As was announced at the Annual COAP Update and at yesterday’s Faculty Coordinator Roundtable meeting, the University is currently undergoing a Human Capital Management (HCM) Transformation Initiative. This University-wide effort to simplify and standardize HR-related processes, is centered around the implementation of Workday. Workday, which is schedule to go live on July 1, 2019, will take the place of Payroll, PennWorks, and PeopleAdmin (click here for more information about the Workday transition). In tandem with this effort, the Office of the Provost is partnering with Interfolio, a company specializing in faculty information system applications, to standardize and streamline faculty searches and academic review processes (appointments, reappointments, and promotions). As a result, also by July 1, 2019, we will begin rolling out two new faculty affairs platforms:

- **Faculty Search**, to assist with the creation of faculty ads, candidate applications, applicant review, and affirmative action compliance; and
- **Review, Promotion, Tenure (RPT)**, to manage faculty appointments, reappointments, and promotions at all ranks.

In preparation for this full-scale transition and changeover (involving payroll and faculty affairs related applications), it will be imperative for us to have cases of all types (reappointments, promotions and appointments for July 1, 2019) completely through Provost review by May. Adherence to deadlines will be critical. Guidelines at this time are:

- **Reappointments** should be submitted as soon as possible – when at all possible, submit before Winter break.
- At the present time, Provost deadlines for review of Promotion cases are:
  - 2/14/19 for Full Professor cases
  - 4/11/19 for Associate Professor cases
  - To ensure dossiers are submitted to the Provost Office by those dates,
    - **Full Professor cases should be submitted to FAPD asap**
    - Associate Professor cases should be submitted to FAPD by January for Tenure, all others by February* (when possible)

- **Appointments**:
  - Last year we encouraged submission of new appointment dossiers by April 1. This year, because of the HCM/Interfolio implementations, April 1 will be too late to get cases reviewed and approved by Provost before the transition.
  - Submit cases as early as possible! All cases will need to be through the Provost in May (PSOM COAP & Dean before that).
    - For Assistant rank, aim for late February/early March*
    - For Assoc.& Full Professor (Tenure, CE, & Research) – be prepared to submit immediately upon request from FAPD
    - For Assoc. or Full Professor (AC track) – submit no later than February*

*These dates represent the best target submission dates we can provide currently. While not a guarantee, using these guidelines will give dossiers the best chance of being reviewed and approved by Provost before the transition.

Keep in mind, that while we cannot provide specific details at this time, we anticipate a point in the late Spring when we will need to stop using certain applications and will not be able to send any more dossiers to the Provost until after the transition is complete. Please trust that FAPD is actively working with the Provost office to ensure the best possible experience for PSOM departments. We will continue to update you as more information is available and will keep you abreast of any revised deadlines from the PROVOST office.

Thank you,

*Your partners in FAPD*