

## **Appointments to the Faculty Form 19**

### I. General Guidelines

Form 19 is used for making faculty appointments. Faculty members include: Professors, Associate Professors, Assistant Professors, Instructors, Clinical/Professional Faculty, Veterinary Interns and Post Doctoral employees. Terms and conditions of Employment of Faculty is defined in Executive Memorandum B-50.

#### A. New Appointments

All new faculty need a Form 19 except:

1. Faculty employed less than 2 complete pay periods.
2. Academic year faculty employed for the summer session only.

#### B. Continuing Appointments: Non-tenured Faculty

A subsequent Form 19 is required for the following situations:

1. Contract is extended beyond approved ending date.
2. Change in total FTE.
3. Change in Department(s).
4. Change in position classification.
5. Decrease in salary.
6. Special terms and conditions beyond existing contract.
7. Tenure probationary period is extended in accordance with Exec. Memo B-48.
8. Special Purdue University Programs that affect conditions of employment (Foreign Assignments).
9. Conversion from AY to FY or FY to AY.

A subsequent Form 19 is not needed under these conditions (however, payroll changes or Form 13 are required to effect these changes unless made via the annual budget process.):

1. Change in name, social security number or title.
2. Increase in salary.
3. Promotions which are in accordance with agreements referenced on earlier Form 19's
4. Promotions which automatically award tenure, e.g., promotion to Associate or Full Professor.
5. Change in voting status only.

#### C. Continuing Appointments: Tenured Faculty

Once a faculty member is tenured. Form 19's are only needed for the following situations:

1. Conversions from AY to FY or FY to AY.

2. If tenured at .50 FTE and then increased to 1.00 FTE, a Form 19 will be needed to explain new tenure status.

## II. Additional Guidelines

1. All Form 19's should be typed in the home department- The contract should be retyped if there is a change which alters the intent of the contract. For example, the position code, salary, title, begin or end date. If corrections need to be made and the contract is not retyped, all changes need to be initialed by everyone that has signed the contract.
2. If a faculty member holds both a Faculty and Administrative/Professional appointment a Form 19 and a Form I 9AJP are needed. Each contract must reference the other under the attachment section. FTE's should correspond to individual contract assignments.