

APPOINTMENT: WORKDAY - ACADEMIC UNIT DATA ENTRY - PSOM REQUIRED FIELDS

Use the information on the Provost Approval Report to support accurate data entry (e.g. start and end dates, academic review date, etc.)

TRACK & RANK	Start Date	Academic Unit	Employment Position ^o	Track Type	Reason	Rank	Title	End Date +	Identifier [◇]	Academic Review Date	Tenure Home	Tenure Status	Probationary End Date	Tenure Award Date
FULL-TIME														
After receiving Provost approval, SO side processes (Hire or Change Job) must be completed before AU entry (SO side process will "trigger" task to add academic appointment in the AU)														
TENURE														
Assistant Professor	✓	✓	✓	✓**	✓	✓	✓	✓	✓		✓	✓	✓	
Associate* or Full Professor	✓	✓	✓	✓**	✓	✓	✓	✓	✓		✓	✓		✓
CLINICIAN-EDUCATOR (C-E)														
Assistant Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓***				
Associate or Full Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓					
RESEARCH														
Assistant Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓***				
Associate or Full Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓					
ACADEMIC CLINICIAN (AC)														
All Ranks	✓	✓	✓	✓	✓	✓	✓	✓	✓					
PART-TIME														
- Part-time faculty without compensation (e.g. an unsalaried adjunct): must first Create an Academic Affiliate record in Workday (instructions below)														
- Part-time faculty with compensation (e.g. Penn Medicine Clinician on the Clinical track): the SO side processes (Hire or Change Job) must be completed before AU entry														
- Secondary appointments with voting rights should be entered in the AU by the secondary department														
ADJUNCT, VISITING, WISTAR, SECONDARY														
All Ranks	✓	✓		✓	✓	✓	✓	✓	✓					
CLINICAL														
All Ranks	✓	✓	✓ (If Penn Medicine Clinician)	✓	✓	✓	✓	✓	✓					

*If Associate Professor without Tenure, follow Assistant-rank requirements

**When you correctly select track type for Tenure appointments, a new Tenure Information section appears for data entry

***To find the Academic Review Date field, you must click open the Additional Appointment Information section

^o SO side position that is "linked" to the Academic appointment in the AU record

A) For Full-Time faculty, the Employment Position selection should be the academic faculty title

B) For part-time faculty receiving compensation on another UPenn job, Employment Position could be different than the academic faculty title, such as Penn Medicine Clinician for Clinical Track

C) Field does not show for Academic Affiliates (unsalaried, part-time faculty)

+ End of term/"approved until" date

◇ Type of appointment. Most often Primary-Primary; Secondary w/ voting rights are Secondary-Secondary (Other exceptions: Joint academic appointments, PIK, or Emeritus - contact FAPD for guidance)

How to Create an Academic Affiliate

Information Required: First and last name, email address, date of birth (DOB), social security number (SSN)

1) Search for the individual's name in **All of Workday** to confirm a record does not already exist

2) Locate the Academic Unit (AKA department and, if applicable, division) in which the Academic Affiliate will hold an appointment

3) From the Academic Unit page, select Actions > Academic Faculty > Add Academic Appointment

4) Select Create Academic Affiliate

5) Fill out information required (**Do NOT click OK until information on all tabs has been entered. You must click on each individual tab**)

Legal Name tab: Enter **first and last name**

Contact Information tab: Enter **email address**

Personal Information tab: Enter **date of birth (DOB)**

ID tab: Enter **social security number (SSN)** under National IDs section

6) Select **OK**

You are now ready to Add an Academic Appointment