

How to Add a Secondary Appointment

Secondary appointments within the same school and across different schools should be recorded in the Faculty Information System (FIS). There are separate processes to follow for each action. Secondary appointments across schools must be approved by the Provost's Office prior to being entered in the FIS.

Secondary Appointment Within the Same School

1. On the **Appointment** tab of the faculty record, click **Add New** located at the bottom of the page.

	Current Academic Year: 2026-2027	Next Academic Year: 2027-2028
Record Status:	Active	Active
Academic Rank:	Associate Professor	Associate Professor
Location:	CSE	CSE
Track:	Tenured	Tenured
Appointment Status:	Reappointed	Reappointed
Academic Unit:	(ECHE) Chemical and Biomolecular Engineering	(ECHE) Chemical and Biomolecular Engineering
Division:	Select...	Select...
Honorific Title:		
Endowed Professorship:	Select...	Select...
Appointment Type:	Primary	Primary
Full Time/Part Time:	Full Time	Full Time
Appointment Remark:	Select...	Select...
Internal (Confidential) Remark:		
Custom Remark:		
Last Update: 7/1/2026, Roll Over Process		
Submit 1 Add New		

A number **2** will appear at the bottom of the page.

Submit

1 2 Add New

2. 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
 - d. Track: **"Track Not Applicable"** (secondary appointments are not eligible for tenure)
 - e. Appointment Status: **"New"**
 - f. Academic Unit: Department of the secondary appointment
 - g. Appointment Type: **"Secondary"**
 - h. Full Time/Part Time: **"Part Time"**
3. Click **Submit** to save the information.

	Current Academic Year: 2026-2027	Next Academic Year: 2027-2028
Record Status:	Active	Active
Academic Rank:	Professor	Professor
Location:	CSE	CSE
Track:	Track Not Applicable	Track Not Applicable
Appointment Status:	New	Reappointed
Academic Unit:	(ECHE) Chemical and Biomolecular Engineering	(ECHE) Chemical and Biomolecular Engineering
Division:	Select...	Select...
Honorific Title:		
Endowed Professorship:	Select...	Select...
Appointment Type:	Secondary	Secondary
Full Time/Part Time:	Part Time	Part Time

Secondary Appointment at a Different School

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

1. Under **Administration**, select **Faculty Details** **New Faculty** in the top navigation menu.

2. Enter one of the following three options:

- a. Employee ID (e.g., 123456)
- b. CWRU ID (abc123)
- c. Last Name, First Name, Middle Name (optional), and Birth Date

Click [Check Record](#).

3. Because the faculty member already has a primary appointment at CWRU, an existing record will appear. Click [Go](#).

Record already exists:					
FIS ID	Name	Birth Date	School	Category	
119543	Julian Lee	02/27/1977	Case School of Engineering	Faculty	Go

4. Select from the drop-down menus:

- a. School
- b. Academic Year
- c. Status: **"Active"**
- d. Home Department: **"Not Home Based"** (secondary appointments in a different school do not have a home department in that school)
- e. Hire Date
- f. Email
- g. Sex
- h. Reported Race/Ethnicity

Click [Go](#) on the bottom of the screen to continue.

• School:
 CSE ▼

• Academic Year:
 2026-2027 ▼

• Status:
 Active ▼

• Home Department:
 Not Home Based (99) ▼

• Hire Date:
 08/01/2016

CWRU ID:
 jxl7498

Employee ID:
 1126353

• Sex:
 Male ▼

• Reported Race/Ethnicity:
 Asian ✕ ✕

Go

5. On the **Personal** tab, add demographic information (previous names, suffix, degree category, etc.). Click **Submit** on the bottom of the screen to save the information.
6. Click on the **Appointment** tab on the left navigation menu and enter the **Rank Appointment Date** for the secondary appointment.
 - a. Under the Current Academic Year column, enter:
 - i. Academic Rank: Same as the primary academic rank, unless otherwise specified
 - ii. Location
 - iii. Track: **"Not Applicable"** (secondary appointments are not eligible for tenure)
 - iv. Appointment Status: **"New"**
 - v. Academic Unit: Department of the secondary appointment

- vi. Appointment Type: **"Secondary"**
- vii. Full Time/Part Time: **"Part Time"**

Click [Submit](#) to save the information.