Creating a Faculty Position

The Begin Date should be the employee’s date of hire or today’s date; whichever is earlier.

The Position Title should match the Job Code name. This field also interfaces to JHED, once the employee is hired.

Select Faculty Job

Pay Scale is not used for Faculty

*Refer to comments at the end of document.

Always enter “03- Salaried Exempt”

The total percentage among all the fields should always be equal to 100%.

This field represents the total # of months out of the year the faculty member will be working in their position.
*Personnel Subarea/Employee Group*

The Personnel Subarea (PSubarea) combined with the Employee Group is what determines the faculty members benefit eligibility.

PSubarea U010 (faculty) - will place the faculty member in the 6% or 12% savings contribution plan. This subarea would be used if the faculty member is considered core faculty by your specific school’s definition.

Core Faculty is defined as: JHU benefit eligible employees whose primary responsibilities are, or are some combination of, research, teaching and professional practice and whose appointment and/or promotion is approved by an advisory board or academic council chaired by the University Provost. They must also hold titles that under applicable division policy are titles that carry tenure or are on the tenure track, or are titles within a core faculty track of the division requiring review and approval by the division's appointment and promotions committee process.

PSubarea U020 (faculty) - will place the faculty member in the 4% or 8% savings contribution plan. This subarea is used for those whom are not considered core faculty.