

APPOINTMENTS, PROMOTION, AND TENURE OFFICE

WORK ORDER PROCESSING FORM

****when submitting the work order in Sinai Central, the subject line MUST include the Faculty's name****

BACKGROUND INFORMATION

RQ number: _____

First Name: _____ Degree(s): _____

Last Name: _____ Life Number: _____

Current Email: _____ MSHS Email: _____

Credentialed Hospital(s): _____

Practice Site(s): _____

WORK ORDER (select all that apply below)

Effective Date of Change: _____ Term Length: _____

☐ **Status Change**

Current Status: _____ New Status: _____

☐ **Title Change**

Current Rank: _____ New Rank: _____

☐ **Track Change**

Current Track: _____ New Track: _____

☐ **Primary Department Change**

Current Primary Department: _____ New Primary Department: _____

☐ **Adding Joint Appointment**

New Joint Department: _____

☐ **Secondary Appointment**

Secondary Department: _____ Secondary Division: _____

☐ **Termination/ Resignation**

Termination/ Resignation Date: _____

Short description of change:

****please include any details not fully captured in the drop downs in the description box above****

Approvals

Chief/ Supervisor/ Affiliate Chair

Date

ISMMS Academic Department Chair

Date

Form prepared by: _____ Department: _____

Is there an executed offer letter from the Dean's Office outlining this change? ☐ Yes ☐ No

The Appointment, Promotions and Tenure Office reserves the right to request additional documentation along with this document, including but not limited to a Chair Statement, Track- specific addendum, etc