TRACK & RANK	Start Date +	Academic Unit	Employment Position°	Track Type	Reason	Rank	Title	End Date ++	Identifier◊	Academic Review Date	Tenure Home	Tenure Status	Probationary End Date	Tenure Award Date
FULL-TIME														
After receiving Provost approval, you will "update" the current academic apointment in the AU (no action required in SO)														
TENURE														
Assistant Professor	✓	✓	✓	✓*	✓	✓	✓	✓	✓		✓	✓	✓	
CLINICIAN-EDUCATOR (C-E)														
Assistant Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓**				
RESEARCH														
Assistant Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓**				
Associate or Full Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓					
ACADEMIC CLINICIAN (AC)														
All Ranks	✓	✓	✓	✓	✓	✓	✓	✓	✓					
PART-TIME														
Secondary reappoint with voting rights should be completed in the AU by the secondary department														
ADJUNCT, VISITING, WISTAR, SECONDARY														
All Ranks	✓	✓		✓	✓	✓	✓	✓	✓					
CLINICAL														
All Ranks	✓	✓	✓ (If Penn Medicine Clinician)	✓	✓	✓	✓	✓	✓					

*When you correctly select track type for Tenure appointments, a new Tenure Information section appears for data entry

**To find the Academic Review Date field, you must click open the Additional Appointment Information section

+ Start date of new term

++ End of term/"approved until" date

° SO side position that is "linked" to the Academic appointment in the AU record

   A) For Full-Time faculty, the Employment Position selection should be the academic faculty title

   B) For part-time faculty receiving compensation on another UPenn job, Employment Position could be different than the academic faculty title, such as Penn Medicine Clinician for Clinical Track

   C) Field does not show for Academic Affiliates (unsalaried, part-time faculty)

◊ Type of appointment. Most often Primary-Primary; Secondary w/ voting rights are Secondary-Secondary (Other exceptions: Joint academic appointments, PIK, or Emeritus - contact FAPD for guidance)