

## RPT Department Committee Request Form Tip Sheet

Below are the required fields and correct responses for completion of Request Forms for all Case types organized *by track and 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, 5-year, or 10-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 either 5-year or 10-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.
  - Leave these field blank for all promotions, *even if the promotion is early*
- For all cases which will result in a conversion to tenure, Tenure Status must be recorded as tenured
- 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

## CE Track

### **New Appointment, Assistant Professor on the CE Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Clinician-Educator 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>Academic Review Date</i>	6/30/___ of Year 9 (in 10-year probationary period).
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Appointment Identifier</i>	Primary-Primary
<i>Hospital Affiliation</i>	Select primary location if more than one

### **Reappointment, Assistant Professor on the CE Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Clinician-Educator 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>Academic Review Date</i> <i>* May be adjusted from initial appointment if extensions have been awarded.</i>	6/30/___ of Year 9* (in 10-year probationary period).
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Hospital Affiliation</i>	Select primary location if more than one

### **New Appointment or Promotion, Associate or Full Professor on the CE Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Clinician-Educator Associate Professor or Clinician-Educator 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>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Appointment Identifier</i> <i>(New appointments only)</i>	Primary-Primary
<i>Hospital Affiliation</i>	Select primary location if more than one

## Research Track

### **New Appointment, Assistant Professor on the Research Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Research 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>Academic Review Date</i>	6/30/__ of Year 9 (in 10-year probationary period).
<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 Research Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Research 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>Academic Review Date</i> <i>* May be adjusted from initial appointment if extensions have been awarded.</i>	6/30/___ of Year 9* (in 10-year probationary period).
<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 Research Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Research Associate Professor or Research Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	6/30/___ of Year 5
<i>Salary Level</i>	Full
<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

**Reappointment, Associate or Full Professor on the Research Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Research Associate Professor or Research Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	6/30/___ of Year 5 (from proposed action)
<i>Salary Level</i>	Full
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.

## AC Track

### **New Appointment, Assistant Professor on the AC Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Academic-Clinician 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>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 AC Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Academic-Clinician 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>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.

### **New Appointment, Reappointment, or Promotion, Associate Professor on the AC Track**

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

### **New Appointment, Full Professor on the AC Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Academic-Clinician Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	6/30/___ of Year 5
<i>Salary Level</i>	Full
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Appointment Identifier</i> <i>(New appointments only)</i>	Primary-Primary

### **Reappointment or Promotion, Full Professor on the AC Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Academic-Clinician Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	6/30/___ of Year 10 (from proposed action)
<i>Salary Level</i>	Full
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.

## Clinical Track

### **New Appointment or Reappointment, All Ranks on the Clinical Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Clinical Assistant Professor or Clinical Associate Professor or Clinical Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	6/30/___ of Year 5
<i>Salary Level</i>	Without
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Appointment Identifier</i> <i>(New appointments only)</i>	Primary-Primary

**Promotion, Associate or Full Professor on the Clinical Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Clinical Associate Professor or Clinical Professor
<i>Appointment Start Date</i>	7/1/___
<i>Appointment End Date</i>	6/30/___ of Year 5
<i>Salary Level</i>	Without
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.

Adjunct, Wistar, & Visiting Tracks

**New Appointment or Reappointment, All Ranks on the Adjunct Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Adjunct Assistant Professor or Adjunct Associate Professor or Adjunct Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	6/30/___ of Year 5
<i>Salary Level</i>	Without
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Appointment Identifier</i> <i>(New appointments only)</i>	Primary-Primary

**Promotion, Associate or Full Professor on the Adjunct Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Adjunct Associate Professor or Adjunct Professor
<i>Appointment Start Date</i>	7/1/___
<i>Appointment End Date</i>	6/30/___ of Year 5
<i>Salary Level</i>	Without
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.

**New Appointment or Reappointment, All Ranks on the Wistar Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Wistar Institute Assistant Professor or Wistar Institute Associate Professor or Wistar Institute Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	6/30/___ of Year 5
<i>Salary Level</i>	Without
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Appointment Identifier</i> <i>(New appointments only)</i>	Primary-Primary

**Promotion, Associate or Full Professor on the Wistar Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Wistar Institute Assistant Professor or Wistar Institute Professor
<i>Appointment Start Date</i>	7/1/___
<i>Appointment End Date</i>	6/30/___ of Year 5
<i>Salary Level</i>	Without
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.

**New Appointment or Reappointment, All Ranks on the Visiting Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Visiting Assistant Professor or Visiting Associate Professor or Visiting Professor
<i>Appointment Start Date</i>	Start date of proposed action
<i>Appointment End Date</i>	Exactly one calendar year after the appointment start date
<i>Salary Level</i>	Without
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.
<i>Appointment Identifier</i> <i>(New appointments only)</i>	Primary-Primary

**Promotion, Associate or Full Professor on the Visiting Track**

<i>School</i>	Perelman School of Medicine
<i>Rank</i>	Visiting Associate Professor or Visiting Professor
<i>Appointment Start Date</i>	7/1/ __
<i>Appointment End Date</i>	Exactly one calendar year after the appointment start date
<i>Salary Level</i>	Without
<i>Citizenship Status</i>	This should mimic the information on the FEDS CV for this faculty member.