

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.