Secondary Promotion with Voting Rights

- Secondary promotions with voting rights will be processed and Provost approved in Workday (AU). A separate dossier will not be submitted in RPT.
- It is the responsibility of the primary department or faculty member to communicate the proposed promotion and final approval to the secondary department.
- The secondary promotion will be entered in Workday (AU) by the Academic Partner in the Secondary Department AFTER the Primary department has confirmed that the Promotion has been approved by the Provost.

PROCESS:

> PRIMARY DEPARTMENT

- Primary department will submit primary promotion dossier through RPT, where it will be reviewed and given a Provost decision.
- The Primary department promotion dossier should include a letter of recommendation from the Secondary Chair or other member of the Secondary department. The primary department will include this letter as an Intramural letter in RPT when submitting the primary promotion dossier.
- Primary department must notify the secondary department once a promotion has been approved so that the secondary promotion may be entered in Workday AU for Provost approval.

> SECONDARY DEPARTMENT

*Secondary departments should continue to follow their own internal process and requirements for DCOAP review, then:

- There will be NO separate submission of a dossier by the secondary department.
- Once notified by the primary department that the primary promotion is approved, the secondary department’s Academic Partner will make the secondary promotion update in Workday AU.
  - Secondary Department Academic Partner uploads Promotion Report (with vote) or full Chair’s Recommendation letter (if one has been written) to Workday AU using the “Update Academic Appointment” process.
    - The Primary department Chair should co-sign Promotion report or letter to indicate support of the continuation of the Secondary appointment.
  - The term for secondary promotions is 5 years. After 5 years, the candidate must be reappointed through the submission of a Secondary Reappointment dossier in RPT by the secondary department.