

WORKFLOW FOR PROMOTIONS (NTT, TT, TE), REAPPOINTMENTS (TT, TE), AND TENURE ACTIONS FOR FACULTY AFFILIATED WITH MORE THAN ONE DEPARTMENT, UNIT, OR SCHOOL

Purpose:

This document defines the workflow for promotions (NTT, TT, TE), reappointments (TT, TE), and tenure actions for faculty who are currently affiliated with more than one department, unit or degree-granting program, including an institute. Please see the [Minimum Approval Steps Required for New RBHS Faculty Appointments Chart](#) for requirements for new faculty being hired with secondary appointments.

Workflow:

1. Once an action is initiated (see instructions for how action is initiated), the primary department shall have responsibility for the faculty action in consultation with the secondary department, unit, school or institute.
2. The primary department and secondary department, unit, school or institute will follow the process in the Instructions. See references below.
3. Once the review is completed, the primary department's School Faculty Affairs Office will generate an FTF and upload the entire package to ImageNow.
4. Once approved, the primary department's School Faculty Affairs Office will send the approved FTF with supporting documentation to UHR to be processed in PeopleSoft and, if applicable, send a copy to the secondary department's School Faculty Affairs Office for their files.
5. The primary department's School Faculty Affairs Office will update the faculty member's academic title and start date in Faculty Information System (FIS) under the "Academic Information" and "Joint Appointment" screens.
 - a. For promotions (NTT, TT, TE): changes will include entering the end date for the current academic title and academic rank in the "Academic Information History" and "Joint Appointment History" back screens. Then the new promotional academic title and rank with start date will need to be entered on the "Academic Information" screen for the primary department and the "Joint Appointment" back screen.
 - b. For reappointments (NTT, TT): changes will include moving the current term to history via the "Term of Appt History" back screen and entering a new start and end date for the new term.
 - c. For tenure actions: changes will include entering an end date in the "tenure status field" via the "Tenure Info & History" back screen that will move the ending tenure status to history. Then the new tenured (TE) status will be entered in the "Add New Tenure Status" box.

References:

Non-Tenure Track – Section P, page 14 of the [Academic Promotion Instructions for Non-Tenure Track Faculty](#).

Tenure Track and Tenured – Section R, page 16-17 of the [Academic Reappointment/Promotion Instructions for Tenured and Tenure-Track Faculty](#).

[Minimum Approval Steps Required for new RBHS Faculty Appointments Chart](#)