Secondary Promotion with Voting Rights

- **It is the responsibility of the primary department or faculty member to communicate the proposed promotion to the secondary department**

- Secondary department should work with the primary department faculty coordinator or faculty member to obtain any materials necessary for DCOAP review. These may include the CV or HAMSTER/TED teaching data.

- Promotion in secondary department should be a **joint submission** with the primary department. Primary department will submit the dossier.

- Primary and secondary departments may write separate Chair’s letters or submit 1 joint letter with both signatures and DCOAP votes.
  - If a separate Chair’s letter is written, it should be inserted into the primary appointment promotion dossier.

**NOTE:** In the rare case that a secondary promotion is completed separately after promotion in the primary appointment has already been approved, contact FAPD for details on what must be submitted.