

Guidelines for Faculty Rank Date Types | SAP Infotype 0041 Date Specifications

Beginning April 1, 2024

Assign the complete collection of faculty rank dates in *Infotype 0041 Data Specifications*—RK, R1, R2, and R3—to all promotable faculty track (i.e., extension educators, extension professors, foresters, geoscientists, faculty of practice, research faculty, tenure line faculty) faculty members according to the standard, revised definitions and guidelines. The sections below describe applicable date types and guidelines for determining dates.

Date Type Descriptions

Date Type	Date Name	Description
RK	Faculty Rank Date	<p>The first contracted date as faculty in a promotable faculty track (i.e., tenure line, faculty of practice, research faculty, extension educators, extension professors) associated with the <u>current</u> position and track.</p> <p>Exception: The date pre-tenure faculty members with non-standard start dates (academic year or fiscal year contract) will be the same as the “tenure clock” start date, which may differ from the first contracted date.</p> <p>Examples:</p> <ul style="list-style-type: none"> ○ A tenure line faculty member on an academic year contract with a summer start should have an RK date that aligns with the contracted tenure line position, not the summer-prior position. The RK date will align with the contracted start date of a summer-prior position <u>only</u> when the summer-prior position is used to determine a tenure notification date. ○ A tenure line faculty member who was previously a research faculty member should have an RK date that aligns with the (current) tenure line position. ○ A research faculty member who was previously a tenure line faculty member should have an RK date that aligns with the (current) research track position. ○ A tenure line or practice faculty member who begins their appointment as Instructor-NTT because the terminal degree contingency has not been filled by the contracted start date should have an RK date that aligns with the removal of the contingency and move to the intended tenure line or practice position. <p><i>Date also applies to academic administrators who are hired with rank in an unpaid faculty appointment.</i></p>
QR	Fac Equivalent Rank	Replace use with RK date for all faculty. Discontinue use of this field.
R1	Faculty Rank - ASST	<p>First contracted date at the rank of Assistant; frequently this will match the RK date. If the faculty member was hired at the rank of Associate/Full, this date will be blank (i.e., there will be no R1 date for this individual).</p> <p><i>Date also applies to academic administrators who are hired with rank in an unpaid faculty appointment.</i></p>
R2	Faculty Rank - ASSOC	<p>First contracted date at the rank of Associate, or the effective date of promotion to the rank of Associate. If the faculty member was hired at the Associate rank, this date will match the RK date. If the faculty member was hired at the rank of Full, this date will be blank (i.e., there will be no R2 date for this individual).</p> <p><i>Date also applies to academic administrators who are hired with rank in an unpaid faculty appointment.</i></p>
R3	Faculty Rank - FULL	<p>First contracted date at the rank of Full, or the effective date of promotion to the rank of Full. If the faculty member was hired at the Full rank, this date will match the RK date, and R1 and R2 dates will be blank (i.e., there will be no R1 or R2 dates for this individual).</p> <p><i>Date also applies to academic administrators who are hired with rank in an unpaid faculty appointment.</i></p>

Guidance on Determining Dates

The first contracted date will vary depending on contract type (e.g., academic year, fiscal year) and whether the first working day occurs on a calendar date that is standard or non-standard to that contract type.

For example, a faculty member hired with a standard start in AY2023-24 should have an RK date of 8/14/2023; a faculty member hired with a standard start in AY2024-25 will have an RK date of 8/19/2024. A faculty member contracted for the fiscal year may start at any point in the calendar year, but in many cases the contract start date will be the start of the fiscal year (7/1/YYYY) or the start of the calendar year (1/1/YYYY). In instances of a non-standard start date for pre-tenure faculty, the RK date is the same date used to calculate the tenure notification date (i.e., the start date of the “tenure clock”).

In most instances, promotion dates will be the start of the fall term (8/DD/YYYY) or the start of the fiscal year (7/1/YYYY). Exceptions to this will be cases in which a faculty member is hired with rank on a non-standard start date.

Tenure Notification date (TN) and Tenure Date (TD) are independent of rank dates. Data entry for TN and TD will continue to follow current definitions (see [Appendix B](#)).

	CONTRACT LENGTH		
	Academic Year (AY) SAP Contract Length "02"	Fiscal Year (FY) SAP Contract Length "12"	Other
FIRST WORKING DAY			
Academic Year, standard: Fall or Spring Semesters	Consult "Contract Dates" table		Consult the LOO for the contracted start date or tenure clock start of the <u>faculty position</u>
Fiscal Year, standard		January 1 or July 1	
Non-standard	Consult LOO for the contracted start date or tenure clock start	Consult LOO for the contracted start date or tenure clock start	
PROMOTION			
	Contracted start date for the AY following the spring promotion process (see "Promotion Dates" table)	July 1 following the spring promotion process (see "Promotion Dates" table)	Consult promotion date for AY or FY contract length

See <https://executivevc.unl.edu/policies-bylaws/contract-dates-working-days> for information on recent and future contract start dates.

APPENDIX A: Contract and Promotion Dates**TABLE 1. CONTRACT DATES (Academic Year, Standard)**

Academic Year	Semester	Calendar Year	Term Start Date (Classes Begin)	AY Contract Start Date
Prior to 2003-04	Fall			8/15/YYYY
Prior to 2003-04	Spring			1/4/YYYY
2003-2004	Fall	2003	8/25/2003	8/18/2003
2003-2004	Spring	2004	1/12/2004	1/5/2004
2004-2005	Fall	2004	8/23/2004	8/16/2004
2004-2005	Spring	2005	1/10/2005	1/3/2005
2005-2006	Fall	2005	8/22/2005	8/15/2005
2005-2006	Spring	2006	1/9/2006	1/2/2006
2006-2007	Fall	2006	8/21/2006	8/14/2006
2006-2007	Spring	2007	1/8/2007	1/1/2007
2007-2008	Fall	2007	8/27/2007	8/20/2007
2007-2008	Spring	2008	1/14/2008	1/7/2008
2008-2009	Fall	2008	8/25/2008	8/18/2008
2008-2009	Spring	2009	1/12/2009	1/5/2009
2009-2010	Fall	2009	8/24/2009	8/17/2009
2009-2010	Spring	2010	1/11/2010	1/4/2010
2010-2011	Fall	2010	8/23/2010	8/16/2010
2010-2011	Spring	2011	1/10/2011	1/3/2011
2011-2012	Fall	2011	8/22/2011	8/15/2011
2011-2012	Spring	2012	1/9/2012	1/2/2012
2012-2013	Fall	2012	8/20/2012	8/13/2012
2012-2013	Spring	2013	1/7/2013	12/31/2012
2013-2014	Fall	2013	8/26/2013	8/19/2013
2013-2014	Spring	2014	1/13/2014	1/6/2014
2014-2015	Fall	2014	8/25/2014	8/18/2014
2014-2015	Spring	2015	1/12/2015	1/5/2015
2015-2016	Fall	2015	8/24/2015	8/17/2015
2015-2016	Spring	2016	1/11/2016	1/4/2016
2016-2017	Fall	2016	8/22/2016	8/15/2016
2016-2017	Spring	2017	1/9/2017	1/2/2017
2017-2018	Fall	2017	8/21/2017	8/14/2017
2017-2018	Spring	2018	1/8/2018	1/1/2018
2018-2019	Fall	2018	8/20/2018	8/13/2018
2018-2019	Spring	2019	1/7/2019	12/31/2018
2019-2020	Fall	2019	8/26/2019	8/19/2019
2019-2020	Spring	2020	1/13/2020	1/6/2020
2020-2021	Fall	2020	8/24/2020	8/17/2020

Academic Year	Semester	Calendar Year	Term Start Date (Classes Begin)	AY Contract Start Date
2020-2021	Spring (Pre-session)	2021	1/4/2021	The 2021 pre-session did not impact faculty contracts.
2020-2021	Spring	2021	1/25/2021	1/4/2021
2021-2022	Fall	2021	8/23/2021	8/16/2021
2021-2022	Spring (Pre-session)	2022	1/3/2022	
2021-2022	Spring	2022	1/18/2022	1/10/2022 ¹
2022-2023	Fall	2022	8/22/2022	8/15/2022
2022-2023	Spring (Pre-session)	2023	1/3/2023	
2022-2023	Spring	2023	1/23/2023	1/16/2023 ²
2023-2024	Fall	2023	8/21/2023	8/14/2023
2023-2024	Spring (Pre-session)	2024	1/2/2024	
2023-2024	Spring (Law)	2024	1/8/2024	1/2/2024
2023-2024	Spring	2024	1/22/2024	1/15/2024 ³
2024-2025	Fall	2024	8/26/2024	8/19/2024
2024-2025	Spring (Pre-session)	2025	1/2/2024	
2024-2025	Spring (Law)	2024	1/6/2025	1/6/2025
2024-2025	Spring	2025	1/21/2025	1/13/2025 ⁴

¹ The spring 2022 academic calendar was updated by the Board of Regents on April 9, 2021 to include a two-week "Pre-Session" January 3-14, 2022. Regular spring semester courses will begin January 18, 2022, and the last day of final exams will be May 13, 2022. Faculty with academic year (AY) contracts are traditionally required to report for duty one week prior to the start of classes and to remain one week after finals week to allow for grading and end-of-year meetings. To facilitate this without requiring an additional week of work from academic year employees, working days for academic year employees for the 2021-2022 academic year will be effectively shifted by one week: although the first working day following the New Year's holiday (as defined by the President) will be January 3, 2022, academic year employees will not be expected to resume their contracts following the New Year's holiday until January 10, 2022 and will be expected to continue their work through May 20, 2022. Original spring 2022 contract dates prior to the BOR update were January 3, 2022 through May 13, 2022.

² The spring 2023 academic calendar was updated by the Board of Regents on April 8, 2022 to include a three-week "Pre-Session" January 3-20, 2023. Regular spring semester courses will begin January 23, 2023, and the last day of final exams will be May 19, 2023. Faculty with academic year (AY) contracts are traditionally required to report for duty one week prior to the start of classes and to remain one week after finals week to allow for grading and end-of-year meetings. To facilitate this without requiring an additional two weeks of work from academic year employees, working days for academic year employees for the spring semester of the 2022-2023 academic year will be effectively shifted by two weeks: although the first working day following the New Year's holiday (as defined by the President) will be January 2, 2023, academic year employees will not be expected to resume their contracts following the New Year's holiday until January 16, 2023 (effectively January 17, 2023 since January 16 is Martin Luther King Jr. Day) and will be expected to continue their work through May 26, 2023. Original spring 2023 contract dates prior to the BOR update were January 2, 2023 through May 12, 2023.

³ Adjustments to the 2023-24 academic calendar were accepted by the Board of Regents on September 30, 2022. They include 15-week fall and spring semesters with a three-week "Pre-Session" January 2-19, 2024. Regular spring semester courses will begin January 22, 2024, and the last day of final exams will be May 17, 2024. Faculty with academic year (AY) contracts are traditionally required to report for duty one week prior to the start of classes and to remain one week after finals week to allow for grading and end-of-year meetings. To facilitate this without requiring an additional two weeks of work from academic year employees, working days for academic year employees for the spring semester of the 2023-2024 academic year will be effectively shifted by two weeks. Faculty with academic year contracts will not be required to return from the holiday closedown until January 15, 2024 (effectively January 16, 2024 since January 15, 2024 is Martin Luther King, Jr. Day). They will be expected to continue their work through May 24, 2024. Original spring 2024 contract dates prior to the BOR update were January 1, 2024 through May 10, 2024.

⁴ Adjustments to the 2024-25 academic calendar were accepted by the Board of Regents on September 30, 2022. They include 15-week fall and spring semesters with a three-week "Pre-Session" January 2-17, 2025. Regular spring semester courses will begin January 21, 2025, and the last day of final exams will be May 16, 2025. Faculty with academic year (AY) contracts are traditionally required to report for duty one week prior to the start of classes and to remain one week after finals week to allow for grading and end-of-year meetings. To facilitate this without requiring an additional two weeks of work from academic year employees, working days for academic year employees for the spring semester of the 2024-25 academic year will be effectively shifted by two weeks. Faculty with academic year contracts will not be required to return from the holiday closedown until January 13, 2025 (Martin Luther King, Jr. Day is January 20, 2025). They will be expected to continue their work through May 23, 2025. Original spring 2025 contract dates prior to the BOR update were January 6, 2025 through May 16, 2025.

Academic Year	Semester	Calendar Year	Term Start Date (Classes Begin)	AY Contract Start Date
2025-2026	Fall	2025	8/25/2025	8/18/2025
2025-2026	Spring	2026	1/12/2026	1/5/2026
2026-2027	Fall	2026	8/24/2026	8/17/2026
2026-2027	Spring	2027	1/11/2027	1/4/2027
2027-2028	Fall	2027	8/23/2027	8/16/2027
2027-2028	Spring	2028	1/10/2028	1/3/2028
2028-2029	Fall	2028	8/21/2028	8/14/2028
2028-2029	Spring	2029	1/8/2029	1/1/2029
2029-2030	Fall	2029	8/20/2029	8/13/2029
2029-2030	Spring	2030	1/7/2030	12/31/2029

See <https://executivevc.unl.edu/policies-bylaws/contract-dates-working-days> for information on recent and future contract start dates.

TABLE 2. PROMOTION DATES

Promotion Process Completed	FY Contract Effective Date	AY Contract Effective Date
Pre-Spring 2003	7/1/YYYY	8/15/YYYY
Spring 2003	7/1/2003	8/18/2003
Spring 2004	7/1/2004	8/16/2004
Spring 2005	7/1/2005	8/15/2005
Spring 2006	7/1/2006	8/14/2006
Spring 2007	7/1/2007	8/20/2007
Spring 2008	7/1/2008	8/18/2008
Spring 2009	7/1/2009	8/17/2009
Spring 2010	7/1/2010	8/16/2010
Spring 2011	7/1/2011	8/15/2011
Spring 2012	7/1/2012	8/13/2012
Spring 2013	7/1/2013	8/19/2013
Spring 2014	7/1/2014	8/18/2014
Spring 2015	7/1/2015	8/17/2015
Spring 2016	7/1/2016	8/15/2016
Spring 2017	7/1/2017	8/14/2017
Spring 2018	7/1/2018	8/13/2018
Spring 2019	7/1/2019	8/19/2019
Spring 2020	7/1/2020	8/17/2020
Spring 2021	7/1/2021	8/16/2021
Spring 2022	7/1/2022	8/15/2022
Spring 2023	7/1/2023	8/14/2023
Spring 2024	7/1/2024	8/19/2024
Spring 2025	7/1/2025	8/18/2025
Spring 2026	7/1/2026	8/17/2026
Spring 2027	7/1/2027	8/16/2027
Spring 2028	7/1/2028	8/14/2028
Spring 2029	7/1/2029	8/13/2029
Spring 2030	7/1/2030	TBA

APPENDIX B: Definitions and Date Types Related to Tenure**Dates Related to Tenure**

Date Type	Date Name	Description
TD	Tenure Date	The date tenured status is effective (refer to Board of Regents Bylaws).
TN	Tenure Notification	The date that faculty must be notified they are receiving or being denied tenure (refer to the Board of Regents Bylaws).
TR	Tenure Resignation	Effective date a faculty member voluntarily ends tenure.
TT	Tenure Terminated	Effective date a faculty member involuntarily ends tenure.

Source:

SAP SAPHIRE > SAP Documentation > Human Resources > Employee – Personnel Administration (PA) > Date Type Codes and Descriptions.pdf

APPENDIX D: Historical Use of Date Types Related to Faculty Rank and Rationale for Change

Through March 31, 2024

RK (Faculty Rank Date) in SAP IT0041 is updated when a faculty member receives a promotion. If an RK date already exists, that date is overwritten with the new date.

For Payroll Services, adding Faculty Rank Date (RK) is a manual process executed when Payroll receives the list of promotions and continuous appointments from the EVC Office and VC IANR Office. This is the only faculty rank date used by Payroll Services.

Faculty Equivalent Rank (QR), Faculty Rank – ASST, ASSOC, and FULL (R1, R2, R3) dates are manually added by IANR HR for Extension Educators and tenure line faculty.

Date Type	Date Name	Description
RK	Faculty Rank Date	Date of faculty rank when a faculty member is hired and when faculty members receive promotions. If an RK date already exists, the date is overwritten with the new promotion date. Currently captures a mix of contract start dates, fiscal year contracted start dates, and September 1 following the academic year start date. (September 1 has been used because it represents the first month an AY faculty receives a paycheck.)
QR	Fac Equivalent Rank	First contracted date as a Nebraska Extension educator.
R1	Faculty Rank - ASST	First contracted date at the rank of Assistant; currently only used by Nebraska Extension for the rank date of educators and IANR tenure line faculty.
R2	Faculty Rank - ASSOC	First contracted date at the rank of Associate or the effective date of promotion to the rank of Associate; currently only used by Nebraska Extension for the rank date of educators and IANR tenure line faculty.
R3	Faculty Rank - FULL	First contracted date at the rank of Full or the effective date of promotion to the rank of Full; currently only used by Nebraska Extension for the rank date of educators and IANR tenure line faculty.

Rationale for Process Change

Using unique fields to capture when an employee obtains faculty status and each academic rank is a better data management practice and increases the usefulness of the data, especially for important initiatives such as the Annual Faculty Compensation Review. Maintaining unique dates in a single SAP screen provides the complete details about a faculty member’s path to promotion quickly and easily without viewing another screen.