How to use dFac when
Submitting dossiers to the Provost's APT Committee

Existing Faculty

Once the dossier has been submitted for an existing faculty member (via Box), create an Appointments form in dFac. Use the reason "Promotion/Change of Status". Indicate in the comments when the dossier was submitted.

New Faculty

In most cases, new faculty going up for tenure review will first need to be hired into a non-tenured job code. In these cases, the directions above for **Existing Faculty** can be used.

In the case that a non-employee is going up for tenure review, a corresponding New Faculty Member form is required. Once the dossier has been submitted for the non-employee (via Box), create the New Faculty Member form in dFac and attach the signed offer letter (please redact any sensitive information such as salary). Indicate in the comments when the dossier was submitted. Please note that initiating this form will trigger a Duke Unique ID to be created and a background check to be initiated.

Which start should I use on the dFac form?

Use the following default appointment dates (these can be adjusted later if the promotion is approved):

- Dossiers submitted in the fall semester: use January 1 as the appointment start date
- Dossier submitted in the spring semester: use July 1 as the appointment start date

What if the case is not approved?

If a case is not approved, the school will be notified and the corresponding dFac form will be Closed without approval. No changes will be made to the faculty member's appointments.