SECONDARY FACULTY APPOINTMENT CHECKLIST
(see Faculty Appointments, Promotions, and Tenure Procedures Manual for more detail)

Candidate Requirements in Interfolio:

- Curriculum vitae
- Request for secondary appointment addressed to the secondary department chair
  - If the candidate already holds a secondary appointment, details regarding continued commitment to each
department along with the additional responsibilities with this new request must be outlined.
- Primary department chair’s letter of support
  - Letter of concurrence from the home department chairman supporting this request
  - If the candidate already holds a secondary appointment, this letter must address those responsibilities in
addition to new responsibilities

Department Requirements in Interfolio:

- A letter from the chair of the proposed secondary department to the Dean supporting this request
- Department CAPT vote that recommends making the appointment, indicates the date of the recommendation, and
the number voting for and against.

* The academic rank of the secondary appointment may not be higher than that of the primary appointment. Promotion in
secondary rank is not automatic with promotion in primary rank, but is subject to the recommendation of the appointing
unit. The dean of the secondary appointment may authorize promotion in the secondary rank upon verification of primary
appointment promotion.