RPT Department Committee Request Form Research Track Tip Sheet

Below are the required fields and correct responses for completion of Request Forms for all Research Track cases organized *by action*. Please review this information carefully when completing the Request Form in Interfolio RPT. It is critically important that this data be entered accurately.

High-level overview tips:

- In Interfolio language, "Rank" refers to position title (track and rank combined)
- Only identify "current rank" *if the case is a track switch action*, otherwise leave blank
- All actions will have an "appointment end date"
    - For appointments & promotions on Ten & CE tracks – when no further review action is required – enter the fake date Sep 9, 9999.
    - For all other actions, end date will be based on a 3-year or 5 -year term
        - All FT track assistant professor actions are approved for 3-year terms.
        - Senior rank AC & Res track actions at Associate or full Professor rank are 5-year terms.
        - All PT, Associated faculty actions are approved for 5-year terms at all ranks.
- Mandatory review year is recorded as either Academic Review date or Probationary End date depending on track:
    - For CE & Research track use the Academic Review date field
    - For Tenure track use the Probationary end date field
    - You will never fill out both of these fields
    - No track other than Ten, CE, Research will use these fields – leave empty in all other cases.
- Salary Status
    - "Full" is only used for FT tracks – Ten / CE / Research / AC
        - Only AC track may be "Part time" if on the PT AC track
    - Always use "without" for Clinical (even if they are a PMC – salary is not tied to the Academic title)
    - Almost always use "without" for Adjunct, Visiting and Wistar – in rare cases, may be "partial," - never "full."
- Appointment Identifier will almost always be "primary-primary."
    - Unless secondary appointment with voting rights, then – secondary-secondary.
    - Unique cases:
        - Joint-Primary (2 co-equal primary appointments – NOT a secondary appointment)
        - PIK-Primary (very rare – only for Penn Integrates Knowledge "PIK" appointments between multiple schools)\

Research Track

New Appointment, Assistant Professor on the Research Track

School	Perelman School of Medicine
Rank	Research Assistant Professor
Appointment Start Date	Start date of proposed action
Appointment End Date	6/30/___ of Year 3
Salary Level	Full
Academic Review Date	6/30/__ of Year 9 (in 10-year probationary period).
Citizenship Status	This should mimic the information on the FEDS CV for this faculty member.
Appointment Identifier	Primary-Primary

Reappointment, Assistant Professor on the Research Track

School	Perelman School of Medicine
Rank	Research Assistant Professor
Appointment Start Date	Start date of proposed action
Appointment End Date	6/30/___ of Year 3 (from proposed action)
Salary Level	Full
Academic Review Date ** May be adjusted from initial appointment if extensions have been awarded.*	6/30/__ of Year 9* (in 10-year probationary period).
Citizenship Status	This should mimic the information on the FEDS CV for this faculty member.

New Appointment or Promotion, Associate or Full Professor on the Research Track

School	Perelman School of Medicine
Rank	Research Associate Professor or Research Professor
Appointment Start Date	Start date of proposed action
Appointment End Date	6/30/___ of Year 5
Salary Level	Full
Citizenship Status	This should mimic the information on the FEDS CV for this faculty member.
Appointment Identifier (New appointments only)	Primary-Primary

Reappointment, Associate or Full Professor on the Research Track

School	Perelman School of Medicine
Rank	Research Associate Professor or Research Professor
Appointment Start Date	Start date of proposed action
Appointment End Date	6/30/___ of Year 5 (from proposed action)
Salary Level	Full
Citizenship Status	This should mimic the information on the FEDS CV for this faculty member.