



Secondary Appointment Request

Members of the GENERAL FACULTY may hold secondary appointments in departments or schools where they have a professional interest and in which they occasionally work. The Department/School requesting the secondary appointment should initiate this form and route it to the primary appointment Chair (if departmentalized School) and Dean. **This form and the curriculum vitae of the candidate must be submitted to the Office of Faculty Affairs (facultyaffairs@miami.edu) for approval.** For details on secondary appointments, you may access the [Faculty Manual](#) (section C4.5).

If this appointment is to be terminated, please communicate in writing to the Dean of the primary College/School and the Office of Faculty Affairs.

General Information

Faculty Full Name

Faculty Track

Faculty Rank

Primary Department

(if applicable)

Primary College/School

Secondary Department

(if applicable)

Secondary College/School

Secondary Appointment effective date:

If this is a term appointment, please note expiration date:

Contribution(s) to Secondary Department

Voting

This appointment requires approval by the majority of the REGULAR FACULTY in the secondary unit. Please record the numerical vote in the section below:

Number of faculty eligible to vote on this case
(ensure that all vote totals in the section below equal this number)

Award Secondary Appointment

Yes

No

Abstain

No Present



Approvals

Secondary Department/School

Chair (if applicable)	Signature	Date
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Dean	Signature	Date
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Primary Department/School

Chair (if applicable)	Signature	Date
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Dean	Signature	Date
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Office of Faculty Affairs

Vice Provost	Signature	Date
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