

Secondary w/ Voting Rights – General Information

Appointments

- Secondary department submits dossier with required documents (per [checklist](#)) via **Interfolio RPT**.
- When Provost approved, the Secondary department Academic Partner can follow the “Add Academic Appointment” process in Workday (AU) to enter this approved Secondary Appointment.

Reappointments

- Secondary department submits dossier with required documents (per [checklist](#)) via **Interfolio RPT**.
- When Provost approved, the Secondary department Academic Partner can follow the “Update Academic Appointment” process in Workday (AU) to enter this approved Secondary Reappointment.

Promotions

- Submitted and Provost approved via **Workday**, NOT RPT, AFTER Primary promotion approval.
- Once Secondary department has been notified by the Primary department that the Provost has approved the proposed promotion, the Secondary department Academic Partner can follow the “Update Academic Appointment” process in Workday (AU) to enter this approved Secondary Promotion.

Workday Manage Academic Appointments Tip Sheet:

https://www.workday.upenn.edu/docs/default-source/tip-sheets/academic-manage-academic-appointments.pdf?sfvrsn=d2178f56_12