

SECONDARY w/ Voting Rights

ACTION	WHAT	WHERE	WHO	WHEN	Term length
<u>Appointment</u>					3 years - Assistant 5 years - Assoc./Full
	1.) Dossier (Chair Rec. Letter + CV and Grants) submitted for full review	Submitted in RPT	Secondary Dept. FC processes	After primary department dossier submission	
	2.) Appointment data entry	Workday AU	Secondary Dept. FC (or "Academic Partner" role) completes <i>Add Academic Appointment</i> process in AU	After Provost Approval notification	
<u>Reappointment</u>					3 years - Assistant 5 years - Assoc./Full
	1.) Dossier (Chair's Reappointment Report + CV and Grants) submitted for full review	Submitted in RPT	Secondary Dept. FC processes	After primary department dossier submission	
	2.) Appointment data entry	Workday AU	Secondary Dept. FC (or other "Academic Partner" role) completes <i>Update Academic Appointment</i> process in AU	After Provost Approval notification	
<u>Promotion</u>					5 years
	1.) Letter of support/recommendation from secondary department	Primary Dossier in RPT	Letter from Secondary Chair or other faculty. Secondary FC provides to Primary FC.	Per Primary Department request	
	2.) Chair Promotion Report (or Letter if written)	Submitted in Workday AU	Secondary Dept. FC completes Chair Promotion Report or obtains letter if one has been written	After Primary dept. Provost approval	
	3.) Appointment data entry	Workday AU	Secondary Dept. FC (or other "Academic Partner" role) completes Update Academic Appointment process in AU & uploads Promo. Report (or letter) Secondary department HR Analyst and others complete <u>processes in SO</u> for salary & title adjustments.	AFTER Primary Dept. Promotion has been approved. Departments must communicate.	