Secondary Promotion with Voting Rights

IMPORTANT CHANGES:

- Secondary promotions with voting rights will be processed and Provost approved in Workday (AU).
- There will be NO submission of a dossier in RPT by the Secondary department for this action.
- The secondary promotion will be entered in Workday (AU) by the Academic Partner of the Secondary Department only AFTER the Primary department has confirmed that the Promotion has been approved by the Provost.
- It is the responsibility of the primary department to communicate the proposed promotion and to notify the secondary department when 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 Department 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 a secondary promotion update may be made in Workday AU.

> SECONDARY DEPARTMENT

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

- Once notified by the primary department that the primary promotion is approved, the secondary department’s Academic Partner will follow the “Update Academic Appointment” process in the Workday Academic Unit (AU).
  - Secondary Department Chair’s Recommendation Letter (with vote) will be uploaded to Workday in the “Update Academic Appointment” process.
    - The Primary department Chair should co-sign this letter to indicate support of the continuation of the Secondary appointment.
  - The term for this “Update” (secondary promotion) is 5 years. After 5 years, the candidate must be reappointed through the submission of a Secondary Reappointment dossier submission in RPT.