

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

The screenshot shows the 'Appointment' tab in the FIS. The 'APPOINTMENT' tab is highlighted in the top navigation bar. The form contains various fields for appointment details, including dates, tenure information, and academic rank. At the bottom, there is a 'Submit' button and a red box containing '1 ADD NEW'.

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

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

PERSONAL | **APPOINTMENT** | CITIZENSHIP | DEGREE | ADDRESS | PHONE | EMAIL | ADMINISTRATION | SALARY | PROMOTION | CHANGE OF STATUS | LEAVE | SCHOOL-SPECIFIC | HISTORY | ANNUAL REVIEW | EXTERNAL | AACSB

RANK APPOINTMENT DATE: 3/6/2024

TENURE EXTENSION: 0

TENURE EXTENSION REASON: Select...

TENURE AWARD DATE: month/day/year

YEAR IN TENURE TRACK:

YEARS AT CURRENT RANK:

BOARD APPOINTMENT DATE: month/day/year

ENDOWED PROFESSORSHIP EFFECTIVE DATE: month/day/year

TOTAL ACADEMIC RANK YEARS:

SEPARATION DATE: month/day/year

OUT OF TENURE TRACK DATE: month/day/year

TENURE CLOCK START DATE: month/day/year

MANDATORY TENURE DATE:

NON-TENURE YEAR:

RANK YEAR EXTENSION:

RANK YEARS AT PREV. INST:

ENDOWED PROFESSORSHIP END DATE: month/day/year

TOTAL ACADEMIC CATEGORY YEARS:

YEARS IN PROFESSORSHIP: N/A

CURRENT **NEXT ACADEMIC YEAR**

RECORD STATUS: ACTIVE

ACADEMIC RANK: ADJUNCT CLINICAL ASSISTANT PROFESSOR

LOCATION: CAS

TENURE STATUS: ANNUAL RENEWABLE

APPOINTMENT STATUS: SPECIAL - NEW

ACADEMIC UNIT: (ADMIN) DEANS OFFICE

HONORIFIC TITLE:

ENDOWED PROFESSORSHIP: ALLEN H. AND CONSTANCE T. FORD PROFESSORSHIP IN BIOMEDICAL ENGINEERING

APPOINTMENT TYPE: PRIMARY

FULL TIME/PART TIME: FULL TIME

APPOINTMENT REMARK:

INTERNAL (CONFIDENTIAL) REMARK:

CUSTOM REMARK:

Submit

1 ADD NEW

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 [\[Check Record\]](#)

Faculty Details - New Faculty

The Search/Match process below is used to identify whether the faculty member you are about to enter already exists in the FIS.

Enter a CWRU ID or Employee ID. If none of these are known, then provide a combination of Last Name, First Name, and Birthdate. If no match is found, then proceed to create a new record for the new faculty member.

SEARCH BY EMPLOYEE ID OR CWRU ID

EMPLOYEE ID: employee id OR CWRU ID: case id

OR SEARCH BY LAST NAME, FIRST NAME AND BIRTH DATE

LAST NAME: last name FIRST NAME: first name MIDDLE NAME: middle name BIRTH DATE: month/day/year

Check Record

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

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

Faculty Details - New Faculty

The Search/Match process below is used to identify whether the faculty member you are about to enter already exists in the FIS.
Enter a CWRU ID or Employee ID. If none of these are known, then provide a combination of Last Name, First Name, and Birthdate. If no match is found, then proceed to create a new record for the new faculty member.

SEARCH BY EMPLOYEE ID OR CWRU ID
EMPLOYEE ID OR CWRU ID

OR SEARCH BY LAST NAME, FIRST NAME AND BIRTH DATE
LAST NAME FIRST NAME MIDDLE NAME BIRTH DATE

Check Record

Faculty ID	Faculty Name	Birth Date	School	Go
201900	Test Test	10/22/1954	College of Arts and Sciences	

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 [\[Go\]](#)

If the screen freezes, do not click Refresh. Go back to the Faculty Details - New Faculty page and search for the record with name and date of birth.

Faculty Details - New Faculty

Faculty ID: 201900
Last Name: Test
SCHOOL

CASE Emplid:
First Name: Test

CWRU ID: ttt123
Middle Name:

Birth Date: 10/22/1954

ACADEMIC YEAR

STATUS

HOME DEPARTMENT

HIRE DATE

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 [\[Submit\]](#)

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

Faculty Details

SCHOOL: CSE

ACADEMIC YEAR: 2018-2019

STATUS: Active

FACULTY: Timothy, Andy M.

Load

SCHOOL: School of Engineering
CASE EMPID: 477102
HOME DEPARTMENT: Mechanical & Aerospace Engineering (396100)
JOINT HOME DEPARTMENT: N/A

FACULTY ID: 201774
CWRU ID: amt113
YEARS AT SCHOOL: 0
YEARS AT CWRU: 0

FACULTY NAME: Andy Matthew Timothy
HIRE DATE AT CWRU: 07/01/2018
AGE: 43
JOINT APPOINTMENT: N/A

Email Tab, Address Tab, Phone Tab - Missing information.

PERSONAL | APPOINTMENT | CITIZENSHIP | DEGREE | ADDRESS | PHONE | EMAIL | ADMINISTRATION | SALARY | PROMOTION | CHANGE OF STATUS | LEAVE | SCHOOL-SPECIFIC | HISTORY | ANNUAL REVIEW | EXTERNAL | AACSB

EMPLOYEE ID: 477102

* LAST NAME: Timothy

PREFERRED LAST NAME: Timothy

PREVIOUS LAST NAME:

SUFFIX:

PREFIX:

* REPORTED RACE/ETHNICITY: WHITE

* IM START DATE: 7/1/2018

CWRU ID: amt113

* FIRST NAME: Andrew

PREFERRED FIRST NAME: Andy

PREVIOUS FIRST NAME:

PROFESSIONAL SUFFIX: Dr.

* SEX: MALE

SELF IDENTIFIED RACE/ETHNICITY: WHITE

IM END DATE: month/day/year

* BIRTH DATE: 6/12/1980

MIDDLE NAME: Matthew

PREFERRED MIDDLE NAME: Matthew

PREVIOUS MIDDLE NAME:

DEGREE CATEGORY: PHD

GENDER: MAN

IM CATEGORY: SELECT...

INELIGIBLE START DATE: month/day/year

ORCID:

QUICKBASE ID:

ALUMNI: ☐

PRONOUN: HE, HIM, HIS

SIS CALCULATED PLAN:

INELIGIBLE END DATE: month/day/year

CURRENT	NEXT ACADEMIC YEAR	HIRE DATE	STATUS	NEXT ACADEMIC YEAR STATUS	LAST UPDATE
HOME DEPARTMENT: * MECHANICAL & AEROSPACE ENGINEERL...	* MECHANICAL & AEROSPACE ENGINEERL...	* 7/1/2018	* ACTIVE	ACTIVE	5/14/2020

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 [\[Submit\]](#)

FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

PERSONAL	APPOINTMENT	CITIZENSHIP	DEGREE	ADDRESS	PHONE	EMAIL	ADMINISTRATION	SALARY	PROMOTION	CHANGE OF STATUS	LEAVE	SCHOOL-SPECIFIC	HISTORY	ANNUAL REVIEW	EXTERNAL	AACSB
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RANK APPOINTMENT DATE:	7/1/2018	SEPARATION DATE:	month/day/year
TENURE EXTENSION:	0	OUT OF TENURE TRACK DATE:	month/day/year
TENURE EXTENSION REASON:	Select...	TENURE CLOCK START DATE:	month/day/year
TENURE AWARD DATE:	7/1/2018	MANDATORY TENURE DATE:	
YEAR IN TENURE TRACK:		NON-TENURE YEAR:	N/A
YEARS AT CURRENT RANK:	1	RANK YEAR EXTENSION:	☐ RANK YEARS AT PREV. INST: ☐
BOARD APPOINTMENT DATE:	7/1/2018	ENDOWED PROFESSORSHIP END DATE:	month/day/year
ENDOWED PROFESSORSHIP EFFECTIVE DATE:	7/1/2018	YEARS IN PROFESSORSHIP:	1
TOTAL ACADEMIC RANK YEARS:	1	TOTAL ACADEMIC CATEGORY YEARS:	1

RECORD STATUS:	CURRENT	NEXT ACADEMIC YEAR
ACADEMIC RANK:	ASSOCIATE PROFESSOR	ASSOCIATE PROFESSOR
LOCATION:	CSE	CSE
TENURE STATUS:	TENURED	TENURED
APPOINTMENT STATUS:	NEW	REAPPOINTED
ACADEMIC UNIT:	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING	(EMAE) MECHANICAL AND AEROSPACE ENGINEERING
HONORIFIC TITLE:		
ENDOWED PROFESSORSHIP:	C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING	C. BENSON BRANCH PROFESSORSHIP IN CHEMICAL ENGINEERING
APPOINTMENT TYPE:	PRIMARY	PRIMARY
FULL TIME/PART TIME:	FULL TIME	FULL TIME
APPOINTMENT REMARK:	SELECT...	SELECT...
INTERNAL (CONFIDENTIAL) REMARK:		
CUSTOM REMARK:		

LAST UPDATE STATUS:5/14/2020

Submit