

Overview

This job aid provides an overview of Academic Appointments for Part-Time and Full-Time Faculty in Workday. To view your Current Appointment & Appointment History, click the **Academic** tab on your Worker Profile.

What is an Academic Appointment?

Academic Appointments are used to track a full-time faculty members' time and rank or a part-time faculty members' rank at Montgomery College.

Academic Appointment Attributes

Attributes detailed in a worker's Academic Appointment include Reason, Academic Unit, Academic Track Type, Academic Rank, Academic Appointment Identifier, Track Start Date, Academic Appointment Start Date, and Academic Review Date. See the table below for more information.

Attribute	Types	Description
Reason	Various reasons, entered by HR, to Add or Update an Appointment	An Add or Update sub-reason is tagged while creating or modifying an Academic Appointment.
Academic Unit	Montgomery College	The unit of the College to which Academic Appointments are assigned to. Note: All MC Departments are Inactive in Workday and now fall under the Montgomery College Academic Unit.
Academic Track Type	Emeritus; Full-Time Faculty; Part-Time Faculty	Track types differentiate academic appointments that have different sets of privileges.
Academic Rank	Emeritus Professor	The Rank (1-8) assigned to the Academic Appointment depends upon the individual's degree status and his/her

Academic Appointments

Workday Reference Guide for Employees

	<p>Associate Professor</p> <p>Assistant Professor</p> <p>Instructor</p> <p>Adjunct II*; Adjunct II; Adjunct</p> <p>Lecturer</p>	<p>teaching and related professional rank.</p> <p>For additional information, please refer to the POLICY Board of Trustees: Academic Rank.</p>
<p>Academic Appointment Identifier</p>	<p>1st One Year Appointment</p> <p>2nd One Year Appointment</p> <p>3rd One Year Appointment</p> <p>3 Year Appointment</p> <p>Rolling Term Appointment</p> <p>One Semester Appointment; One Year Appointment (non-recurring)</p>	<p>The type of academic appointment the worker holds.</p> <p>P – Primary indicates a primary appointment.</p>
<p>Track Start Date / Academic Appointment Start Date</p>	<p>Various dates</p> <p>Note: For FTF, Track Start Date is the start of the current term. Academic Appointment Start Date will change for rank advancements or when appointees are extending their academic review date.</p> <p>Note: For PTF, Track Start Date is the hire date for the PTF position. Academic Appointment Start Date will change for rank advancements.</p>	<p>The Start Date for the Academic Appointment. Each Appointment in the Academic Appointment Thread has its own Start Date.</p>
<p>Academic Review Date</p>	<p>Various dates</p>	<p>If the appointment track type has a promotion program, an Academic Review Date may be listed.</p>