

# INSTRUCTIONS: RECOMMENDATION FOR APPOINTMENT FORM (RAF)

## Sections A & B

### PLEASE NOTE

- ❖ **Check the box at the top left corner if Section C is not applicable and will not be submitted with Section A & B**
  - Examples of changes related to employment or compensation requiring completion of section C: dean/chair/prog director appointment, out-of-cycle rank promotions (not board approved), any new hire with faculty appointment
  - Examples of changes not requiring completion of section C (even if individual holds faculty appointment): labor distribution not involving change with academic school/dept, appointment %
  - Paperwork will not be routed until all sections (A, B, & C) are received UNLESS indicated by checking the appropriate boxes

### TOP SECTION

- Employee Type: select one of the following
  - New: employee is newly hired faculty/staff to the university or returning after a break in university service (individuals who were temp, student, contract or working hourly under half-time should be treated as a new employee)
  - Departmental transfer: employee is transferring from another department with no break in university service
  - Internal transfer: employee is changing positions within your department
  - Incumbent: employee currently in position, used to process changes in current position (e.g. change in employee class, title, labor distribution, etc.)

**IMPORTANT: *Verification of Credentials form must be submitted for ALL types except "Incumbent"; however, it is required for "Incumbent" if a new degree is triggering the change in their current position.***
- Identifying information: Name and Andrews University ID#
- Effective Date: date on which new action comes into effect (for new employees, first day of work)

### SECTION A: ACTION (based on employee type)

1. **NEW EMPLOYEE ONLY**, please complete the following:
  - Select one: Yes: if employee has SDA Ministerial Credentials  
No: if employee does not have SDA Ministerial Credentials
  - Select one: Yes: if employee is a U.S. Citizen or Permanent Resident  
No: if employee is not a U.S. Citizen or Permanent Resident
    - If employee is not a U.S. Citizen or Permanent Resident, select one of the following:

- Inter-Divisional call: if employee has been called from another Adventist world division to serve at Andrews University (NAD)
- Independent Transfer: if employee is independently moving from another Adventist world division
- No denominational connection: if employee has no prior denominational service outside of NAD

2. **New/Transfer/Internal Transfer ONLY**

- New Budget: position is newly-approved in the department
- Replacing Budget: employee is replacing a previous employee in this position, also indicate employee Name and ID# to be replaced

3. **Incumbent ONLY:** check all that apply

- Hourly to Salary: employee's classification is changing from hourly to salary
- Change in Title: employee has a change in position title
- Change in Grade and/or Step: employee has a grade change (Staff), grade and/or step change (Faculty)
- Change in Appointment %: employee has a change in percentage of full salary appointment
- Change in Salary: employee has a change in salary
- Change in Labor Distribution: employee's salary is to be charged to a different organization # or will be distributed differently
- Other: please indicate other change

**SECTION B: EMPLOYMENT & COMPENSATION**

- Title: indicate title of position; for additional academic title for faculty, enter in Section C
- Dept Name and Orgn #: indicate department name and finance organization number for supervisory responsibility
- Select one of the following:
  - Administrator: for high-level administrative positions (e.g. Vice-Presidents, Deans)
  - Faculty: for teaching appointment positions (includes Chairs)
  - Staff: for staff appointment positions (includes Directors)
- Amount Budgeted: amount budgeted for position
- Annual Salary Rate: annual salary approved by Compensation Analyst (Staff), corresponding salary per Faculty pay chart (Faculty)
- Table (Faculty ONLY): see Faculty pay chart (contact Chair or Dean for chart)
- Grade: indicate grade of position (Staff), see Faculty pay chart (Faculty)
- Step (Faculty ONLY): see Faculty pay chart (contact Chair or Dean for chart)
- Appointment %: percentage of full (100%) salary appointment
- Salary Labor Distribution: please indicate full salary labor distribution as well allocation percentage (these numbers should correspond to the salary budget line in your financial budget)
- Special Circumstances: please indicate in the space provided any special circumstances applicable to this appointment

## APPROVALS

1. Obtain signature approvals from the following before submission:
  - First Level Supervisor: employee's immediate supervisor (**IMPORTANT:** enter ID#)
  - Next Level Supervisor: supervisor of employee's immediate supervisor (**IMPORTANT:** enter ID#)
  - Vice President: for non-academic areas only
  - Asst VP Finance: ensure that they then forward to Compensation Analyst
  - Compensation Analyst: ensure that they then forward to Assoc VP HR
  - Assoc VP HR: ensure that they then forward to Employment Office

