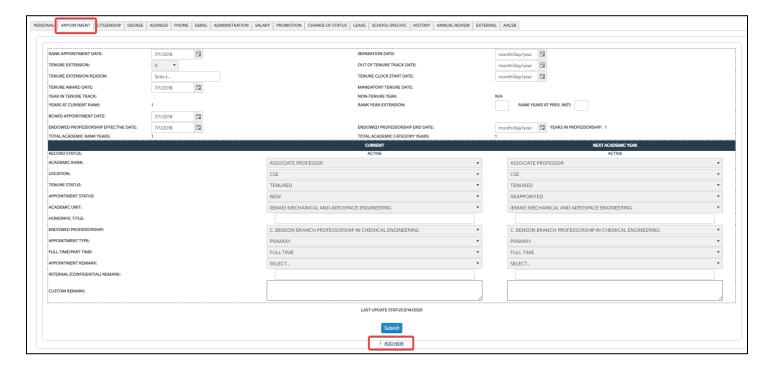
# How to Add a Secondary Appointment to a Faculty Record

Secondary appointments within the same school and across different schools should be recorded in the FIS.

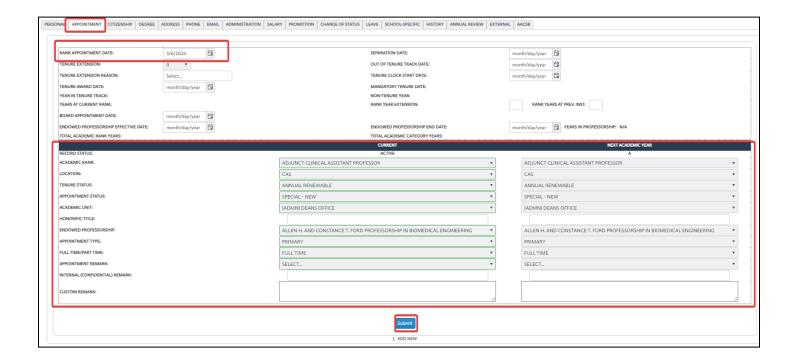
There are separate processes to follow for each action.

#### Adding A Secondary Appointment Within The Same School

- 1. Select the Appointment Tab of the existing faculty member's record
- 2. Click [Add New] located at the bottom of the page



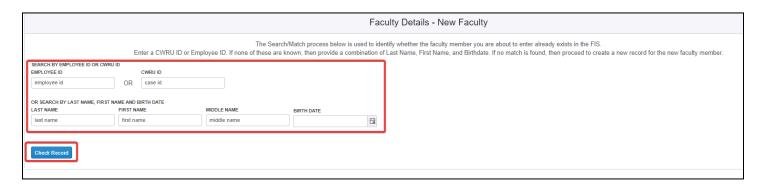
- 3. For the secondary appointment, complete the following:
  - a. Rank Appointment Date (date the secondary appointment begins)
  - b. Academic Rank (same as the primary academic rank, unless otherwise specified)
  - c. Location of secondary appointment
  - d. Tenure Status: "Not Applicable" (secondary appointments are not eligible for tenure)
  - e. Appointment Status: "New"
  - f. Appointment Type: "Secondary"
  - g. Academic Unit (the department of the secondary appointment)
  - h. Division (if applicable)
  - i. Full Time/Part Time: "Part Time"
- 4. Click [Submit] to add the secondary record



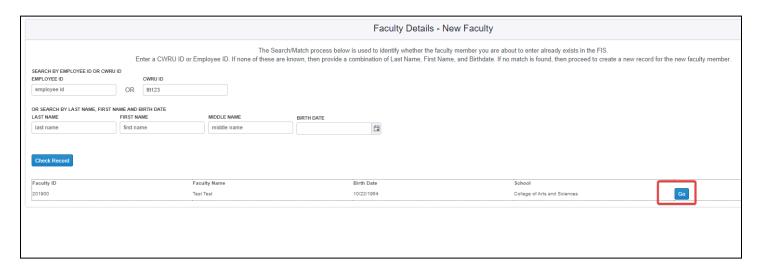
#### Adding A Secondary Appointment At A Different School

A secondary appointment in a different school is treated as a brand new faculty record – at that school. Secondary appointments at a different school are the responsibility of the secondary school, as are all subsequent entries related to that secondary appointment. Adding a secondary appointment across schools – is a New Appointment - and a separate record from the primary record.

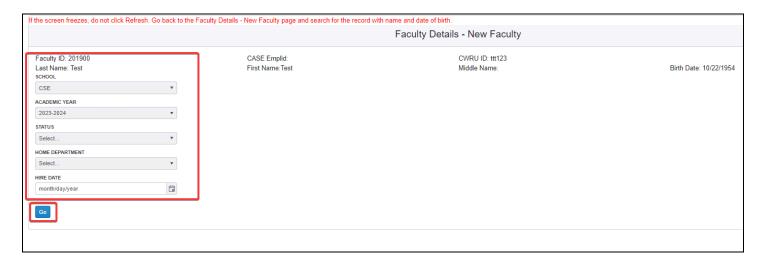
- 1. Go to Faculty Details New Faculty
- 2. Search by either Employee ID, CWRU ID, or a combination of First Name, Last Name, Middle Name (optional) and Birth Date of the faculty member
- 3. Click [Check Record]



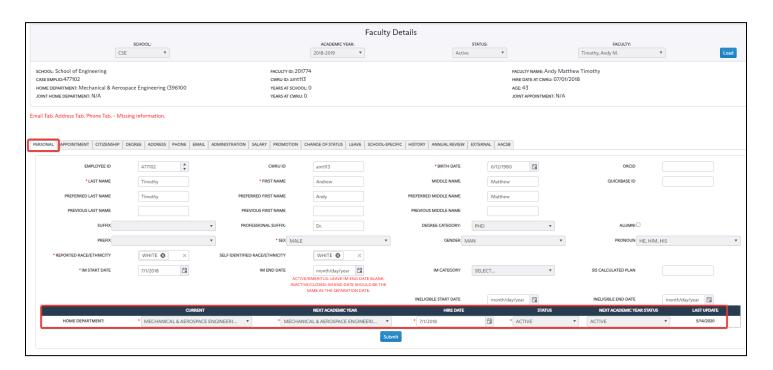
- 4. The faculty member's record at their primary school will appear
- 5. Click [Go] to begin building the secondary appointment record



- 6. Select from the series of drop-down menus
  - a. School for the secondary appointment
  - b. Academic Year
  - c. Status: Active
  - d. Home Department
  - e. Hire Date
  - f. Click [Go]



- 7. Select the Personal Tab
  - a. Validate that the auto-filled information (e.g., name, sex, race/ethnicity, etc.) is correct
  - b. Add IM Start Date (the date the faculty member starts the secondary appointment)
  - c. Select the Home Department: "Not Home Based"
  - d. Add Hire Date (the date the faculty member starts the secondary appointment)
  - e. For Status, select "Active"
  - f. Click [Submit]



- 8. On the Appointment Tab, complete this page with the information specific to the secondary assignment.
  - a. Academic Rank Not higher than their primary appointment
  - b. Location School of the secondary appointment
  - c. Tenure Status "Not Applicable" (faculty will not hold tenure in secondary appointments)
  - d. Appointment Status "New"
  - e. Academic Unit Department of new appointment
  - f. Division if applicable
  - g. Appointment Type "Secondary"
  - h. Full Time/Part Time "Part Time" (all secondary appointments are part time)
  - i. Click [Submit]

