## Promotion: 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.)

<table>
<thead>
<tr>
<th>TRACK &amp; RANK</th>
<th>Start Date</th>
<th>Academic Unit</th>
<th>Employment Position</th>
<th>Track Type</th>
<th>Reason</th>
<th>Rank</th>
<th>Title</th>
<th>End Date</th>
<th>Identifier</th>
<th>Academic Review Date</th>
<th>Tenure Home</th>
<th>Tenure Status</th>
<th>Probationary End Date</th>
<th>Tenure Award Date</th>
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<tbody>
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| **PART-TIME**         |            |               |                      |            |        |      |       |          |            |                      |              |                |                      |                  |
| ADJUNCT, VISITING, WISTAR, SECONDARY |            |               |                      |            |        |      |       |          |            |                      |              |                |                      |                  |
| Associate or Full Professor | ✓        | ✓              | ✓                    | ✓          | ✓      | ✓    | ✓     | ✓        | ✓          | ✓                      | ✓            | ✓              | ✓                    | ✓                |
| CLINICAL              |            |               |                      |            |        |      |       |          |            |                      |              |                |                      |                  |
| Associate or Full Professor | ✓        | ✓              | ✓                    | ✓          | ✓      | ✓    | ✓     | ✓        | ✓          | ✓                      | ✓            | ✓              | ✓                    | ✓                |

*If promoted Associate Professor without Tenure, follow Assistant-rank requirements on Appointment chart

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

+ Start date of new term
++ End of term/"approved until" date

* 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)

◊ 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)