Checklist for Secondary/Joint Appointments

Joint appointments are secondary appointments, but with compensation from the second department.

Candidate name: ____________________________________________________________

Date submitted: _____________________________________________________________

Proposed rank and track: _____________________________________________________

Department/Division: _________________________________________________________

Effective date: __________________________________________________________________

These actions do not require a Preliminary Packet. Please submit an eHRAF, along with the following attachments:

1. ____ Checklist

2. ____ Letter from Chair of the Primary/Secondary department, describing services to the secondary department, and including a signature line for the chair of the Primary department indicating her/his agreement with the second appointment, unless a separate letter has been provided by the chair of the Primary department.

3. ____ Current CV in SOM format