TRACK & RANK	Start Date +	Academic Unit	Employment Position°	Track Type	Reason	Rank	Title	End Date ++	Identifier◊	Academic Review Date	Tenure Home	Tenure Status	Probationary End Date	Tenure Award Date
FULL-TIME														
- After receiving Provost approval, **SO side processes** (*Change Job > Promotion > Academic Promotion to New Rank in the Same Track*) must be completed before AU entry (SO side process will "trigger" task to update academic appointment in the AU)														
TENURE														
Associate* or Full Professor	✓	✓	✓	✓**	✓	✓	✓		✓		✓	✓		✓
CLINICIAN-EDUCATOR (C-E)														
Associate or Full Professor	✓	✓	✓	✓	✓	✓	✓		✓					
RESEARCH														
Associate or Full Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓					
ACADEMIC CLINICIAN (AC)														
Associate or Full Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓					
PART-TIME														
- Part-time faculty **receiving compensation under a faculty job**: **SO side processes** (Change Job > Promotion > Academic Promotion to New Rank in the Same Track) must be completed before AU entry - **Secondary promotion with voting rights** should be entered in the AU by the secondary department														
ADJUNCT, VISITING, WISTAR, SECONDARY														
Associate or Full Professor	✓	✓		✓	✓	✓	✓	✓	✓					
CLINICAL														
Associate or Full Professor	✓	✓	✓ (If Penn Medicine Clinician)	✓	✓	✓	✓	✓	✓					

*If promoted Associate Professor without Tenure, follow Assistant-rank requirements on **Appointment** chart

**When you correctly select track type for Tenure appointments, a new Tenure Information section appears for data entry

+ Start date of new term

++ End of term/"approved until" date

° SO side position that is "linked" to the Academic appointment in the AU record

   A) For Full-Time faculty, the Employment Position selection should be the academic faculty title

   B) For part-time faculty receiving compensation on another UPenn job, Employment Position could be different than the academic faculty title, such as Penn Medicine Clinician for Clinical Track

   C) Field does not show for Academic Affiliates (unsalaried, part-time faculty)

◊ Type of appointment. Most often Primary-Primary; Secondary w/ voting rights are Secondary-Secondary (Other exceptions: Joint academic appointments, PIK, or Emeritus - contact FAPD for guidance)