

RPT Department Committee Request Form Tenure Track Tip Sheet

Below are the required fields and correct responses for completion of Request Forms for all Tenure Track cases organized *by action*. Please review this information carefully when completing the Request Form in Interfolio RPT. It is critically important that this data be entered accurately.

High-level overview tips:

- In Interfolio language, “Rank” refers to position title (track and rank combined)
- Only identify “current rank” *if the case is a track switch action*, otherwise leave blank
- All actions will have an “appointment end date”
 - For appointments & promotions on Ten & CE tracks – when no further review action is required – enter the fake date Sep 9, 9999.
 - For all other actions, end date will be based on a 3-year or 5 -year term
 - All FT track assistant professor actions are approved for 3-year terms.
 - Senior rank AC & Res track actions at Associate or full Professor rank are 5-year terms.
 - All PT, Associated faculty actions are approved for 5-year terms at all ranks.
- Mandatory review year is recorded as either Academic Review date or Probationary End date depending on track:
 - For CE & Research track use the Academic Review date field
 - For Tenure track use the Probationary end date field
 - You will never fill out both of these fields
 - No track other than Ten, CE, Research will use these fields – leave empty in all other cases.
- Salary Status
 - “Full” is only used for FT tracks – Ten / CE / Research / AC
 - Only AC track may be “Part time” if on the PT AC track
 - Always use “without” for Clinical (even if they are a PMC – salary is not tied to the Academic title)
 - Almost always use “without” for Adjunct, Visiting and Wistar – in rare cases, may be “partial,” - never “full.”
- Appointment Identifier will almost always be “primary-primary.”
 - Unless secondary appointment with voting rights, then – secondary-secondary.
 - Unique cases:
 - Joint-Primary (2 co-equal primary appointments – NOT a secondary appointment)
 - PIK-Primary (very rare – only for Penn Integrates Knowledge “PIK” appointments between multiple schools)

Tenure Track

New Appointment, Assistant Professor on the Tenure Track

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Assistant Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	6/30/___ of Year 3
<i>Salary Level</i>	Full
<i>Tenure Status</i>	Tenure Track
<i>Probationary End Date</i>	6/30/___ of Year 6 (in 7-year probationary period) for Tenure Track (Basic Scientist)
	6/30/___ of Year 9 (in 10-year clinical probationary period) for Tenure Track (Physician Scientist)
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Appointment Identifier</i>	Primary-Primary

Reappointment, Assistant Professor on the Tenure Track

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Assistant Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	6/30/___ of Year 3 (from proposed action)
<i>Salary Level</i>	Full
<i>Tenure Status</i>	Tenure Track
<i>Probationary End Date</i> <i>* May be adjusted from initial appointment if extensions have been awarded.</i>	6/30/___ of Year 6* (in 7-year probationary period) for Tenure Track (Basic Scientist)
	6/30/___ of Year 9* (in 10-year clinical probationary period) for Tenure Track (Physician Scientist)
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.

**New Appointment or Promotion, Associate or Full Professor on the Tenure Track,
with tenure**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Associate Professor or Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	Sep 9, 9999
<i>Salary Level</i>	Full
<i>Tenure Status</i>	Tenured
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Appointment Identifier (New appointments only)</i>	Primary-Primary

**New Appointment or Promotion, Associate Professor on the Tenure Track,
without tenure**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Associate Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	6/30/ __ of Year 4 (in 5-year probationary period)
<i>Salary Level</i>	Full
<i>Tenure Status</i>	Tenure Track
<i>Probationary End Date</i>	6/30/ __ of Year 4 (in 5-year probationary period)
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Appointment Identifier (New appointments only)</i>	Primary-Primary