

SECONDARY w/ Voting Rights

ACTION	STEPS			<u>Timing</u>	Term length
<u>Appointment</u>					3 years - Assistant 5 years - Assoc./Full
	1.) Dossier (Chair Rec. Letter + CV and Grants + Request Form + Vote Form) submitted for full review	Submitted in RPT	Secondary Dept. FC processes	After primary department dossier submission; Secondary entry cannot occur in FADS until primary entry	
	2.) Appointment data entry	Workday AU	Secondary Dept. FC (or "Academic Partner" role) completes <i>Add Academic Appointment</i> process in AU; Make sure to label appointment as "Secondary-Secondary" on summary form AND in Workday	After Provost Approval notification	
<u>Reappointment</u>					3 years - Assistant 5 years - Assoc./Full
	1.) Dossier (Chair's Reappointment Report + CV and Grants + Request Form + Vote Form) submitted for full review	Submitted in RPT	Secondary Dept. FC processes	After primary department dossier submission; Secondary entry cannot occur in FADS until primary entry	
	2.) Appointment data entry	Workday AU	Secondary Dept. FC (or other "Academic Partner" role) completes <i>Update Academic Appointment</i> process in AU	After Provost Approval notification	
<u>Promotion</u>					5 years
	1.) Letter of support/recommendation from secondary department	Submitted with the primary department dossier, requires communication with primary department	Letter from Secondary Chair. Secondary FC provides to Primary FC.	Per Primary Department request (Primary Department should reach out during process to determine timing)	

		FC (see Department Contact List)			
	2.) Chair Promotion Report (or Letter if written)	Submitted in Workday AU	Secondary Dept. FC completes Chair Promotion Report or obtains letter if one has been written	After Primary dept. Provost approval	
	3.) Appointment data entry	Workday AU	<p>Secondary Dept. FC (or other "Academic Partner" role) completes Update Academic Appointment process in AU & uploads Promo. Report (or letter)</p> <p>Promotion needs to be completed AFTER primary department updates the job and academic role in Workday.</p>	AFTER Primary Dept. Promotion has been approved. Departments must communicate (see Department Contact List).	