Secondary Appointments without voting rights

- A vote by the Department and PSOM Committees on Appointments and Promotions is not required. Provost Staff Conference approval is not required.

- Information to be submitted to Faculty and Professional Development:
  - Letter of approval from Chair of the department requesting the secondary appointment
  - Approval of the Chair of the department of the faculty member’s primary department must be included

- The period of appointment for secondary appointments is typically three to five years.

- The requested secondary appointment cannot exceed the approved until date of the faculty member’s primary appointment.

- If a faculty member is promoted in his/her primary appointment, the secondary department must submit a letter noting the approval of the promotion for the secondary appointment.

- The promotion in the secondary appointment typically coincides with the effective date of the promotion in the primary appointment. The period of the promotion in the secondary appointment should be for three to five years from the effective date.

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