

## Secondary Appointments *with* Voting Rights RPT Department Committee Request Form Tip Sheet

Below are the required fields and correct responses for completion of Request Forms for all Secondary Appointments with Voting Rights Case types. Please review this information carefully when completing the Request Form in Interfolio RPT. It is critically important that this data be entered accurately.

### New Appointment, Reappointment, or Promotion for All Ranks & All Tracks

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	“Rank” refers to position title (track and rank combined). <i>This <u>must</u> match the faculty member’s primary appointment title.</i>
<i>Appointment Start Date</i>	Start date of secondary appointment
<i>Appointment End Date</i>	End date and term length will be determined by rank <ul style="list-style-type: none"> <li>▪ For assistant professors the end date of the secondary appointment <i>must</i> correspond with the end date of the primary appointment</li> <li>▪ For associate and full professors, secondary appointments are approved for 5-year terms—6/30/___ of Year 5</li> </ul>
<i>Salary Level</i>	Without
<i>Tenure Status</i>	<i>Complete this field <u>only</u> for tenure track faculty</i> <ul style="list-style-type: none"> <li>▪ For assistant professors and associate professors <i>without tenure</i> select “Tenure Track”</li> <li>▪ For associate and full professors select “Tenured”</li> </ul>
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member
<i>Appointment Identifier</i>	Secondary-Secondary
<i>Hospital Affiliation</i>	<i>Complete this field <u>only</u> for CE track faculty.</i> Select the faculty member’s primary location if they have more than one.