

Feinberg School of Medicine: Reference on Faculty Appointment End Dates

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Actual Appointment End Dates in the FAO Faculty Database

The FAO faculty database tracks the **actual** appointment term and end date for **all** Feinberg faculty. The appointment end date in this database is communicated to faculty in their appointment letters and is fed into the Feinberg Faculty Portal, where faculty can confirm their appointment end date and other appointment details by opening the Current Appointment section on the profile page. Tenured faculty, by definition, have indefinite end dates. All non-tenure-eligible (NTE) and tenure eligible (TE) faculty have defined appointment terms with a specified end date that generally falls on August 31. (Coterminous Faculty and Research Faculty may have appointments that end on a date other than August 31.)

myHR Appointment End Dates

The appointment end date in myHR will not necessarily match the actual appointment end date. For some NTE and TE faculty, the myHR appointment end date is set to "indefinite" to reduce the administrative burden of processing reappointments annually in this system. These appointments remain active in myHR until a resignation or termination is processed, but in the FAO database, all NTE and TE faculty will have appointment end dates.

Appointments paid by NU

The end dates in the FAO database and myHR should match with one exception: regular Instructors (on the Clinician-Educator track) have 1-year appointments that are understood to auto-renew in myHR, so they are designated as "indefinite" in myHR. For all other paid appointments, myHR and the FAO database should have matching appointment end dates.

Appointments unpaid by NU (excluding Research Faculty)

For faculty appointments unpaid by NU--which includes academic full-time and part-time faculty whose salary is paid in full by an approved affiliate (Lurie Children's, SRALab, Jesse Brown, Stroger)--the myHR appointment end date is indefinite and the actual appointment end date is tracked in the FAO database.

Reappointments for NTE and TE Faculty Who Have "Indefinite" End Dates in myHR

Most NTE and TE faculty who have "indefinite" end dates in myHR will have an actual end date that falls on 8/31 in the FAO faculty database. Each summer, departments are asked to review a spreadsheet of all appointments expiring on 8/31 and confirm their plans to reappoint. Faculty being reappointed have their reappointment term entered in the FAO faculty database without the need for submitting an OnBase transaction and without the need for HR Operations to take any action to keep the appointment active in myHR. For coterminous faculty whose appointment terms expire on a date other than 8/31, departments just need to tell FAO whether they plan to reappoint and no OnBase transaction needs to be submitted. For appointments that are ending due to voluntary resignation or involuntary departure, departments need to follow the appropriate termination process and submit an OnBase transaction to end the appointment in both the FAO faculty database and myHR.

Feinberg Faculty Appt Terms in the FAO Database and MyHR

Appointment Category/Type	FAO Database Actual Appt Term	MyHR Appt Term	
		Paid by NU	Unpaid by NU (includes Academic FT/PT)
Regular			
Instructor	1 year	Indefinite	Indefinite
Assistant Professor - initial appt.	3 years	3 years	Indefinite
Assistant Professor - reappointment	1 year	1 year	Indefinite
Associate Professor (NTE or TE)	3 years	3 years	Indefinite
Associate Professor (Tenured)	Indefinite	Indefinite	Indefinite
Professor (NTE or TE)	3 years	3 years	Indefinite
Professor (Tenured)	Indefinite	Indefinite	Indefinite
Adjunct (all ranks)	1 year	1 year	Indefinite
Contributed Services			
Clinical Instructor	1 year	N/A	Indefinite
Clinical Assistant Professor	1 year	N/A	Indefinite
Clinical Associate Professor	3 years	N/A	Indefinite
Clinical Professor	3 years	N/A	Indefinite
Coterminous (all ranks)	1 year	1 year	Indefinite
Lecturers	1 year	1 year	Indefinite
HSC	1 year	N/A	Indefinite
HSC/Academic (all ranks)	1 year	N/A	Indefinite
Visiting Faculty			
Visiting Instructor	1 year	1 year	Indefinite
Visiting Assistant Professor	1 year	1 year	Indefinite
Visiting Associate Professor	3 years	3 years	Indefinite
Visiting Professor	3 years	3 years	Indefinite
Research Faculty			
Research Assistant Professor	1 year	1 year	1 year
Research Associate Professor	1 year	1 year	1 year
Research Professor	1 year	1 year	1 year