



Academic Appointments



The Academic Appointments tip sheet is for Accountants and Expense Partners.

Adding an academic appointment is the first step in tracking a person's academic career with your college.

1. In the Workday Search bar, type “**Add Academic Appointment**” and select the task.
2. Type the **Academic Appointee** name and select the person.
3. Select **OK**.
4. Enter **Start Date** for the first date in that role.
5. Select the **Academic Unit** as the school the employee will be in.
6. Select the **Employment Position**. If there is more than one position, select the position with an academic appointment. In most cases this will be the full-time instructor position.
7. Select a **Track Type** from the available options.
 - CNM and CCC select **Regular**.
 - SFCC and NNMC select the appropriate type based on the employee.
8. Select the appropriate **Reason**.
9. The **Title** field auto-populates, but you can change the **Title** if necessary.
10. In the **Identifier** field, select the kind of academic appointment type: **Primary**, **Dual**, or **Joint**. A Primary appointment identifier is often used on the appointment that relates to the academic member's **Employment Position**.
11. If the **Track Type** includes a tenure program, complete the following fields:
 - **Tenure Home** auto-populates to the **Academic Unit** for this appointment, but you can change it to another **Academic Unit** that supports tenure tracks.
 - **Tenure Status**
 - Optional: **Probationary End Date**
12. **Tenure Home** automatically
13. Select **Submit**.
14. After viewing the next step, select **Done**.

Next Steps

If you created a new affiliate during the **Add Academic Appointment** business process and configured **Manage Education** and **Manage Professional Affiliations** as subprocesses, enter the affiliate's education information and professional affiliations. Complete these steps only when the appointment process is complete, and the affiliate has no education or professional affiliation data.