

Faculty of Arts and Sciences - Chart of required documents for faculty appointments, promotions, and reappointments

Please submit all documents to faculty.admin@yale.edu.

LADDER FACULTY (tenure or tenure-track faculty)

Primary or Fully Joint Appointments

NOTE: The [Charging Instructions Form](#) is required for all transactions involving compensation.

Rank	Initial Faculty Appointment	Reappointment	Promotion
<ul style="list-style-type: none"> ➤ Professor ➤ Associate Professor with tenure ➤ Associate Professor on Term 	Guide: Hire Faculty Process <ul style="list-style-type: none"> • Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate 	No reappointments	Guide: Academic: Managing Appointments
<ul style="list-style-type: none"> ➤ Assistant Professor 	Guide: Hire Faculty Process <ul style="list-style-type: none"> • Department Faculty Vote • Verification of PhD received from degree-granting institution • Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate • Full CV 	Guide: Academic: Managing Appointments <ul style="list-style-type: none"> • Letter of evaluation from Chair to candidate • Department Faculty Vote • Full CV 	Guide: Academic: Managing Appointments <ul style="list-style-type: none"> • Verification of PhD received from degree-granting institution • Full CV
<ul style="list-style-type: none"> ➤ Lecturer Convertible 	Guide: Hire Faculty Process <ul style="list-style-type: none"> • Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate • Full CV 	NOTE: Only allowed one single-year reappointment after the initial appointment: Guide: Academic: Managing Appointments <ul style="list-style-type: none"> • Letter of evaluation from the Chair 	No promotions

Secondary Appointments (Ladder faculty)

Special Notes:			
<ol style="list-style-type: none"> 1) The term may only be up to the end date of the primary appointment, but no longer than 5 years (including full, tenured professors). 2) You will need to obtain approval from the primary department or school prior to submitting this appointment in Workday. 			
<ul style="list-style-type: none"> ➤ Tenured ➤ Non-Tenured 	Guide: Academic: Managing Appointments <ul style="list-style-type: none"> • Chair Letter Reason for Appointment – completed by the chair of the secondary dept • Approval memo (email) from primary department chair or school dean • Department Faculty Vote from secondary department • Full CV 	Guide: Academic: Managing Appointments <ul style="list-style-type: none"> • Chair Letter Reason for Reappointment – completed by the chair of the department in which the secondary appointment will reside • Approval memo (email) from primary department chair or school dean • Full CV 	Guide: Academic: Managing Appointments If a faculty member is promoted, the secondary appointment(s) should be changed at the same time.

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NON-LADDER FACULTY - TEACHING RANKS

NOTE: The [Charging Instructions Form](#) is required for all transactions involving compensation.

Rank	Initial Faculty Appointment	Reappointment	Promotion
Multi-Year (2 or more years)			
<ul style="list-style-type: none"> ➤ Professor Adjunct ➤ Associate Professor Adjunct ➤ Assistant Professor Adjunct <p>Maximum term length: 5 years</p>	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • If advertised: <ul style="list-style-type: none"> ○ Letter requesting recommendations ○ Copy of actual advertisement • Letters of recommendation <ul style="list-style-type: none"> ○ 4 letters from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.) • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • Chair letter of recommendation and reason for reappointment • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • Chair letter of recommendation and reason for appointment • Provide a sample of the letter requesting recommendations • 3 letters of recommendation • Department Faculty Vote • Full CV
<ul style="list-style-type: none"> ➤ Gibbs Assistant Professor 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate • Department Faculty Vote • Verification of PhD received from degree-granting institution • Full CV 	No Reappointments	No Promotions

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NON-LADDER FACULTY - TEACHING RANKS (con't)

Note: All recommendation letters must be translated into English.

Rank	Initial Faculty Appointment	Reappointment	Promotion
Multi-Year (2 or more years)			
<p>➤ Senior Lecturer 1 ➤ Senior Lecturer 2 ➤ Senior Lecturer</p> <p>Maximum term for Senior Lecturer I is 3 years; maximum term for all others is 5 years.</p>	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • 3 Letters of recommendation from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.) • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • Provide a sample of the letter requesting recommendations • 3 letters of recommendation • Department Faculty Vote • Full CV
<p>➤ Lecturer ➤ Lecturer</p> <p>Maximum term length: 3 years.</p> <p>Note: Lecturers can only hold this rank for a maximum of 6 years.</p>	<p>Guide: Hire Faculty Process</p> <p>Business Process: Pre-Hire (if person is not already in the system), Create Job Requisition, Hire Employee, Add Academic Appointment</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • 3 Letters of recommendation from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.) • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • Provide a sample of the letter requesting recommendations • 3 letters of recommendation • Department Faculty Vote • Full CV

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NON-LADDER FACULTY - TEACHING RANKS (con't)

Note: All recommendation letters must be translated into English.

Single Year or less (one term or one year)

NOTE: For Physical and Biological Sciences departments, as well as Linguistics, Psychology, Statistics, and Engineering, the Non-Ladder Request Form may be used in lieu of the Chair letter for reason for appointment and FAS Dean Approval E-mail.

Rank	Initial Faculty Appointment	Reappointment	Promotion
<ul style="list-style-type: none"> ➤ Senior Lecturer ➤ Lecturer ➤ Lector 	<p>Guide: Hire Faculty Process</p> <p>Business Process: Pre-Hire (if person is not already in the system), Create Job Requisition, Hire Employee, Add Academic Appointment</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • 2 Letters of Recommendation from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.) • Full CV 	<p>Guide: Academic: Managing Appointments</p> <p>Business Process: Update Academic Appointment</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • Full CV 	No Promotions
<p>Visiting faculty appointments</p> <p>NOTE: Need approval letter from Home institution</p>			
<ul style="list-style-type: none"> ➤ Visiting Professor ➤ Visiting Associate Professor ➤ Visiting Assistant Professor 	<p>Guide: Hire Faculty Process</p> <p>Business Process: Pre-Hire (if person is not already in the system), Create Job Requisition, Hire Employee, Add Academic Appointment</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • Approval letter from home institution • Full CV 	<p>Guide: Academic: Managing Appointments</p> <p>Business Process: Update Academic Appointment</p> <ul style="list-style-type: none"> • Offer Letter – Signed by FAS Dean, Chair and Candidate • Approval letter from home institution • Full CV 	No Promotions

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NON-LADDER FACULTY - RESEARCH RANKS

Note: Prior to sending an offer letter, the transaction must be approved by the FAS Dean's Office.

Rank	Initial Faculty Appointment	Reappointment	Promotion
<ul style="list-style-type: none"> ➤ Senior Research Scientist ➤ Senior Research Scholar 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Chair letter of endorsement • Letters of Recommendation <ul style="list-style-type: none"> ○ 4 letters from outside Yale ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Humanities departments only - Cognizant FAS Dean Approval • Chair letter of endorsement • Letters of Recommendation <ul style="list-style-type: none"> ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Humanities departments only - Cognizant FAS Dean Approval • Chair letter of endorsement • Letters of Recommendation <ul style="list-style-type: none"> ○ 4 letters from outside Yale ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV
<ul style="list-style-type: none"> ➤ Research Scientist ➤ Research Scholar ➤ Visiting Research Scientist 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Letter of Recommendations <ul style="list-style-type: none"> ○ 4 letters from outside Yale ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Humanities departments only - Cognizant FAS Dean Approval • Chair letter of endorsement • Letter of Recommendations <ul style="list-style-type: none"> ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Humanities departments only - Cognizant FAS Dean Approval • Chair letter of endorsement • Letter of Recommendations <ul style="list-style-type: none"> ○ 2 letters from outside Yale ○ 1 letter from Principal Investigator • Department Faculty Vote • Full CV
<ul style="list-style-type: none"> ➤ Associate Research Scientist ➤ Associate Research Scholar 	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Letter of Recommendations <ul style="list-style-type: none"> ○ 1 letters from outside Yale ○ 1 letter from Principal Investigator • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Chair letter of endorsement • Letter of Recommendation from Principal Investigator • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Chair letter of endorsement • Letter of Recommendation from Principal Investigator • Letter of Recommendations <ul style="list-style-type: none"> ○ 2 letters from outside Yale • Full CV

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NON-LADDER FACULTY – SECONDARY APPOINTMENTS

Secondary appointments are only granted to non-ladder faculty when

(1) the faculty member is being compensated by the secondary department, or

(2) the individual is being provided with a teaching appointment in order to teach a course. If the individual is being given a teaching appointment (e.g., Lecturer) because he or she does not already have one, be sure to include the supporting documents that are required for the lecturer position.

Rank	Initial Secondary Appointment	Reappointment	Promotion
<p>➤ All non-ladder ranks</p>	<p>Guide: Hire Faculty Process</p> <ul style="list-style-type: none"> • Memo (email) from primary department chair or school dean approving this appointment <ul style="list-style-type: none"> ○ NOTE: If this is the first time that this person has been appointed as a lecturer, submit the supporting documents required for the lecturer position above. • Chair Letter Reason for Appointment – completed by the chair of the department in which the secondary appointment will reside • Multi-year appointments only – Department Faculty Vote from secondary department • Full CV 	<p>Guide: Academic: Managing Appointments</p> <ul style="list-style-type: none"> • Memo (email) from primary department chair or school dean approving this appointment <ul style="list-style-type: none"> ○ NOTE: If this person is being reappointed as a lecturer but his or her primary position is not as a lecturer, submit the supporting documents required for reappointing a lecturer position above. • Chair Letter Reason for Appointment – completed by the chair of the department in which the secondary appointment will reside 	

OTHER ACADEMIC and ACADEMIC AFFILIATES

Rank	Initial Faculty Appointment	Reappointment
Contingent Workers: ➤ Minors in the Lab ➤ Visiting Students in Research	Guide: Create Job Requisition: Academic Contingent Worker (Non-STARS) <ul style="list-style-type: none"> Letter from EHS approving 	n/a
➤ Any Academic Affiliates	Guide: Create Job Requisition: Academic Contingent Worker (Non-STARS) <ul style="list-style-type: none"> Letter from FAS Dean's Office 	n/a

DEPARTURES – Resignations and retirements

Rank	If resigning or retiring before the scheduled end date
➤ Faculty	Guide: Termination/Separation: Employee (Academic) <ul style="list-style-type: none"> Letter of resignation
➤ Contingent Worked	Guide: Termination/Separation: Contingent Worker <ul style="list-style-type: none"> No paperwork needed