

RPT Department Committee Request Form Adjunct, Wistar, & Visiting Tracks Tip Sheet

Below are the required fields and correct responses for completion of Request Forms for all Adjunct, Wistar, and Visiting Track cases 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 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)

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 (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.