

Adding Faculty APPOINTMENTS to Workday

❖ Faculty appointments **MUST** first be Approved by the Provost

- Step 1: Dossier submitted for Academic Review through Interfolio RPT
- Step 2: Provost approval notification sent to department Faculty Coordinator
- Step 3: Faculty Coordinator shares approval notification with department leadership and business office partners so that required processes in WD can be initiated.

❖ After Provost approval, Appointment must be entered in Workday

New, full-time faculty appointments (Tenure, CE, Research & AC tracks):

(and in rare cases, Adjuncts, Visiting and Clinical track appointments with some salary)

Supervisory Org (SO) side processes must be done first. Depending on the specific SO process initiated, either the **HR Analyst** *or* **Academic Partner** role will receive an inbox task to add the academic appointment in the **Academic Unit (AU)**. Depending on whether the faculty appointment is for a person who is new to UPENN or who is an existing UPENN employee, but in a different capacity – you will initiate the Appointment in one of the following ways:

- **External hires** – Appointee has no current position with UPENN
 - Step 1: SO Hire Process
 - HR Analyst in the Supervisory Organization creates a requisition for the position and hires the selected candidate into the position
 - Step 2: AU Process
 - Academic Partner adds the academic appointment in the Academic Unit
 - refer to the [Academic Unit Appointment Entry chart](#)
- **Existing Academic Affiliate** – Appointee currently has an unsalaried, part-time faculty appointment with UPENN
 - Step 1: Submit termination form to FAPD to end current academic appointment
 - Step 2: SO Hire Process
 - HR Analyst in the Supervisory Organization creates a requisition for the position and hires the selected candidate into the position
 - Add Employee Status to existing academic affiliate record
 - Step 3: AU Process
 - Academic Partner receives an inbox task to add the new hire's academic appointment in the Academic Unit
 - refer to the [Academic Unit Appointment Entry chart](#)
- **Existing employee** – Appointee currently has a different salaried position with UPENN
 - Step 1: SO Job Change Process
 - HR Analyst in the Supervisory Organization creates a requisition for the position. Depending on current position, Job Change type and Reason will differ:
 - Current Instructor, Research Associate or other faculty track

- Job Change Action
 - Change Job (if in the same supervisory organization)
 - Request Transfer (if different supervisory organization)
- Reason: Change Job Details-Change in Academic Track
- Current Staff (SRI, PMC, etc.), Postdoc
 - Job Change Action
 - Change Job (if in the same supervisory organization)
 - Request Transfer (if different supervisory organization)
 - Reason: Promotion (NOT Academic Promotion to a New Rank)
- Current Faculty Pending
 - Job Change Action: Change Job
 - Reason: Lateral Change
 - NOTE: The start date of approved faculty appointment should be same as Faculty Pending start date. When you enter that date, you will receive the following *Alert: This position has another event on the same date... can have unintended changes.* It's ok - You may continue.
- Step 2: AU Process
 - When applicable, Academic Partner ends the previous academic appointment
 - If current faculty (full or part-time), submit [Termination Documentation](#) to FAPD to end current academic appointment.
 - If current academic support staff, department will end appointment
 - HR Analyst or Academic Partner adds new academic appointment in the Academic Unit
 - refer to the [Academic Unit Appointment Entry chart](#)
 - refer to pages 9-10 of the [Managing Academic Appointments](#) guide for a chart on which role each SO process routes to for AU entry

New, part-time (Unsalariated) faculty appointments:
(Clinical, Adjunct, Wistar, Visiting Tracks)

There will not be a Supervisory Org (SO) side process for faculty **not** receiving compensation or benefits (e.g. unsalaried Adjunct professor). The **Academic Partner** will first **create an Academic Affiliate record** and then add the academic appointment in the **Academic Unit (AU)**.

- Step 1
 - Search for the individual's name in **All of Workday** to see if a record already exists
 - If record is not found – follow steps for [Creating an Academic Affiliate](#) record
 - Once the faculty member's record has been located or created, open the record and click the Actions button, select Academic Faculty, then Add Academic Appointment
- Step 2
 - Complete appointment data entry, refer to the [Academic Unit Appointment Entry chart](#)

ADDITIONAL RESOURCES

[Change Job Guidance](#)

[Managing Academic Appointments Reference Guide](#)

[Faculty Pending Guidance](#)

[Hiring an Existing Academic Affiliate](#)