

Reminder: Once departments receive Provost Approval notification, the final step is to complete the required actions in Workday. For appointments and promotions, this means actions for both the HR Analyst/HR Partner in the Supervisory Org (Column B - Business/Staffing Process) and the Academic Partner in the Academic Unit (Column D - Academic Action). For reappointment, this means an action for the Academic Partner only (Column D). Column B actions MUST be initiated before Column D actions can be entered, except when noted below. Detailed steps for each process are linked to for each process/action.

The HR Analyst and HR Partner are Supervisory Org/Payroll roles that initiate the business/staffing processes. The Academic Partner is an Academic Unit role that handles academic appointment entries (all faculty coordinators are provisioned with the Academic Partner role, and some may also be an HR Analyst or HR Partner).

Provost Approved Action	Business/Staffing Process (Job)	Role that Completes Business Process (Job)	Academic Action (Academic Appointment)	Role that Completes Academic Action (Academic Appointment)
Appointment				
Full-Time Faculty (Tenure, C-E, Research, or AC)	if no existing record or terminated employee: Hire → Hire Employee	HR Analyst or HR Partner initiates process	Add Academic Appointment	Academic Partner receives an inbox task to complete
	if Faculty Pending: Job Change → Transfer, Promote, or Change Job → Lateral Change		Add Academic Appointment	Academic Partner must initiate the academic action entry. The HR Analyst, if not also an Academic Partner, cannot. HR Analyst receives inbox 'to do' that serves as a reminder only.*
	if Instructor, Research Associate, or other Faculty title: Job Change → Transfer, Promote, or Change Job → Change Job Details - Change in Academic Track		1. End existing Academic Appointment 2. Add new Academic Appointment	Academic Partner must initiate the academic action entries. The HR Analyst, if not also an Academic Partner, cannot. HR Analyst receives inbox 'to do' that serves as a reminder only.*
	if Staff (e.g. PMC, SRI, Postdoc): Job Change → Transfer, Promote, or Change Job → Promotion		Add Academic Appointment	Academic Partner must initiate the academic action entry. The HR Analyst, if not also an Academic Partner, cannot. HR Analyst receives inbox 'to do' that serves as a reminder only.*
	if Academic Affiliate: Hire → Add Employee Status to Academic Affiliate		1. End existing Academic Appointment <i>(Step 1 must be completed prior to Hire process in Column B)</i> 2. Add new Academic Appointment	Academic Partner receives an inbox task to complete
Part-Time Faculty (unsalaried Adjunct, Clinical, Wistar or Visiting)	N/A	N/A	1. Create Academic Affiliate Record <i>(Create new or convert existing employee record to Affiliate)</i> 2. Add Academic Appointment	Academic Partner initiates as a standalone action**
Reappointment				
All faculty tracks	N/A	N/A	Update Current Appointment > Reappointment	Academic Partner initiates as a standalone action**
Promotion				
Full-Time Faculty (Tenure, C-E, Research, or AC)	Job Change → Transfer, Promote, or Change Job → Academic Promotion to New Rank on the Same Track	HR Analyst or HR Partner initiates process	Update Current Appointment > Promotion	Academic Partner receives an inbox task to complete
Part-Time Faculty (unsalaried Adjunct, Clinical, Wistar or Visiting)	N/A	N/A	Update Current Appointment > Promotion	Academic Partner initiates as a standalone action**

*The HR analyst receives the 'to do' for some academic actions but doesn't actually complete the task. The 'to do' serves as a reminder only. If the HR Analyst is NOT also an Academic Partner, they must communicate with the Academic Partner outside of Workday to have the Academic Partner initiate and complete the academic action. If they are both an HR Analyst and Academic Partner, they may complete the task.

**A standalone action means the Academic Partner must go into the faculty member's Academic record tab and initiate the academic action without system prompt. There is no inbox task or 'to do' resulting from an overall process in these cases.