

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

Please submit all documents to [faculty.admin@yale.edu](mailto: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"> <li>➤ Professor</li> <li>➤ Associate Professor with tenure</li> <li>➤ Associate Professor on Term</li> </ul>	<b>Guide:</b> <a href="#">Hire Faculty Process</a> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate</li> </ul>	No reappointments	<b>Guide:</b> <a href="#">Academic: Managing Appointments</a>
<ul style="list-style-type: none"> <li>➤ Assistant Professor</li> </ul>	<b>Guide:</b> <a href="#">Hire Faculty Process</a> <ul style="list-style-type: none"> <li>• Department Faculty Vote</li> <li>• Verification of PhD received from degree-granting institution</li> <li>• Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate</li> <li>• Full CV</li> </ul>	<b>Guide:</b> <a href="#">Academic: Managing Appointments</a> <ul style="list-style-type: none"> <li>• Letter of evaluation from Chair to candidate</li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<b>Guide:</b> <a href="#">Academic: Managing Appointments</a> <ul style="list-style-type: none"> <li>• Verification of PhD received from degree-granting institution</li> <li>• Full CV</li> </ul>
<ul style="list-style-type: none"> <li>➤ Lecturer Convertible</li> </ul>	<b>Guide:</b> <a href="#">Hire Faculty Process</a> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate</li> <li>• Full CV</li> </ul>	NOTE: Only allowed one single-year reappointment after the initial appointment: <b>Guide:</b> <a href="#">Academic: Managing Appointments</a> <ul style="list-style-type: none"> <li>• Letter of evaluation from the Chair</li> </ul>	No promotions

**Secondary Appointments (Ladder faculty)**

<b>Special Notes:</b> <ol style="list-style-type: none"> <li>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).</li> <li>2) You will need to obtain approval from the primary department or school prior to submitting this appointment in Workday.</li> </ol>			
<ul style="list-style-type: none"> <li>➤ Tenured</li> <li>➤ Non-Tenured</li> </ul>	<b>Guide:</b> <a href="#">Academic: Managing Appointments</a> <ul style="list-style-type: none"> <li>• Chair Letter Reason for Appointment – completed by the chair of the secondary dept</li> <li>• <a href="#">Secondary Appointment Form</a></li> <li>• Department Faculty Vote from secondary department</li> <li>• Full CV</li> </ul>	<b>Guide:</b> <a href="#">Academic: Managing Appointments</a> <ul style="list-style-type: none"> <li>• Chair Letter Reason for Reappointment – completed by the chair of the department in which the secondary appointment will reside</li> <li>• <a href="#">Secondary Appointment Form</a></li> <li>• Full CV</li> </ul>	<b>Guide:</b> <a href="#">Academic: Managing Appointments</a> 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
<b>Multi-Year (2 or more years)</b>			
<ul style="list-style-type: none"> <li>➤ Professor Adjunct</li> <li>➤ Associate Professor Adjunct</li> <li>➤ Assistant Professor Adjunct</li> </ul> <p><b>Maximum term length: 5 years</b></p>	<p><b>Guide:</b> <a href="#">Hire Faculty Process</a></p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• If advertised:               <ul style="list-style-type: none"> <li>○ Letter requesting recommendations</li> <li>○ Copy of actual advertisement</li> </ul> </li> <li>• Letters of recommendation               <ul style="list-style-type: none"> <li>○ 4 letters from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.)</li> </ul> </li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• Chair letter of recommendation and reason for reappointment</li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• Chair letter of recommendation and reason for appointment</li> <li>• Provide a sample of the letter requesting recommendations</li> <li>• 3 letters of recommendation</li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>
<ul style="list-style-type: none"> <li>➤ Gibbs Assistant Professor</li> </ul>	<p><b>Guide:</b> <a href="#">Hire Faculty Process</a></p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate</li> <li>• Department Faculty Vote</li> <li>• Verification of PhD received from degree-granting institution</li> <li>• Full CV</li> </ul>	No Reappointments	No Promotions

Please submit all supporting documents to [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu).

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

**Note: All recommendation letters must be translated into English.**

Rank	Initial Faculty Appointment	Reappointment	Promotion
<b>Multi-Year (2 or more years)</b>			
<p>➤ Senior Lecturer 1 ➤ Senior Lecturer 2 ➤ Senior Lecturer</p> <p><b>Maximum term for Senior Lecturer I is 3 years; maximum term for all others is 5 years.</b></p>	<p><b>Guide:</b> <a href="#">Hire Faculty Process</a></p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• 3 Letters of recommendation from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.)</li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• Provide a sample of the letter requesting recommendations</li> <li>• 3 letters of recommendation</li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>
<p>➤ Lecturer ➤ Lecturer</p> <p><b>Maximum term length: 3 years.</b></p> <p><b>Note: Lecturers can only hold this rank for a maximum of 6 years.</b></p>	<p><b>Guide:</b> <a href="#">Hire Faculty Process</a></p> <p><b>Business Process:</b> 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"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• 3 Letters of recommendation from outside Yale (If teaching experience has only been at Yale, letters from inside Yale will suffice.)</li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• Provide a sample of the letter requesting recommendations</li> <li>• 3 letters of recommendation</li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>

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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"> <li>➤ Senior Lecturer</li> <li>➤ Lecturer</li> <li>➤ Lector</li> </ul>	<p><b>Guide:</b> <a href="#">Hire Faculty Process</a></p> <p><b>Business Process:</b> 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"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• 2 Letters of Recommendation from outside Yale (if teaching experience has only been at Yale, letters from inside Yale will suffice), or 2 phone references using the <a href="#">Phone Reference Form</a></li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <p><b>Business Process:</b> Update Academic Appointment</p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• Full CV</li> </ul>	No Promotions
<p><b>Visiting faculty appointments</b></p> <p>NOTE: Need approval letter from Home institution</p>			
<ul style="list-style-type: none"> <li>➤ Visiting Professor</li> <li>➤ Visiting Associate Professor</li> <li>➤ Visiting Assistant Professor</li> </ul>	<p><b>Guide:</b> <a href="#">Hire Faculty Process</a></p> <p><b>Business Process:</b> 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"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• Approval letter from home institution</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <p><b>Business Process:</b> Update Academic Appointment</p> <ul style="list-style-type: none"> <li>• Offer Letter – Signed by FAS Dean, Chair and Candidate</li> <li>• Approval letter from home institution</li> <li>• Full CV</li> </ul>	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"> <li>➤ Senior Research Scientist</li> <li>➤ Senior Research Scholar</li> </ul>	<p><b>Guide:</b> <a href="#">Hire Faculty Process</a></p> <ul style="list-style-type: none"> <li>• Chair letter of endorsement</li> <li>• Letters of Recommendation                             <ul style="list-style-type: none"> <li>○ 4 letters from outside Yale</li> <li>○ 1 letter from Principal Investigator</li> </ul> </li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Humanities departments only - Cognizant FAS Dean Approval</li> <li>• Chair letter of endorsement</li> <li>• Letters of Recommendation                             <ul style="list-style-type: none"> <li>○ 1 letter from Principal Investigator</li> </ul> </li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Humanities departments only - Cognizant FAS Dean Approval</li> <li>• Chair letter of endorsement</li> <li>• Letters of Recommendation                             <ul style="list-style-type: none"> <li>○ 4 letters from outside Yale</li> <li>○ 1 letter from Principal Investigator</li> </ul> </li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>
<ul style="list-style-type: none"> <li>➤ Research Scientist</li> <li>➤ Research Scholar</li> <li>➤ Visiting Research Scientist</li> </ul>	<p><b>Guide:</b> <a href="#">Hire Faculty Process</a></p> <ul style="list-style-type: none"> <li>• Letter of Recommendations                             <ul style="list-style-type: none"> <li>○ 4 letters from outside Yale</li> <li>○ 1 letter from Principal Investigator</li> </ul> </li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Humanities departments only - Cognizant FAS Dean Approval</li> <li>• Chair letter of endorsement</li> <li>• Letter of Recommendations                             <ul style="list-style-type: none"> <li>○ 1 letter from Principal Investigator</li> </ul> </li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Humanities departments only - Cognizant FAS Dean Approval</li> <li>• Chair letter of endorsement</li> <li>• Letter of Recommendations                             <ul style="list-style-type: none"> <li>○ 2 letters from outside Yale</li> <li>○ 1 letter from Principal Investigator</li> </ul> </li> <li>• Department Faculty Vote</li> <li>• Full CV</li> </ul>
<ul style="list-style-type: none"> <li>➤ Associate Research Scientist</li> <li>➤ Associate Research Scholar</li> </ul>	<p><b>Guide:</b> <a href="#">Hire Faculty Process</a></p> <ul style="list-style-type: none"> <li>• Letter of Recommendations                             <ul style="list-style-type: none"> <li>○ 1 letters from outside Yale</li> <li>○ 1 letter from Principal Investigator</li> </ul> </li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Chair letter of endorsement</li> <li>• Letter of Recommendation from Principal Investigator</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <ul style="list-style-type: none"> <li>• Chair letter of endorsement</li> <li>• Letter of Recommendation from Principal Investigator</li> <li>• Letter of Recommendations                             <ul style="list-style-type: none"> <li>○ 2 letters from outside Yale</li> </ul> </li> <li>• Full CV</li> </ul>

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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><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <p><b>NOTE:</b> If this is the first time that this person has been appointed as a <b>lecturer</b>, submit the supporting documents required for the lecturer position above.</p> <ul style="list-style-type: none"> <li>• <a href="#">Secondary Appointment Form</a></li> <li>• Chair Letter Reason for Appointment – completed by the chair of the department in which the secondary appointment will reside</li> <li>• Multi-year appointments only – Department Faculty Vote from secondary department</li> <li>• Full CV</li> </ul>	<p><b>Guide:</b> <a href="#">Academic: Managing Appointments</a></p> <p><b>NOTE:</b> If this person is being reappointed as a <b>lecturer</b> but his or her primary position is not as a lecturer, submit the supporting documents required for reappointing a lecturer position above.</p> <ul style="list-style-type: none"> <li>• <a href="#">Secondary Appointment Form</a></li> <li>• Chair Letter Reason for Appointment – completed by the chair of the department in which the secondary appointment will reside</li> </ul>	

## OTHER ACADEMIC and ACADEMIC AFFILIATES

Rank	Initial Faculty Appointment	Transition from Employee to Contingent Worker or Academic Affiliate	Transition to Employee from Contingent Worker or Academic Affiliate
Contingent Workers: ➤ Minors in the Lab ➤ Visiting Students in Research ~~~~~ ➤ Staff Affiliates (HHMI only)	<b>Guide:</b> <a href="#">Create Job Requisition: Academic Contingent Worker (Non-STARs)</a> <ul style="list-style-type: none"> <li>Letter of approval from EHS ~~~~~</li> <li>Letter of request from chair</li> </ul>	<b>Guides:</b> <a href="#">Termination/Separation: Employee</a> and <a href="#">Create Job Requisition: Academic Contingent Worker (Non-STARs)</a> <b>Business Processes:</b> Terminate Employee and Contract Contingent Worker <ul style="list-style-type: none"> <li>Justification letter with description of work</li> </ul>	<b>Guides:</b> Use the <a href="#">Hire Faculty Process</a> to create the job requisition. Then, find the contingent worker's record in Workday, and from the Related Actions button select " <b>Convert to Employee</b> ".  Refer to the relevant section above for the supporting documentation.
➤ Any Academic Affiliates	<b>Guide:</b> <a href="#">Create Job Requisition: Academic Contingent Worker (Non-STARs)</a> <ul style="list-style-type: none"> <li>Letter from FAS Dean's Office</li> </ul>	<b>Guides:</b> <a href="#">Termination/Separation: Employee</a> and <a href="#">Create Job Requisition: Academic Contingent Worker (Non-STARs)</a> <b>Business Processes:</b> Terminate Employee and Contract Contingent Worker <ul style="list-style-type: none"> <li>Justification letter with description of work</li> </ul>	<b>Guide:</b> Use the <a href="#">Hire Faculty Process</a> to create the job requisition. Then, follow the guide, <a href="#">Academic: Add Employee Status to Academic Affiliate</a> .  Refer to the relevant section above for the supporting documentation.

## DEPARTURES – Resignations and retirements

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

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