

**NOTE:** A secondary appointment or promotion at the **associate professor** or **professor** level can be included in the Portfolio Builder system when the secondary is being recommended at the same time as the primary appointment or promotion. However, this will still require the department to submit the secondary appointment/promotion through Pitt Worx once the record is updated showing the new rank in Pitt Worx.

If only the secondary is being recommend for a new appointment or promotion the department must submit through Pitt Worx or DocuSign for approval, using the steps below, and must include a chair letter from both departments and a CV in SOM CV format if the primary is in the SOM.

## **SECONDARY APPOINTMENT/REAPPOINTMENT**

**Primary appointment is in the School of Medicine and secondary is in the School of Medicine – This is a PITT WORX action and primary department submits request**

**\*Review the Pitt Worx record before submitting the action to make sure you are using the next sequence number listed in the secondary appointments section, when it is a retro renewal you do not want to use a sequence number already used.**

Select My Client Groups  
Select Show More  
Select Change Assignment  
Search for Employee Record

### **Action Details – When and Why**

When does the assignment change start: Effective date of secondary  
appointment/reappointment

What's the way to change the assignment: Appointment/Reappointment  
Change (Without Salary Change)

Why changing assignment: Secondary Appointment/Reappointment

Continue

### **Assignment Section**

Only change fields that are necessary otherwise select Continue

### **Additional Assignment Information**

1. Scroll down to Secondary Assignment
2. Select ADD
3. Fill in next sequence number - Keep in sequential order, do not use the same number
4. Start Date of new/reappointment
5. End Date of new/reappointment
6. Organization (ex: Med-Pediatrics, to search for a department click on down arrow within organization, click on search, in Value field type Med-department name, highlight appropriate value, click OK)
7. Job – rank (ex: Faculty.Professor.Assistant)

OK and Continue

Include required attachments **(if new secondary must attach CV)**

Submit

## **School to School**

**Primary appointment is in another School and the secondary is in the School of Medicine, the School of Medicine department submits the DocuSign power form request**

**Primary appointment is in the School of Medicine and the secondary is in another School, the other School submits the DocuSign power form request**

DocuSign form **(Secondary School generates action)** [DocuSign](#)

Information you will need from the primary School to complete the DocuSign power form:

- Faculty members full name
- Rank and tenure status
- Employee number
- Confirm secondary SOM renewal dates
- Primary School Dean office approver
- Primary School Senior office approver

Christine Hafera – Dean Office Approver for SOM

Diane Huchber – Senior Office Approver for SOM

Include required attachments **(if new secondary must attach CV)**

## **REQUIRED ATTACHMENTS NEEDED**

### **Secondary New Appointments and Promotions**

1. Chair letter from the secondary department describing the basis for the secondary appointment or promotion
2. Chair letter of concurrence from the primary department
3. Current CV

### **School to School**

1. Chair letter from the secondary department describing the basis for the secondary appointment or promotion
2. Chair letter of concurrence from the primary department
3. Current CV

### **Secondary Reappointments – including School to School**

1. Memo from secondary department
2. Memo from primary department (or concurrence line/signature on secondary departments memo)

**\*\* To remove a secondary appointment from reports - email [OOSVCFAC@pitt.edu](mailto:OOSVCFAC@pitt.edu) and the SVC office will “terminate” the secondary appointment. Include backup documentation stating the departments/faculty member no longer wants the secondary appointment**