can save or print using the File menu on the browser. ***Pop-up blockers may prevent the report from displaying – turn off pop-up blockers if necessary.**

11.2 Canceling Contracts   [Cancel Contract]

If a contract needs to be canceled, you can do so by clicking on the Cancel Contract button. This button is only available when the contract is in Submitted status or Denied Status. (Note: an email will automatically be sent to the instructor notifying them that their contract for the term has been canceled. You have the option of not sending the cancel email by selecting the Do not send Cancel Email checkbox.)

11.3 Instructor Contracts Report:

To generate a report of your departments instructor payroll contracts by term, you can use the Instructor Contracts Report page to create a report.

    1.) Click search for an existing run control id

    2.) If you do not have a run control id created; click on the Add a New Value tab or link

    3.) Enter a run control id (no spaces allowed)

    4.) Click Add

Instructor Contracts Report

Find an Existing Value | **Add a New Value**

Run Control ID: Report

Add

Find an Existing Value | Add a New Value

5.) Select the Term and Acad Org

6.) Click Save

7.) *Optional: click the checkbox for Print Detail if you would like the report to include details

Instructor Pyrl Contracts Rpt

Run Control ID: Report   Report Manager   Process Monitor   Run

Instructor Contracts Report

Enter the term

Term: 1108 🔍   Fall 2010

Enter the department

Academic   PHILOSOPHY 🔍   Dept of Philosophy
Organization:

☐ Print Detail

Save   Notify   Add   Update/Display

8.) After you save, click on the RUN button   Run

9.) Click OK; this will run the report

Process Scheduler Request

User ID:	ROLMSTED		Run Control ID: Report

Server Name:		Run Date:	06/15/2010
Recurrence:		Run Time:	10:29:54AM Reset to Current Date/Time
Time Zone:			

Process List

Select	Description	Process Name	Process Type	'Type	'Format	Distribution
☑	Instructor Contracts Report	ZPYR077	SQR Report	Web	PDF	Distribution

OK   Cancel

10.) To Retrieve the report, click on the Process Monitor link

Instructor Pyrl Contracts Rpt

| Run Control ID: | Report | | Report Manager | Process Monitor | Run |

Process Instance:835667

11.) Click on the Details link when the run Status reads Success and the Distribution Status reads Posted

Process List \ Server List

View Process Request For

User ID: ROLMSTED	Type:		Last:	1	Days	Refresh
Server:	Name:		Instance:		to	
Run Status:	Distribution Status:		☑ Save On Refresh			

Process List   Customize | Find | View All | First ◄ 1 of 1 ► Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	835667		SQR Report	ZPYR077	ROLMSTED	06/15/2010 10:29:54AM EDT	Success	Posted	Details

12.) Click on the View Log/Trace link

Process Detail

Process

Instance:	835667	Type:	SQR Report
Name:	ZPYR077	Description:	Instructor Contracts Report
Run Status:	Success	Distribution Status:	Posted

Run   **Update Process**

Run Control ID: Report	○ Hold Request
Location: Server	○ Queue Request
Server: PSNT	○ Cancel Request
Recurrence:	☐ Delete Request
	○ Restart Request

Date/Time   **Actions**

Request Created On:	06/15/2010 10:30:03AM EDT	Parameters Transfer
Run Anytime After:	06/15/2010 10:29:54AM EDT	Message Log
Began Process At:	06/15/2010 10:30:22AM EDT	Batch Timings
Ended Process At:	06/15/2010 10:30:51AM EDT	View Log/Trace

13.) Click on the link that has *.PDF as the extension; this will open the report in a new window where you can print it, save it, and/or email it

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,695	06/15/2010 10:30:51.703000AM EDT
ZPYR077_835667.PDF	2,034	06/15/2010 10:30:51.703000AM EDT
Trace File	144	06/15/2010 10:30:51.703000AM EDT

Distribute To

Sample report (no detail selected):

RIC Management Center

```
Report ID:  ZPYR077                                    RHODE ISLAND COLLEGE
Term:   1108                                    INSTRUCTOR PAYROLL CONTRACTS REPORT
Academic Org:   PHILOSOPHY

Emplid    Name                  Total Wkld Units    Total Contract Amount    Contract Status
-------------------------------------------------------------------------------------------------

0100657   Castiglione,Robert L       4.00               $4,588.00            Not Submitted

0         Olmsted,Richard R          5.00               $5,735.00            Not Submitted

0         Prior,John G               3.00               $3,441.00            Not Submitted

0         Quinn,Teresa               6.00               $6,882.00            Not Submitted

          --------------------------------------------------------------------------------------
T         of contracts       4                 Total of all contracts  $     20,646.00
```

Sample report (with Print detail selected):

```
Report ID:  ZPYR077                                    RHODE ISLAND COLLEGE                           Page No.  1
Term:   1108                                    INSTRUCTOR PAYROLL CONTRACTS REPORT                    Run Date 06/1
Academic Org:   PHILOSOPHY                                                                             Run Time 10:3

Emplid    Name          Total Wkld Units   Total Contract Amount   Contract Status
                                                              Subj/Descr/Catalog#/Section/Class#/Component/AssignType    CompRate/Units/CrseTotal
-------------------------------------------------------------------------------------------------------------------------------------------------

01        Castiglione,Robert L    4.00         $    4,588.00         Not Submitted
                                                   PHIL   God(s)                     263-02  10831  LEC  OVI        1,147.00    4.00    $4,588.00
01        Olmsted,Richard R       5.00         $    5,735.00         Not Submitted
                                                   PHIL   Freedom                    262-04  10829  LEC  OVI        1,147.00    1.00    $1,147.00
                                                   DEPT CHAIR                        -       0           OVA        1,147.00    4.00    $4,588.00
04        Prior,John G            3.00         $    3,441.00         Not Submitted
                                                   PHIL   Introduction to Logic      205-02  10809  LEC  OVI        1,147.00    3.00    $3,441.00
01        Quinn,Teresa            6.00         $    6,882.00         Not Submitted
                                                   PHIL   Aesthetics                 230-01  10816  LEC  OVI        1,147.00    3.00    $3,441.00
                                                   PHIL   Aesthetics                 230-05  10820  LEC  OVI        1,147.00    3.00    $3,441.00

--------------------------------------------------------------------------------------------------------------------------------------------------
Total # of contracts          4               Total of all contracts  $     20,646.00
```

11.4 Review Contracts by Emplid:

Review Contracts by Emplid
Review Contracts by Emplid

To review an instructor's contract you can use the Review Contracts by Emplid
page.
1.) Click Search and you will see a list of previously submitted contracts for all
terms.

Review Contracts

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Term:	begins with ▼	🔍
Academic Organization:	begins with ▼	
EmplID:	begins with ▼	🔍
Last Name:	begins with ▼	
Approval Status:	= ▼	▼

[Search] [Clear]   Basic Search 💾 Save Search Criteria

Search Results

View All   First ◄ 1-4 of 4 ► Last

Term	Academic Organization	EmplID	Name	Approval Status
1108	HISTORY		Brown,Peter B	Submitted
1108	HISTORY		Toti,Frank V	Submitted
1108	HISTORY		Laffey,Virginia M	Submitted
1108	HISTORY		Ames,David A	Submitted

2.) Select a contract to review:

Review Contracts

Term:	1108	Fall 2010	Academic Organization	PHILOSOPHY
EmplID:	04	Ames,David A		

Approval Status Submitted

Contract Details   Find |View All   First 1 of 1 Last ►

Total Workload Units	8.00000	Submitted By	ROLMSTED
Total Contract Amount	$9,176.00	Submitted On	04/13/10 2:59:44PM
		Sequence	0

Class Detail

Customize | Find | ▦   1-2 of 2 ►

	Job Code	DeptID	Subject		Catalog Nbr	Class Section	Class Nbr	Component	Comp Rate	Work Load	Line Total	Comment
1	ADJ1	11265	PHIL	Freedom	262	01	10826	Lecture	1,147.000000	4.00	$4,588.00	
2	ADJ1	11265	PHIL	God(s)	263	01	10830	Lecture	1,147.000000	4.00	$4,588.00	

11.5 Review Contracts by Department:

Review Contracts by Department
Review Contracts by Department

To review all instructor contracts for a department you can use the Review Contracts by Department page.
  1.) Click Search and you will see a list of previously submitted contracts for all terms.

Review Contracts by Dept
Enter any information you have and click Search. Leave fields blank for a list of all values.

/ Find an Existing Value \

Term: [begins with ▼] [_____] 🔍
Academic Organization: [begins with ▼] [_____] 🔍

[Search] [Clear] | Basic Search 💾 Save Search Criteria

Search Results
View All   First ◀ 1-2 of 2 ▶ Last

Term	Academic Organization
1108	MTD
1112	MTD

2.) Select a term and department to review:

Review Contracts by Dept

Review Contracts

Term 1112   Academic Organization MTD

Customize | Find | 🏢   First ◀ 1-8 of 8 ▶ Last

	Approval Status	EmplID	Name	Details	Total Units	Contract Total
1	Submitted		Abate,Greg C	Details	7.00000	$)
2	Submitted		Burgess,Charlotte D	Details	3.00000	$)
3	Submitted		Conlon,Kelly M	Details	2.00000	$)
4	Payroll		Rodgers,Susan	Details	7.50000	$)
5	VPAA		Plaza-Martin,Denise	Details	3.66000	$)
6	Payroll		Christensen,Eric	Details	3.33000	$)
7	Denied		Bohn,James	Details	6.00000	$)
8	Denied		Rickoff,Alexandra M.	Details	3.00000	$)

Total Units 35.49000   Total Amount $40,742.50

12 Addendum A (Dean access only)

RIC Management Center: DEPARTMENT MAINTENANCE

12.1 Course Bulletin Maintenance

Beginning in Fall 2014, RIC's printed course bulletin was converted to an online version made available on the RIC website http://www.ric.edu/recordsoffice/bulletin.php . In order to correctly display the current department/subject chair, a Course Bulletin Chair Maintenance page (formerly Department Chair Maintenance) was created. This page is available to the Deans for maintaining their Course Bulletin Chairs from term to term. With each upcoming term, a prior term's Course Bulletin Chairs will be copied into the new term making the maintenance as minimal as possible. Once Deans are notified that the upcoming term list is ready, they can review and make changes only if needed.

Because the online course bulletin is highly visible to all through the RIC website, following is a detailed explanation of the Course Bulletin Chair Maintenance page to demonstrate how the data on this page translates to the course bulletin that is being published to the RIC website.

In the below example, academic group FAS (Faculty of Arts & Sciences) for Fall 2014 is shown. Please refer to the BIOL (Biology) subject.
   a) The **description** column normally matches the PS Description column but if you need the Bulletin to print differently, for example to indicate the $30 lab fee, you can modify the Description column as done below.
   b) **Status** – if there is a subject listed but is not in use for that term or if the subject is planned to be inactivated but has not been inactivated yet, you can mark it as inactive for course bulletin purposes only (making it inactive here will not affect the subject elsewhere in the system), the bulletin will not look for a chair for this subject.
   c) **Emplid** – select the emplid for the Chair of this subject; Lloyd Matsumoto is the Chair of BIOL subject courses for the course bulletin for Fall 2014.
   d) **Name Prefix** = the value entered here will print in the course bulletin before the Chair's first name – only letters needed, do not add the period '.' so it can be Dr, Prof, Mrs, Mr, etc.
   e) **Building** – select the Chair's building.
   f) **Room** - type in the room # (employee room #s do not exist in the system only academic room #s exist, this is why it requires data entry so that it prints in the course bulletin).
   g) The **telephone** and **email address** fields will automatically fill in once you've entered the Chair emplid. The phone will default to the business phone that is setup up in the system – this may or may not be accurate for course bulletin purposes – make edits if needed but keep in mind that the phone # entered here will print in the course bulletin for all to see. The email address will default to the campus email address – edit if necessary.

RIC Management Center

The below picture is the course bulletin header for BIOL. Items a – g are indicated below:

The above is found at: http://www.ric.edu/recordsoffice/bulletin.php

Steps to review/update Course Bulletin Chairs

Navigation: RIC Custom Applications > RIC Management Center > Department Maintenance > Course Bulletin Chair Maint

14.) Click search for a list of terms by academic group (your Records security will limit which groups you see)

15.) Select a term to review and/or update
16.) The list will be in order of Acad Org but you can sort by clicking on any other column; the below shows the list in order by Subject

Course Bulletin Chair Maint

No Changes Allowed After: 03/21/2015

Academic Group FAS   Term 1152

	Institution	Acad Org	Subject	Description	PS Description	Academic Career	Status	Empl ID	Name	Nam
1	RICOL	AFAMST	AFRI	Africana Studies	Africana Studies	UGDG	Active		Saucier,P. Khalil	Dr
2	RICOL	ANTH	ANTH	Anthropology	Anthropology	UGDG	Active		Baker,Mary E	Dr
3	RICOL	ARTS	ART	Art (*$30 Studio Art Fee)	Art	UGDG	Active		Bockbrader,Nancy K	Pro
4	RICOL	ARTS	ARTE	Art Education	Art Education	UGDG	Active		Bockbrader,Nancy K	Pro
5	RICOL	ARTS	ARTM	Media Studies	Art Media	UGDG	Active		Bockbrader,Nancy K	Pro
6	RICOL	BIOLOGY	BIOL	Biology (*$30 Lab Fee)	Biology	UGDG	Active		Matsumoto,Lloyd H	Dr
7	RICOL	BIOLOGY	CTSC	Computed Tomography	Computed Tomography	UGDG	Active		Hall,Eric S	Dr
8	RICOL	BIOLOGY	RADT	Radiologic Technology	Radiologic Technology	UGDG	Active		Hall,Eric S	Dr
9	RICOL	COLLCR	COLL	College Course	College Course	UGDG	Active		Nightingale,Jayne	Ms
10	RICOL	COMMN	COMM	Communication	Communication	UGDG	Active		Min,Eung-Jun	Dr
11	RICOL	ENGLISH	ENGL	English	English	UGDG	Active		Scott III,Daniel M	Dr
12	RICOL	ENGLISH	WRTG	Writing	Writing	UGDG	Inactive			
13	RICOL	FAS	FYS	First Year Seminar	First Year Seminar	UGDG	Active		Hughes,Quenby O	Dr
14	RICOL	FAS	NPST	Non-Profit Studies	Non-Profit Studies	UGDG	Inactive			
15	RICOL	FILMST	FILM	Film Studies (*$30 Lab Fee)	Film Studies	UGDG	Active		Bohlinger,Vincent	Dr
16	RICOL	GENED	GED	General Education	General Education	UGDG	Active		Magyar,James G	Dr
17	RICOL	GENED	LABSCI	General Educ Lab Science	General Educ Lab Science	UGDG	Inactive			
18	RICOL	GERON	GRTL	Gerontology	Gerontology	UGDG	Active		Filinson,Rachel	Dr
19	RICOL	HISTORY	HIST	History	History	UGDG	Active		Espinosa,David F	Dr

17.)   Review each subject to verify:
   a. Description (will print in bulletin)
   b. Chair
   c. Chair's contact information
18.) To change a Chair, select the lookup 🔍 for Emplid
19.) Enter/Update the remaining values for the row you are updating
20.) Click the Save button
21.) To download a list to excel, scroll over to the right to click on the Download icon

Personalize | Find | 🔲 🔲 First ◄ 1-60 of 60 ► Last

22.) You will be prompted to Open or Save the excel file. Please save to your computer if you'd like to access the list at a later time.
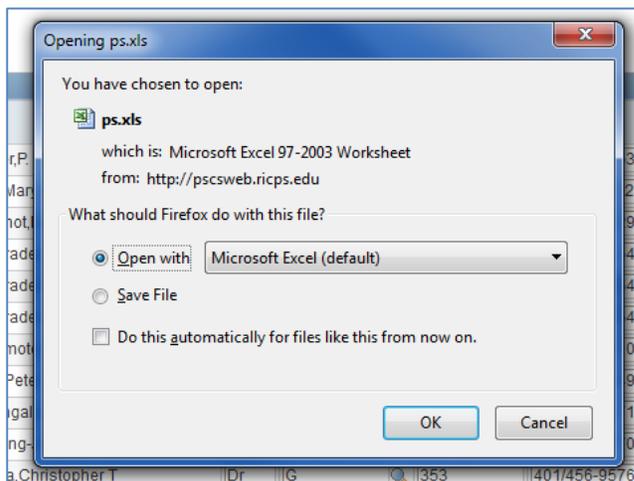
12.2 Department Appointments

Academic department appointments will now be maintained in the MyRIC > RIC Management Center module. Users with Dean level access have the ability to add/change department chairs/directors/etc for their School and the academic organizations that fall under their School. These appointments will control what security roles and rights are assigned to the selected faculty members for their respective departments.

12.2.1 Department Appointments

Using the School of Management (CMT) as an example that has several academic organizations under it, you can see various appointment types have been designated to several faculty members.

Particular columns and values for each department can impact an appointment. Focusing on the AFAMST appointment, the columns and values are:

- Academic Org = AFAMST
- Academic Career = UGDG (by default for all departments)
- Security Level = Director
- Current Appointment = 0103455 (emplid for P. Khalil Saucier)
- Security Changes Complete flag = checked (this indicates that security roles and rights have been made for this appointment)
- Change Appointment To = if the current appointment is being replaced, enter the emplid here for the new appointee
- Appointment Description = defaults to the academic org and security level description
- Last Update by and On = person who last updated this appointment

Various changes can be made on the Department Appointments page. Changes such as:
1.) Add a new Assistant Chair to a department that only has a Chair
2.) Change an existing Chair to another faculty member

3.) Add department Summer Chairs*
   a. *Summer Chair appointments will automatically become inactive on the first day of the Fall term
4.) Add a 2nd Chair for the GRDG level for a department
   a. For example, ARTS has a Chair for UGDG (default for all departments) but you determine that you would like another chair for the GRDG (graduate level) for ARTS
5.) Inactivate a current appointment because it is no longer needed
   a. For example, perhaps the Director appointment for First Year Seminar is no longer needed. Change the status from Active to Inactive
   b. You will receive a message that reads
   "Click YES to continue with inactivating this appointment type. Security will be revoked for the current appointment. If this appointment type is still needed but the appointment needs to be changed, select an emplid under Change Appointment To. Click NO to keep appointment type active."

*NOTE: department appointments do not change or impact a faculty member's job title under their HR job record.

What happens next? When appointment changes are made, a nightly MIS process will automatically assign the appropriate security and rights to the faculty members for the changes made that day. If there is an issue with the automated process, the user that made the change may be contacted by MIS for additonal information.

- Those appointment changes that required security roles and rights changes will be completed overnight. The Security Changes Complete flag will be checked. The appointees can login the following day to see updated roles and rights.
- For those that are replaced by a new appointment, the old appointment is saved to Outgoing Appointments with a revoke date calculated 180 days from the date of the change. For more information on Outgoing Appointments see section 12.1.2

Steps to review/update Department Appointments

Navigation: RIC Custom Applications > RIC Management Center > Department Maintenance > Department Appointments
23.)   Click search for a list of Schools (Academic Group) - your Records security will limit which groups you see
   a. Dean level users will only see their School so the page will automatically open

RIC Management Center

24.) To get a PDF report of current appointments, click the Print Appointment Report link
   a. Turn off pop up blockers if report is blocked
25.) Make appointment changes as needed. Then Save.
   a. The row changed/added will become view only
   b. The Security Changes Complete flag will be unchecked
   c. The last updated by and on will update with your userid and the current date/time
26.) To get an updated Appointment report, indicating "pending" changes, click on the Print Appointment Report link again.
27.) Optional: to download the page to excel, scroll over to the right to click on the Download icon

   a. You will be prompted to Open or Save the excel file. Please save to your computer if you'd like to access the list at a later time.
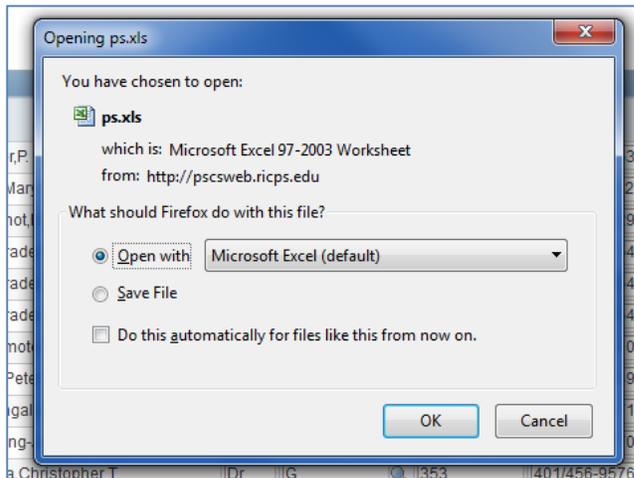
12.2.2   Outgoing Appointments

Outgoing Appointments are those appointments that have been replaced by another faculty member. Outgoing Appointments will retain their rights to allow overlap to train and support the new appointment.

- The system will default the "grace" period of retaining security rights for outgoing appointments to 180 days as the Revoke Date.
- Deans will be able to manage outgoing chairs' PS rights by shortening or lengthening the revoke date so that some appointment's MyRIC security rights could be revoked immediately or extended.

Once the revoke date is reached, the nightly MIS process will automatically revoke the prior security and rights related to their prior appointment. The Revoked flag will be checked when completed.

In order to extend or to shorten the revoke date, a Dean could override the revoke date by selecting the Override checkbox.

- When selected, the Revoke Date field is available for edit and the Original Revoke Date will appear. The Original Revoke Date is just a reference date to record what the original revoke date is.
- Enter a new revoke date
- Save