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: ___________________________ First Name: ___________________________
Middle Name: ___________________________ S/F: ___________________________
College: Select One ___________________________ Department: Select One ___________________________
Office Phone: ___________________________
Home Address: ___________________________ City: ___________________________ State: ___________________________ ZIP: ___________________________
Sex: Select One ___________________________ Birthdate: ___________________________
US Citizen: Yes __________ No __________ Home Phone: ___________________________
Email: ___________________________ Original Emp. Date at PV: ___________________________

ETHNICITY
Ethnic Origin: Select One ___________________________ Race: Select One ___________________________

TENURED EARNING POSITION
Position: Select One ___________________________ Date Rank Confirmed by the Board of Regents: ___________________________
Tenure: Select One ___________________________ Year Tenure Confirmed by the Board of Regents: ___________________________
Beginning Year on Tenure Track: ___________________________

NON-TENURED EARNING POSITION
Non-Tenured Position: Select One ___________________________ Tenure: Select One ___________________________

EMPLOYMENT STATUS
Contract Length: Select One ___________________________ Contract Type: Select One ___________________________ If other, specify: ___________________________
Faculty Transcript

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

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Current Program
College: Liberal Arts & Behavioral Scie
Major: Telecommunication
Degree Awarded: Master of Arts 13-MAY-1995
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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.
Activing 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/](https://mypassword.pvamu.edu/) or Ext 9300, select 1
- eCourse: [dlearning@pvamu.edu](mailto:dlearning@pvamu.edu) or Ms. Taylor  Ext 3283