Yale

3501 FR.56 Faculty Appointment Form

Note: Please download and save the form locally before completing.

EMPLOYEE INFORMATION

LAST NAME: _____   FIRST NAME: _____   UPI #: _____

CURRENT RANK: _____   PRIMARY DEPARTMENT: _____

RANK: _____	**RANK:** _____	**RANK:** _____
PRIMARY DEPT NAME: _____	**2nd DEPT NAME:** _____	**3rd DEPT NAME:** _____
PRIMARY ORG#: _____	**2nd DEPT ORG #:** _____	**3rd DEPT ORG #:** _____
APPT. TYPE _____	**APPT. TYPE** _____	**APPT. TYPE** _____
START DATE (D/M/Y): _____	**START DATE:** _____	**START DATE:** _____
END DATE (D/M/Y): _____	**END DATE:** _____	**END DATE:** _____
IS IT A TENURED POSITION?		

For promotion only: **Is this a change from lecturer convertible?**

Latest degree Info: Year: _____   **Degree Awarded:** _____   **School:** _____

Is this a paid appointment? _____

Total Annual Salary: _____   **Salary Effective Date:** _____

Are all months of the appointment whole? _____   **# months paid:** _____   **Percentage of Time:** _____

Monthly Amount: _____   **If Part Time, # of Hours:** _____

FTE Annual Salary: _____   **Fringe Code:** _____

Please verify that the PTAEO you are submitting is a valid working PTAEO by using the PTAEO validator (click here).
Note: Be sure to select "Labor" for the Transaction Type.

Project	Task	Award	Award Source and Information	Exp Type	Org #	Start Date day month year	End Date day month year	%
								must total 100%	

Future Action: _____   **Termination/Suspension Date:** _____

If requesting a suspension, please add the justification to the comments.

PREPARER INFORMATION

Prepared by: _____   **Dept:** _____   **Phone:** _____   **Date:** _____

Comments:

AUTHORIZATIONS   (Signature/Date)   (Signature/Date)

Primary dept/school: _____   **3rd dept/school:** _____

2nd dept/school: _____   **Cognizant Provost:** _____

Resources: FAS Ranks & Expense Types (click here)

Non-ladder Faculty Calculations Worksheet (click here)

Questions? Contact Faculty Administrative Services,
faculty.admin@yale.edu

06/04/2014