

VUSE Secondary Appointment and Reappointment Guidelines

Faculty in the School of Engineering may be considered for secondary appointments in departments other than their own primary department. These appointments are made in support of an individual's substantial and ongoing academic and/or research collaboration beyond routine collegial interactions. All requests for secondary appointments must be reviewed and approved by the faculty member's chair of the primary and secondary department, as well as the Dean of the School of Engineering.

Guidelines:

- Secondary appointments run parallel to the faculty member's primary appointment. The secondary appointment **cannot** extend past the primary appointment. If the secondary request is for a three-year appointment and the primary appointment ends before then, please email Jeffrey Keever so the dates can be adjusted to coincide with the primary appointment.
 - The faculty member's primary appointment must be displayed in the Faculty Information System before the Dean's Office can input their secondary appointment.
- Contact Jeffrey Keever to confirm the faculty member's primary appointment dates, if needed.
- Secondary appointments have no tenure and have no extra pay.
- The titles (Professor, Assistant Professor, etc.) of both the primary and secondary appointments need to match.
- Initial Secondary Appointments require a faculty vote, which should be specified in the Chair Memo and listed in REDCap. All department's tenured faculty will vote on initial Secondary Appointments. If the request is for a TT faculty, the faculty vote should *also* include TT faculty. If the request is for an NTT faculty member, the faculty vote should *also* include NTT faculty holding the same rank or above on all tracks.

Required Materials:

- Updated CV of Faculty Member
- Chair Memo Detailing the Request
 - Please note that an email approval from the Chair of the Primary Department is no longer required, as the approvals that will be gathered as signatures within the REDCap form has replaced the previous email requirement.

Procedure:

1. The SAO/AM will use the following link to initiate a Secondary Appointment, Reappointment, or Title Change Request via REDCap:
<https://redcap.vumc.org/surveys/?s=HK47REAP3HFDKWKI>

2. The SAO/AM will fill out the required information and upload the required documentation:
 - Faculty Member's Name
 - Faculty Member's Title
 - Faculty Member's Email
 - Faculty Member's Primary Department
 - Faculty Member's Primary Department End Date (if not tenured)
 - Requested Secondary Department
 - Faculty Vote (if an initial secondary appointment request)
 - Effective Date
 - Proposed Length of Appointment
 - 'a three-year term' or 'the period of XXX XX, XXXX through XXX XX, XXXX'
 - CV
 - Chair Memo
 - Signatures (see below)
 - Admin Name and Email who is filling out the REDCap request
 - SAO Name and Email of Secondary Department
 - Review the information and compare with CV and Chair Memo to ensure everything is entered and spelled correctly before obtaining signatures.
3. The SAO/AM will obtain signatures from Primary Department Chair and Secondary Department Chair:
 - Please send the survey link individually the Primary Department Chair and Secondary Department Chair to sign. You may copy the website address link from the REDCap survey and paste it into the email requesting the required approvals and signatures. You will first need to receive the signature from the Primary Chair, followed by the Secondary Chair.
 - Please make sure the faculty member is aware of this request before obtaining these signatures.
 - Please indicate in your email requesting the Chair's review and signature that they must choose "save and return later" so that the remaining people are able to access and sign the form.
4. Once all signatures have been completed, the SAO/AM will review the request to verify all information, documents, and signatures are correct. Once verified, the SAO/AM will then submit the REDCap request.