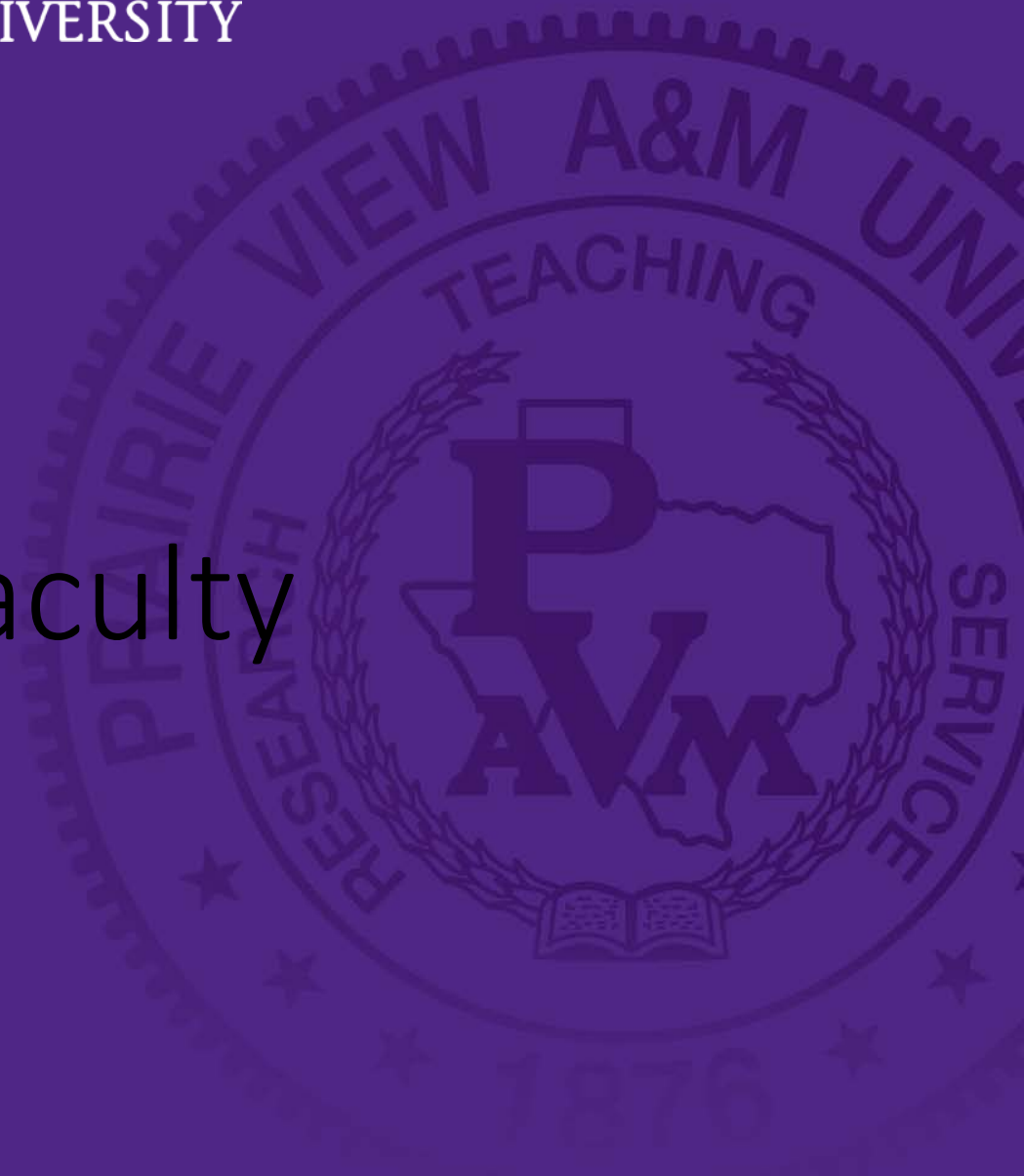


PRAIRIE VIEW A&M UNIVERSITY  
ACADEMIC AFFAIRS

# Activating Faculty in Banner

Ginger Philips





# Where to start?

- After orientation
- Starts at the Department.
- Complete the required documentation to gain access.



# Required Forms

- Faculty Database Form
- Official Transcripts
- Email Account
- Contract (MOA, Supplemental Pay or Security Agreement form)



# Faculty Database Form

**PVAMU - FACULTY DATABASE FORM**  
*Update required of all Faculty, Scientists, Dept. Heads, Deans, And other Instructors*

Last Name  Maiden Name  First Name  MI  SSN

College  Department  Office Phone

Home Address  City  State  ZIP  Restricted?  Yes  No

Sex  Birthdate  US Citizen  Yes  No Home Phone  Restricted?  Yes  No

Email  Original Empl. Date at PV

**ETHNICITY**

Ethnic Origin  Race

**TENURED EARNING POSITION**

Position  Date Rank Confirmed by the Board of Regents

Tenure  Year Tenure Confirmed by the Board of Regents  Beginning Year on Tenure Track

**NON-TENURED EARNING POSITION**

Non-Tenured Position  Tenure

**EMPLOYMENT STATUS**

Contract Length  If other, specify  Contract Type



# Faculty Transcript

- Transcripts must show the degree is awarded along with the date.
- See example below:

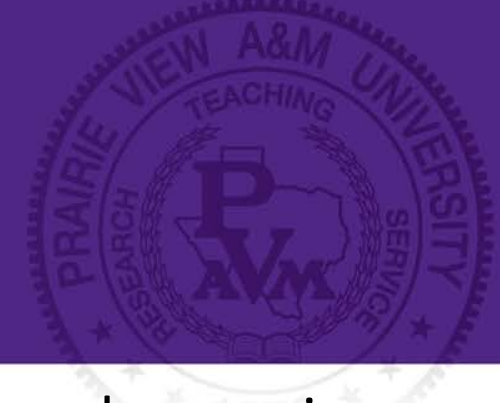
Current Program  
College : Liberal Arts & Behavioral Scie  
Major : Telecommunication  
Degree Awarded : Master of Arts 13-MAY-1995



# Faculty Email

- The contract must be signed by all parties and will not be accepted otherwise.
- Before activating, the faculty member must have a valid email account.





# Getting the forms to IR

- IR has created a “**shared drive**” for customers who require access to faculty information.
  - This should eliminate emails with SSNs and reduce possible security breaches.
  - Access is limited to two people per college/unit.
- **Maintaining the security of the files is of the utmost importance.**



# Activating Faculty

## ➤ **Tenured\On-Track Faculty**

- Will remain active in the system. (MOA is still required)

## ➤ **New Faculty**

- Faculty database form, contract, a copy of the official transcript and an active email account.

## ➤ **Returning Faculty** (Adjunct, Visiting, etc.)

- A new Faculty Database form if any changes since the last teaching cycle, copy of official transcript and MOA.

NOTE: All faculty members must have a signed contract, valid email account, copy of official transcript and a Faculty Database Form on file before they can be activated...**NO EXCEPTIONS.**





# Activating Faculty cont'd

- After all the required documentation is received, the faculty will be activated within 24 hours and an email notification is sent to the department administrator.
- Finally, an email is sent to the IT department to grant access to Panthertracks.

Tips: Remember your UIN will get you paid and the Faculty ID will get you in the PantherTracks and eCourse System.



# Resources

- [Faculty Database Update Form](#)
- [Advisor Access form](#)

## Contacts:

- Password Reset: <https://mypassword.pvamu.edu/> or Ext 9300, select 1
- eCourse: [dlearning@pvamu.edu](mailto:dlearning@pvamu.edu) or Ms. Taylor Ext 3283