**Department Faculty Affairs Coordinator Responsibilities:**

(\*Each department manages these roles and responsibilities differently. This is intended to be an overall guide/reference to some Faculty Affairs duties at the department level).

Coordinate and oversee administrative activities related Faculty Appointment (reappointment), Promotion & Tenure (APT).

* Be aware of the number of faculty in your department and the different ranks. This will help you gain a better understanding of your APT responsibilities
* Read your departments APT document, write down any questions
* Understand faculty rank and track (and pathways) and the difference between them

New Faculty Appointments:

* New faculty hires
	+ If at advanced rank (Associate Professor or full Professor on any track) - assist with process similar to annual promotion cycle (e.g. external letters of evaluations, etc)
* Associated faculty – Practice, Adjunct, Visiting, Retirees, and Lecturers. \*These could be either non-salaried (academic affiliates) or salaried
* Courtesy appointments

Reappointment & Reviews:

* Clinical & Research track reappointments
* Tenure track 4th & 8th year reviews
* Annual reviews
* Associated faculty – Practice, Adjunct, Visiting, Retirees, and Lecturers. \*These could be either non-salaried (academic affiliates) or salaried.
* Courtesy appointments

Promotion & Tenure:

* Annual Promotion & Tenure cycle
* [APT Toolbox](https://medicine.osu.edu/faculty/promotion-and-tenure/apt-toolbox)
	+ #3: Read the “core dossier template with tips and examples” for better understanding of dossier
	+ # 5: P&T schedules
* Associated Faculty promotions

Other Faculty Affairs situations (refer to [APT Required Docs](https://medicine.osu.edu/faculty/promotion-and-tenure/apt-required-documents)):

* Emeritus status (unpaid)
* Returning Retiree (paid)
* TIU Transfers
* Track Transfer

Faculty Affairs Coordinators and Workday:

\*Reference to Faculty Affairs Workday Functions spreadsheet